



**Robert Russa Moton Charter School**

**2019 – 2020 School Year**

**EMPLOYMENT POLICIES & PROCEDURES**

October 2019

## **TABLE OF CONTENTS**

ABOUT MOTON CHARTER SCHOOL’S EMPLOYEE HANDBOOK	4
Parent/Alumnus Representation On Governing Board	5
Procedure To Elect A Parent/Guardian/Grandparents/Alumnus To The Board of The Advocates For Innovative Schools, Inc.	6
Grievance Policy And Procedures For Parents	7
Mandatory Criminal Background Checks	9
Annual Board of Ethics Training	10
Employee Attendance Policy	11
Corporal Punishment Is Prohibited	12
Anti-Bullying Policy And Procedures For Students, Parents, Guardians, Teachers, Employees	13
Letter to Parent/Guardian of Possible Bullying Incident	16
Letter to Parent/Guardian of Unconfirmed Bullying Incident	18
Letter to Parent/Guardian of Confirmed Bullying Incident	19
Bullying Witness Statement	20
School-Based Stay Away Agreement	21
Special Education Policy	22
Employee Disability Accommodation Policy	23
Reporting Child Abuse/Mandatory Reporters	24
Incident/Accident Report- Student Affairs	26
Incident/Accident Report- Employee Affairs	29
Student Records Policy And Protocol	31
Progressive Discipline Procedures For Employees	39
Policy Regarding Employee Conduct, Grievances, Due Process And Dismissal	41
Credit Card Policy And Charges	45
Compensatory Time Or Overtime	46
Change Of Personnel Status	47

Mandatory Deductions From Paycheck	48
Medical Records	49
Family Medical Leave	50
Application To Return From Medical Leave	52
Exit Interviews	53
Return Of School Property	54
Compensation & Insurance Upon Separation	55
Post Employment Inquiries	56
Former Employees Seeking Re-Employment	57
Test Security	58
Employee Acknowledgment Form	68

## **About Robert Russa Moton Charter School's Employee Handbook**

This Employee Handbook outlines policies and procedures at Robert Russa Moton Charter School but is not meant to cover all instructions, requests, mandates that a supervisor or other school officials might request of an employee. Where appropriate and necessary, the Principal, Assistant Principal or their representative will explain additional procedures to employees. The goal is to develop and maintain a work environment that is constructive to each employee's personal and professional growth. Robert Russa Moton Charter School depends on employees to create the type of work environment that promotes student achievement and the "whole child." Each employee is expected to put forth his or her best efforts every day, and everyone is required to respect and work cooperatively with their supervisor and school administrators.

This Handbook is not a contract and does not guarantee any rights or benefits to employees. Generally, employment at Robert Russa Moton Charter School is based on written annual and semi-annual contracts, job descriptions and performance standards and not this Handbook. Employment without a contract is not for any specific time and may be terminated at will, with or without cause and the employee may resign for any reason at any time. Any agreement wherein employment status is altered must be in writing and approved by Moton's Board of Directors, Advocates for Innovative Schools, Incorporated

In the event of any conflict between the terms and conditions contained in this Handbook and the official plan documents pertaining to any benefit, the provisions of the official documents govern and shall be given full force and effect.

Employees are required to read, understand, and comply with all provisions of the handbook. All employees are also required to comply with state and federal laws at all times. Any employee who has questions about any information in this Handbook is encouraged to discuss them with their supervisor, principal or assistant principal. Robert Russa Moton Charter School and its Board of Directors reserve the right to change, modify, revoke, suspend, or terminate any policies or portion of the Handbook at any time as it deems appropriate, in its sole and absolute discretion. School officials will endeavor to notify employees in writing of any such changes in a timely fashion.

## **PARENT/ALUMNUS REPRESENTATION ON GOVERNING BOARD**

Robert Russa Moton Charter School complies with applicable state law regarding the inclusion of a parent, legal guardian, grandparent or alumnus on its governing board that sets policy and manages the corporate affairs of the school. A Board member who freely communicates their expertise, vision and life experiences about the education, safety and well being of children is an extremely important part of a public-supported institution.

Consequently, the Advocates for Innovative Schools, Inc., as the governing board for Robert Russa Moton Charter School, establishes this policy and process to include a parent, legal guardian, grandparent or alumnus on its governing board as mandated by La. Revised Statute 17:3991(A)(1)(c)(iv):

Beginning October 1, 2018, the membership of the governing or management board of each charter school located in a parish with a population of between three hundred twenty-five thousand and three hundred seventy-five thousand persons, based on the most recent federal decennial census, shall include at least one member who is a parent, legal guardian, or grandparent of a student enrolled in the charter school or an alumnus of the school, who may be appointed or elected. Each charter school governing or management board shall adopt a policy prescribing the process and timelines for either appointing or electing a parent, legal guardian, or grandparent of a student or an alumnus of the school to the board. The policy shall be provided to the parents of each child enrolled in the school and published on the school's website.

**PROCEDURE TO ELECT A PARENT/GUARDIAN/GRANDPARENT/ALUMNUS  
TO THE BOARD OF THE ADVOCATES FOR INNOVATIVE SCHOOLS, INC.**

The process to elect a parent/guardian/grandparent/alumnus to the Advocates for Innovative Schools, Inc. Board of Directors is as follows:

1. Information on the election will be posted on the school's website for at least thirty (30) days prior to the Board vote.
2. Candidates must be parents, legal guardians or grandparents of current or recent Moton students (within the last 3 years) or an alumnus of the school.
3. Interested parties are encouraged to reach out to the Office Staff, other parents and current Board members.
4. Upon receiving resumes from interested parties, an individual designated by the Board will meet with each candidate.
5. The Governance Committee of AIS will interview candidates in person or on the phone.
6. A Board designee will follow up with any candidates that a member of the Governance Committee recommends.
7. Finalists are required to attend a Board meeting where the candidate and current members exchange ideas pertaining to the Board's legal mandate, philosophy, success and challenges.
8. The Governance Committee Chair makes a formal recommendation to the Board.
9. The Board votes on the candidate at a scheduled public meeting.

## **GRIEVANCE POLICY AND PROCEDURES FOR PARENTS**

All administrators, faculty and staff at Robert Russa Moton Charter School seek to create and maintain a teaching, learning and child-development environment in which school employees and parents and legal guardians work together as partners and as a 'Community of Learners.' When parents and school employees freely communicate their perceptions, concerns and complaints about the education, safety and well being of children, everyone benefits from knowing that family members and school employees are guided by shared understandings and purposes.

### **MANDATORY REPORTING OF WRONGFUL CONDUCT**

Under state law and the governing board of this school, teachers, staff members, parents and guardians should immediately report illegal or wrongful conduct that includes, but is not limited to the following:

- Bullying (See Moton's Anti-Bullying Policy posted on the school's website)
- Guns, knives, dangerous objects
- Threats involving guns, knives, etc.
- Unwelcome sexual advances
- Improper touching
- Verbal threats
- Fighting, wrestling or physical violence
- Taunting, constant or malicious teasing
- Sexually motivated physical conduct

As in every aspect of life and human interactions, there will be occasions when parents and guardians have concerns about the school's learning program or organization, or perhaps about the way the school has managed a student's behavior, or an issue(s) raised by parents/guardians. All parties can expect that concerns, problems or misunderstanding will arise from time to time. Consequently, Robert Russa Moton Charter School has adopted these guidelines for parents and guardians that outline a process for resolving such issues.

### **THE RESOLUTION PROCESS**

If a parent or legal guardian has a concern or complaint:

#### ***Step 1 – Contact the teacher or staff member directly involved***

Contacting the employee who is directly involved enables the parent or guardian to gather information to get a fair and more complete picture of the action, situation or problem. The parent or guardian should call the school to make an appointment to discuss the matter in private without distractions. If the parent/guardian is unable to speak directly with the employee, ask school personnel in the Main Office to contact you when that employee is free from teaching and other duties. If you feel uncomfortable

approaching the school employee, contact the Principal, Assistant Principal who will assist you in establishing contact with the teacher or staff member.<sup>1</sup>

***Step 2 – If the issue is not resolved at Step 1***

If the issue raised by the parent or guardian is not resolved after meeting with the teacher or staff member, call or make an appointment to meet with the Principal or Assistant Principal. Let them know the concern or complaint you wish to discuss as this will help facilitate the problem-solving process.

***Step 3 – If the issue remains unresolved***

If the parent or guardian is not satisfied with the outcome of the meeting, they should put their concern or complaint in writing to the Principal or Assistant Principal who will reconsider the problem or concern and send a written response to the parent or guardian.

***Step 4 – No satisfactory outcome at the school level***

If the concern or complaint is not resolved at the school level, the parent or guardian is free to ask members of the school's governing board to consider their concern or complaint after completing Steps 1, 2 and 3 and then sending a letter to the BOARD OF DIRECTORS for Robert Russa Moton Charter School, ATTN: Board President.

**IMPORTANT POINTS TO REMEMBER**

1. Throughout this process, it is important to maintain confidentiality, particularly if the issue concerns the performance of teacher or staff member or sensitive issues regarding other students and their families. Breaches of confidentiality can be grounds for complaint by other students who are mentioned in the complaint.
2. Complaints are best managed when people concerned remain calm and courteous.
3. Throughout the process it is important that students receive the message that the school and the family are working together for their benefit.

***Board Approval: November 6, 2018, President Barbara Crain-Majors***

---

<sup>1</sup> If the parent's concern involves the Principal or Assistant Principal, the parent or guardian should feel free to contact a member of the Board or the parent liaison familiar with school procedures can support you to establish contact.



## **MANDATORY CRIMINAL BACKGROUND CHECKS**

All applicants for employment at Robert Russa Moton Charter School are required to undergo a background check prior to employment in accordance with state law. Individuals who refuse to submit to a criminal history review or whose criminal history review reveals they have been convicted of a crime may not be offered employment and/or may be subject to termination; those convicted of a felony set forth in Louisiana Revised Statute 15:587.1 will not be offered employment and/or will be terminated.

Potential employees may be required to provide additional information and documentation regarding past criminal activities, including arrests for, convictions of, or having pled no contest to any criminal offense.

## **ANNUAL BOARD OF ETHICS TRAINING**

All Robert Russa Moton Charter School employees are mandated by law (Louisiana Revised Statute 42:1170A) to take one hour of ethics training each year as provided by the Louisiana Code of Governmental Ethics.

AIS employees shall avoid a conflict of interest where they derive any personal profit or gain (excluding salary from AIS), directly or indirectly, by reason of his or her participation with Robert R. Moton Charter School. All employees shall disclose to the Principal or his or her supervisor any personal interest that he or she may have in any matter related to Robert R. Moton Charter School.

The goals of these policies are:

1. To ensure the public confidence in the integrity of government
2. To ensure the independence and impartiality of elected officials and public employees
3. To ensure that governmental decisions and policy are made in the proper channel of the government structure
4. To ensure that public office and employment are not used for private gain.

Employees are required to complete the training during the first month of the school year online at the [Louisiana Ethics Administration Program website](#).

Board Members are required to submit annual Financial Disclosure Forms to the Louisiana Board of Ethics.

Each Board Member must submit a printed copy of the Ethics Training certificate annually.

.

## **EMPLOYEE ATTENDANCE POLICY**

The presence or absence of each employee is of critical importance to the successful operation of the school. Therefore, AIS expects all employees to be on time, ready to begin work at the beginning of their day, and to work the full allotted time they are assigned each day.

Employees are not allowed to perform work at home or away from the AIS, unless specifically authorized for each occurrence by the Principal. Non-exempt employees are not to work before or to continue working after their scheduled hours, unless specifically authorized for each occurrence by their supervisor. Non-exempt employees are not allowed to perform work while on scheduled non-paid lunch break, unless specifically assigned by the supervisor.

Attendance at school-sponsored functions is not compensated unless the supervisor has required you to attend and work at the function and has written approval from the Principal to provide the additional compensation.

Employees who know or should know at least 24 hours in advance, that they will be absent or tardy should request approval from their immediate supervisors and/or the Principal/Agency Head. In the case of illness or emergency, employees are required to notify their immediate supervisor or the Principal at least two (2) hours before their reporting time, if possible.

Employees who are unable to notify their supervisor or Principal because of an illness, emergency or for some other reason, should have someone call on their behalf. Employees are required to check on the status (approval/denial) of the request prior to being absent or tardy.

Any employee who is absent for two days without notification is deemed to have abandoned his or her job, and may be subject to discipline, up to and including termination. Employees must provide their supervisor with a doctor's certificate when they are absent for more than two (2) days due to illness or injury. The doctor's certificate must state that the employee is receiving medical care and should indicate the approximate date the employee will return to work.

A request to be absent or for late arrival must be supported by the presentation of appropriate documentation. However, the approval or denial of a request to be absent or tardy, other than a documented medical excuse, may be granted or denied at the discretion of the employee's immediate supervisor or Principal/Agency Head.

AIS employees are afforded generous personal leave days and paid holidays. Therefore, more than three (3) unexcused absences or six (6) unexcused late arrivals may be considered excessive and shall result in disciplinary action up to and including suspension and/or termination of employment

## **CORPORAL PUNISHMENT IS PROHIBITED**

Robert Russa Moton Charter School and its Board of Directors prohibit corporal punishment. Staff members should not touch students as a disciplinary measure, unless reasonable and safety intervention is necessary to protect a child's physical well being, or the well being of another person. In the event of a classroom emergency in which a child needs to be physically restrained, staff members should notify the Principal or designee to the best extent possible.

Prohibited actions include, but is not limited to the following behaviors: hitting a child with one's hand or foot, striking or spanking a child with a ruler, pointer, or other object, taking away a child's chair and requiring him or her to stand for long periods of time, requiring a child to perform a repetitive physical task such as writing the same phrase over and over, and requiring a child to affix something to the body as a symbol of bad behavior, such as tape over the mouth.

Any employee who becomes aware of an incident of corporal punishment must report that incident immediately to the Principal. Parents may not authorize teachers to use corporal punishment.

Corporal punishment can result in immediate suspension termination and perhaps civil and criminal action by the affected person or governmental official.

## **ANTI-BULLYING POLICY AND PROCEDURES FOR STUDENTS, PARENTS/GUARDIANS AND TEACHERS/EMPLOYEES<sup>2</sup>**

Administrators, teachers and staff members of Robert Russa Moton Charter School believe that all students have a right to a safe and healthy school environment. Our school has an obligation to promote mutual respect, tolerance, and acceptance among students, staff, and volunteers. Behavior that infringes on the safety of any student will not be tolerated. A student shall not bully or intimidate any student through words or actions. Such behavior includes, but is not limited to direct physical contact, verbal assaults, the use of electronic methods, and social isolation and/or manipulation.

This policy prohibiting bullying is an official/ Board-approved mandate of Moton's Student Code of Conduct and includes but is not limited to the following:

1. Any student who engages in bullying will be subject to disciplinary action up to and including expulsion.
2. Students are expected to immediately report incidents of bullying to the principal or designee.
3. School staff and/or administrators will promptly investigate each complaint of bullying in a thorough and confidential manner.

If the complainant student or parent of the student feels that appropriate resolution of the investigation or complaint has not been reached after consulting the school principal, the student or the parent of the student should contact the president of the charter school board.

The AIS prohibits retaliatory behavior against any complainant or any participant in the complaint process. All students and/or staff shall immediately report incidents of bullying, harassment or intimidation to the school principal or designee. School staff members are expected to immediately intervene when they see a bullying incident occur.

Each complaint of bullying shall be promptly investigated. This policy applies to students on school grounds, while traveling on a school bus to and from school, or a school-sponsored activity, and during a school-sponsored activity. Bullying and intimidation will not be tolerated. Disciplinary action will be taken following each confirmed incident of bullying. Disciplinary action after the first incident of bullying may include but is not limited to the following:

1. Loss of a privilege
2. Reassignment of seats in the classroom, cafeteria or school bus
3. Reassignment of classes
4. Detention
5. In-school suspension
6. Out-of-school suspension

---

<sup>2</sup> Model Policy and Forms, Louisiana Department of Education □ Office of Student Programs

## **ANTI-BULLYING POLICY AND PROCEDURES FOR STUDENTS, PARENTS/GUARDIANS AND TEACHERS/EMPLOYEES<sup>3</sup>**

7. Expulsion
8. Assignment to an alternative school If necessary, counseling and other interventions should also be provided to address the social-emotional, behavioral, and academic needs of students who are victims of bullying and students who commit an offense of bullying.

Students, parents/guardians and other school personnel may report incidents of bullying to an administrator, teacher, counselor or other staff member orally or in writing by using the appropriate form.

The procedures for intervening in bullying behavior include but are not limited to the following:

1. All staff, students, and their parents will receive a copy of the policy prohibiting bullying at the beginning of the school year as part of the student code of conduct.
2. The school will keep a report of bullying and the results of an investigation confidential.
3. Staff are expected to immediately intervene when they see a bullying incident occur or upon receipt of any report of bullying.
4. Anyone who witnesses, or experiences bullying is encouraged to report the incident to a school official. The following actions will be taken when bullying is reported:

### **1. Investigation**

Upon receipt of any report of bullying, the administrative staff will direct an immediate investigation of the incident. The investigation will begin no later the next business day in which the school is in session after the school official receives the report. The investigation will be completed no later than ten school days after the date the written report of the incident is submitted to the school official. The investigation shall include interviewing the alleged perpetrator(s) and victim(s), identified witnesses, teacher(s), and staff members separately. Physical evidence of the bullying incident will be reviewed, if available.

### **2. Notification**

Parents or legal guardians of the victim and accused student will be notified of the investigative procedure. If the incident involves an injury or similar situation, appropriate medical attention should be provided/requested and the parent/guardian should be notified immediately.

---

<sup>3</sup> Model Policy and Forms, Louisiana Department of Education □ Office of Student Programs

## **ANTI-BULLYING POLICY AND PROCEDURES FOR STUDENTS, PARENTS/GUARDIANS AND TEACHERS/EMPLOYEES<sup>4</sup>**

### **3. Discipline**

Upon confirming that bullying has occurred, the accused student will be charged with bullying and will receive age-appropriate consequences which shall include, at minimum, disciplinary action or counseling.

### **4. Follow Up**

Complainants will be promptly notified of the findings of the investigation and the remedial action taken.

### **5. Documentation**

Written documentation containing the findings of the investigation, including input from the students' parents or legal guardian, and the decision by the school official, will be prepared and placed in the school records of the victim and perpetrator.

---

<sup>4</sup> Model Policy and Forms, Louisiana Department of Education □ Office of Student Programs

**(Letter to Parent/Guardian Notification of Possible Bullying)**

Date

Name of Parent

Address

Dear \_\_\_\_\_,

As the parent/guardian of \_\_\_\_\_, this letter is to notify you that Louisiana Revised Statute R.S. 17:416 and the Robert Russa Moton Charter School's Bullying Prevention Policy prohibit bullying of a student by another student on school property, at a school-sponsored activity or event off school property; or on a school bus. Bullying by electronic means is also prohibited.

**Definition of Bullying:**

A pattern of one or more of the following:

- 1 Gestures, including but not limited to obscene gestures and making faces.
2. Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors. Electronic communication includes but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, tablet, computer, or other electronic device.
3. Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property.
4. Repeatedly and purposefully shunning or excluding from activities.

Where the pattern of behavior is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school sponsored activity or event.

The pattern of behavior must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.



This letter is to inform you that your child has been involved in a report of a bullying incident.

\_\_\_\_\_ A report has been made that alleges your child as a perpetrator of bullying.

\_\_\_\_\_ A report has been made that alleges your child as a victim of bullying.

\_\_\_\_\_ A report has been made that alleges your child as a witness, bystander and/or complainant of bullying. Please discuss this incident with your child or call the school if you need further assistance or information.

An investigation into the reported act of bullying has been initiated. You will be notified of the outcome and any actions taken pertaining to your child.

Thank you for your attention to this matter

Moton Employee: \_\_\_\_\_

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

Signature of Principal: \_\_\_\_\_

**(Letter to Parent/Guardian of Unconfirmed Bullying Incident)**

Date \_\_\_\_\_

Name of Parent \_\_\_\_\_

Address \_\_\_\_\_

Dear \_\_\_\_\_,

As you were made aware on \_\_\_\_\_, Robert Russa Moton Charter School recently received a complaint alleging that your child committed an act of bullying against another student. In accordance with state law, it is the policy of the Louisiana Department of Education that any form of bullying behavior, whether in the classroom, on school property, or at school-sponsored events, is expressly prohibited.

The purpose of this letter is to notify you that Robert Russa Moton Charter School has completed a thorough investigation of the bullying allegations and the reported bullying has not been verified. As a result, the complaint has been resolved and no disciplinary action taken.

Thank you for your attention to this matter

Moton Employee

\_\_\_\_\_

Employee's Signature:

\_\_\_\_\_

Signature of

Principal: \_\_\_\_\_

**(Letter to Parent/Guardian of Confirmed Bullying Incident)**

Date \_\_\_\_\_

Name of Parent \_\_\_\_\_

Address \_\_\_\_\_

Dear \_\_\_\_\_,

As you were made aware on \_\_\_\_\_, Robert Russa Moton Charter School recently received a complaint alleging that your child committed an act of bullying against another student.

In accordance with state law, it is the policy Robert Russa Moton Charter School that any form of bullying behavior, whether in the classroom, on school property, or at school-sponsored events, is expressly forbidden.

This letter is to officially notify you that a thorough investigation was conducted and acts of bullying against your son/daughter have been verified. Appropriate disciplinary actions have been taken.

Thank you for your attention to this matter

Moton Employee: \_\_\_\_\_

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

Signature of Principal: \_\_\_\_\_

## BULLYING WITNESS STATEMENT

(This form may be completed when there is a witness to an incident of alleged bullying. One form must be completed for each witness).

Date: \_\_\_\_\_ Witness Name: \_\_\_\_\_

Title: ☐ Parent ☐ Student ☐ Teacher ☐ Other \_\_\_\_\_ Victim

Name(s): \_\_\_\_\_

\_\_\_\_\_ Accused

Name(s) \_\_\_\_\_

Describe the location where the incident took place:

---

---

---

---

Description of incident witnessed:

---

---

---

---

---

List any other witnesses, if known:

---

---

---

List evidence of bullying (i.e. letters, photos, etc. Attach evidence, if possible):

---

---

I agree that the information on this form is accurate and true to the best of my knowledge.

Signature of witness: \_\_\_\_\_

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

Name and title of person receiving witness form:

\_\_\_\_\_

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

## SCHOOL-BASED STAY AWAY AGREEMENT

This agreement is designed to increase safety for students who have been the victim of bullying. It is administered in a conference with the alleged violator and his/her parent(s) or legal guardian(s).

Name of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Date of the incident: \_\_\_\_\_ Date of Assessment: \_\_\_\_\_

Description of behaviors involved in the incident:

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

In order to protect the rights and safety of all members of our school community, you are required to stay away from

\_\_\_\_\_ (name(s) of victim) at all times during the school day and at any school-sponsored event. This means that you may not approach, talk to, sit by, or have any contact with the student(s) named above at school or on school property, school buses, school bus stops, or at school-related events. In addition, the following actions are effective immediately (mark N/A if not applicable):

Arrival/Departure Time: \_\_\_\_\_ Entrance: \_\_\_\_\_ Bus/Parking #: \_\_\_\_\_

Current Schedule /New Schedule (print and attach)

Lunch: \_\_\_\_\_

Locker: \_\_\_\_\_

Extracurricular Activities:

\_\_\_\_\_ Other

disciplinary actions:

Violations of this agreement and/or acts of retaliation directly or indirectly toward the victim or the victim's friends or family members will be taken seriously and will result in further school disciplinary or legal actions, Your compliance will be monitored by \_\_\_\_\_ (name and staff title).

Agreement is valid from \_\_\_\_\_ (date) to \_\_\_\_\_ (date).

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

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

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

## **SPECIAL EDUCATION POLICY**

Robert Russa Moton Charter School seeks to educate all students with exceptionalities and to meet their unique academic, social, emotional, physical and vocational needs in the least restrictive environment.

The school's Board of Directors will ensure that qualified personnel and financial resources are provided to comply with federal, state and local legislation, policies and procedures governing the education of students with disabilities and students who are gifted and/or talented.

School leaders will provide resources related to Child Find responsibilities and what must be done when a parent requests an evaluation for special education----consistent with the legal obligations to enroll and serve students with disabilities. Written description of the school's special education program to be made available to parents of students with disabilities as well as a written complaint investigation protocol describing the school's process for investigating allegations of disability discrimination

Robert Russa Moton Charter School will secure outside professionals to provide technical assistance, a comprehensive monitoring protocol, and professional development regarding the disciplinary procedural protections for students with disabilities and who are gifted and talented and best practices to reduce suspensions and expulsions for students with disabilities.

## **EMPLOYEE DISABILITY ACCOMODATIONS**

Robert Russa Charter School complies with federal law regarding reasonable accommodation for handicapped and disabled employees. Moton's Board President has issued the following policy stating Moton's views on this matter.

It is the policy of Robert Russa Moton Charter School and its Board of Directors to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). The school will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. Robert Russa Moton Charter School will seek to make reasonable accommodations for employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments in the job description and provided that any accommodations made do not impose an undue hardship on the school.

In general, it is the employee's responsibility to notify his or her supervisor of the need for an accommodation. Upon doing so, the supervisor may ask for employee input on the type of accommodation he or she believes may be necessary or the functional limitations caused by the disability. Also, when appropriate, the school may need the employee's permission to obtain additional information from the physician or other medical or rehabilitation professionals.

## REPORTING CHILD ABUSE/MANDATORY REPORTERS

All Robert Russa Moton Charter School employees who have cause to believe that a child's physical or mental health or welfare is endangered as a result of abuse or neglect shall immediately report such abuse to their supervisor, the local child protection unit of the Louisiana Department of Social Services, and/or a local or state law enforcement agency. Reports can be filed orally but must be filed in writing within five days of the initial oral report. Report forms are available on the Department of Social Services website, <http://www.dss.state.la.us/Documents/OCS/CPI-2.pdf>.

The failure to report suspicion of child neglect or abuse can subject the person who fails to report to criminal proceedings.

Teachers and other school personnel are considered mandated reporters of suspected child abuse, neglect, or crimes against the child. All employees must report suspected child abuse, neglect or suspected crimes against any child when they have reasonable cause to believe such abuse, neglect, or crime has occurred or is occurring. Reasonable cause is defined as "a reason that would motivate a person of ordinary intelligence under the circumstances" to believe that something has occurred. Child abuse is defined as "any recent act or failure to act on the part of a parent or caretaker which results in death, serious physical or emotional harm, sexual abuse or exploitation; or an act or failure to act which presents an imminent risk of serious harm."

When an employee has reasonable cause to believe that a child is being or has been abused, neglected or a victim of suspected crime against the child they must report the alleged behavior to the Child Abuse Department within 24 hours. The school principal and social worker must also be made aware of the report. If any school official/leader is the alleged offending party, the school employee must make the report directly to Child Protection Services.

Once the report is filed with Child Protection, it is up to the academic leader, or if that individual is not cooperating or is the alleged offending party then the Principal, to follow the process outlined by Child Protection until there is a resolution of the issue. Parent communication will be dictated by the rules and regulations of Child Protection. Employees alleged to have committed child abuse, neglect, or crimes against a child will be reported to the New Orleans Police Department.

The employee will also have to write a report of the alleged incident or incidents to be filed and kept confidential. The report will be kept on file for at least five (5) years. Included in the report should be the date of the report, the name of the child in question, the alleged offending party, a description of the alleged incident or incidents (if there is one), and any supporting information or documentation.

Robert Russa Moton Charter School will hold annual training conducted by the Social Worker and Counselor on recognizing the signs of child abuse, neglect, and crimes against any child as well how to report such alleged events during staff pre-service. The Principal will be a resource for all employees if they ever have a question about



being a mandated reporter or how to make a report. If the Principal does not have the answer to any question presented by a staff member, he or she will direct that staff member to the organization that will have the necessary information.

**ROBERT RUSSA MOTON CHARTER SCHOOL  
INCIDENT/ACCIDENT REPORT- STUDENT AFFAIRS**

**POLICY:** All employees at Moton Charter School are required to submit a written report on any incident, event, occurrence or experience involving a student, parent or visitor to the school. Improper student-to-student conduct and employee-to-student conduct is prohibited at Robert Russa Moton Charter School. Improper conduct includes but is not limited to the following:

1. Interference with teaching and learning,
2. bullying,
3. harassment,
4. intimidation,
5. sexual misconduct,
6. improper touching,
7. battery,
8. corporal punishment,
9. threatening words,
10. discrimination based on race, gender, sexual orientation, or physical or mental ability.

All employees should complete this report and present it to his/her supervisor or the Agency Head as soon as possible. Emergencies must be addressed first and thereafter this report is to be completed. School employees are "mandatory reporters" under state law and Moton employees must confer with their supervisors about reporting incidents/events to law enforcement personnel. Failure to complete this report in a timely manner will result in appropriate disciplinary action.

Employee's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Room Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Date and time of Incident/Event: \_\_\_\_\_ Time: \_\_\_\_\_

Place: \_\_\_\_\_

Persons involved:

---

---

---

Witnesses, if any: \_\_\_\_\_

---

Note: Please obtain contact information for anyone not associated with Moton School.

**A Brief Description of the Incident/Event:** \_\_\_\_\_

---

---

---

---

---

Actions taken by Employee, if any: \_\_\_\_\_

---

---

Date/time incident or event was reported to Supervisor: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date/Time: \_\_\_\_\_

**SUPERVISOR'S ACKNOWLEDGEMENT**

Date and time report was received: \_\_\_\_\_

Actions taken by Supervisor, if any: \_\_\_\_\_

---

---

Date and time report was forwarded to Agency Head: \_\_\_\_\_

**AGENCY HEAD'S ACKNOWLEDGEMENT**

Date and time report received: \_\_\_\_\_

Actions taken by Agency Head, if any: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ROBERT RUSSA MOTON CHARTER SCHOOL  
INCIDENT/ACCIDENT REPORT- EMPLOYEE AFFAIRS**

**POLICY:** All employees at Moton Charter School are required to submit an Incident/Accident Report regarding improper and prohibited conduct. Improper and prohibited conduct includes, but is not limited to, the following: Interference with teaching and learning, bullying, harassment, intimidation, sexual misconduct, improper touching, battery, corporal punishment, threatening words, discrimination based on race, gender, sexual orientation, or physical or mental ability. Any employees affected by improper conduct by a co-worker shall complete this report and present it to his/her supervisor or the Agency Head as soon as possible. Failure to complete this report in a timely manner will result in appropriate disciplinary action.

Employee's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Room Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Date and time of Incident/Event: \_\_\_\_\_ Time \_\_\_\_\_

Place: \_\_\_\_\_

Persons involved: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Witnesses, if any: \_\_\_\_\_

\_\_\_\_\_

Note: Please obtain contact information for anyone not associated with Moton School.

**A Brief Description of the Incident/Event:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Actions taken by Employee, if any: \_\_\_\_\_

---

---

Date/time incident or event was reported to Supervisor: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date/Time: \_\_\_\_\_

**SUPERVISOR'S ACKNOWLEDGEMENT**

Date and time report was received: \_\_\_\_\_

Actions taken by Supervisor, if any: \_\_\_\_\_

---

---

Date and time report was forwarded to Agency Head: \_\_\_\_\_

**AGENCY HEAD'S ACKNOWLEDGEMENT**

Date and time report received: \_\_\_\_\_

Actions taken by Agency Head, if any: \_\_\_\_\_

---

---

## **STUDENT RECORDS POLICY AND PROTOCOL**

The Board of Directors for Robert Russa Charter School has adopted a policy and procedures for the maintenance of student records to ensure the privacy rights of students and to comply with legal requirements governing student records. Federal law (The Federal Educational Rights and Privacy Act (FERPA; 20 U.S.C.1232g), and Louisiana Acts 937, 677 and 340 mandates this policy. It is posted on the school's website at [www.Moton Charter School.Org](http://www.Moton Charter School.Org).

### **A. Definitions**

The following terms and definitions apply when discussing student records.

- "Access" to be provided the ability to look at, inspect, and make use of.
- "Education records" means records that are directly related to a student that are maintained by Robert Russa Moton Charter School or by a third party acting for the school.
- "Parent" means a student's natural parent, guardian, or individual acting as parent in the absence of a parent or a guardian.
- "Personally identifiable information" is defined as information about an individual that can be used on its own or with other information to identify, contact, or locate a single individual, including but not limited to the following:
  - (a) Any information that can be used to distinguish or trace an individual's identity such as full name, social security number, date and place of birth, mother's maiden name, or biometric records.
  - (b) Any other information that is linked or linkable to an individual such as medical, educational, financial, and employment information.
  - (c) Two or more pieces of information that separately or when linked together can be used to reasonably ascertain the identity of the person.

**Rights Under Family Educational Rights and Privacy Act (FERPA)** According to the Federal Family Educational Rights and Privacy Act (FERPA) parents and eligible students have the right to:

- inspect and review the student's education records;
- seek amendment of the student's education records that are believed to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
- consent to the disclosure of personally identifiable information, except to the extent that FERPA and the school authorize disclosure without consent; and
- file with the United States Department of Education a complaint concerning alleged failures by Robert Russa Moton Charter School to comply with FERPA.

## B. Disclosures Without Consent

The school discloses information from a student's education records without consent when the disclosure meets any of the conditions set forth in FERPA, and in accordance with State law. A school official having access to student records is:

- a person employed by Moton's Board of Directors in an administrative, supervisory, academic or research, or support staff position, including health or medical staff;
- a person on Moton's Board; and/or
- a person employed by or under contract with Moton's Board of Directors to perform a special task for the Board.

A school official has a legitimate educational interest to access student records if the official is:

- performing a task that is specified in his or her position description or contract agreement;
- performing a task related to a student's education;
- providing a service or benefit related to the student or student's family, such as health care, counseling, job placement, or financial aid;
- maintaining the safety and security of school property and school grounds; and/or
- performing other duties of legitimate educational interest as determined by the Principal or her designee on a case-by-case basis.

Disclosures to officials of another school, school system, or institution where the student seeks or intends to enroll will be made without any notification to the parent or eligible student. The transfer of student records will include information on the date of any expulsion and reason(s) for which the student was expelled. Any student who has been expelled from any public or private school must provide to school officials information on the date of expulsion and the reason(s) for which the student was expelled. The school and its employees may disclose education records or information from education records, without the consent of a parent or guardian of the student who is the subject of the records to State and local law enforcement officials and other officials within the juvenile system in accordance with law. The full text of FERPA can be found at 20 U.S.C.1232g. The implementing regulations concerning FERPA can be found at 34C.F.R.99.1 through 99.67.

Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Ave. SW  
Washington, D.C. 20202-4605



C. Other Federal Statutes Affecting Educational Records

Various other Federal laws have been enacted since the tragedy of September 11, 2001, such as the USA Patriot Act, which revised portions of FERPA. The Protection of Pupil Rights Act (PPRA) 20 USC 1232h, 34 CFR Part 98 provides for the control and limitation of surveys involving pupils to include the provision that parents/guardians may opt out of such surveys. Copies of these Federal statutes, their implementation regulations, and other information concerning parent and student rights under these laws can be obtained from the school by written request to:

Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Ave. SW  
Washington, D.C. 20202-4605

D. Procedure for Inspection of Records

To inspect student records, requests must be made in writing to the school. Requests should be addressed to:

Office of the Principal (Custodian of Student Records)  
Robert Russa Moton Charter School  
8550 Curran Blvd.  
New Orleans, Louisiana 70127

E. Amendments to Records

If, upon inspection of a student's records, a parent, eligible student or legal guardian believes that the education records contain information that is inaccurate, misleading, or otherwise in violation of the student's rights of privacy, an amendment to the record may be requested by submitting the requested amendment in writing to the school at the address in the preceding section.

Any disagreement or amendment will be resolved informally, if possible, through the Principal or her designee. Only the Principal or her designee may authorize an amendment to the education records of a student. If an amendment is not granted, the parent(s) or eligible student may within 30 days of mailing of notification from the school, request a hearing. The request must be in writing to the Principal, mailed to the school at the address above. The request must be received by Robert Russa Moton Charter School within thirty (30) days in order to be considered. The 30-day period commences on the day after the date of the notice denying the initial request for amendment.

F. Collection of Student Data (Safeguarding Student and Family Privacy)

Unless voluntarily disclosed by a student's parent or legal guardian, no employee of the school shall require disclosure to the school by the student, parent or legal guardian of any of the following information:

- (a) Political affiliations or beliefs of the student or the student's parent.
- (b) Mental or psychological problems of the student or the student's family.
- (c) Sexual behavior or attitudes.
- (d) Illegal, anti-social, self-incriminating, or demeaning behavior.
- (e) Critical appraisals of other individuals with whom a student has a close family relationship.
- (f) Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers.
- (g) Religious practices, affiliations, or beliefs of the student or the student's parent.
- (h) Family income.
- (i) Biometric information.
- (j) Social security number.
- (k) Gun ownership.
- (l) Home Internet Protocol Address.
- (m) External digital identity.

G. Allowable Access Robert Russa Moton Charter School allows access, including disclosure, of certain student personally identifiable information without consent under the following circumstances:

- (a) when required by applicable state or federal law, such as:
  - 20 USC 7908(a)(1) requires public schools to provide student names, address, and telephone numbers to military recruiters, unless the student's parent, eligible student or legal guardian has requested that the information not be provided.
  - Louisiana Revised Statute 17:81(N) provides for the release of student information to state and local law enforcement officials and officials within the office of juvenile justice.
- (b) under the terms of a contract with a public or private entity providing student or education services when such contract meets the requirements of the law. Such contracts and a list of the data elements that are included in the contract shall be available for inspection. Release under such a contract without consent is necessary for the education of a student, as determined by the school. Examples of such contracts include but are not limited to Student Information Systems, Special Education Reporting systems, etc.

#### H. Approved Access

Unless directed in writing otherwise by a student's parent, eligible student or legal guardian, Robert Russa Moton Charter School approves a person employed in the school or person authorized by the school or its Board of Directors to provide access to certain student personally identifiable information in accordance with FERPA and LRS 17:3914, as follows:

- information to protect the health, safety, or welfare of a student and/or the general public;
- information to facilitate a student's participation in a school sanctioned extracurricular activity, including but not limited to a sport, organization or club;
- information to facilitate the operation and daily activities within school facilities, including but not limited to the display and use of student information;
- information related to programs and activities related to school sanctioned performances or productions, events and award programs and graduation;
- school transcript requests, applications, and admissions;
- sports related programs; • online resources and educational tools;
- school photography, ID badges and publications;
- information provided in accordance with a contract between the school and a public or private entity which has been contracted to perform student or education services, but only to the extent provided for in such a contract; and
- Directory information as set forth herein.

If a parent, eligible student or legal guardian wishes to deny consent for release of information under school approved access releases, except as provided by law, he or she must contact the Principal's office and complete a "Release Clarification Form". Such termination does not apply to information generated/released prior to the receipt of consent termination.

#### I. Directory Information

Robert Russa Moton Charter School may provide access to information designated as "directory information" on-site in general and private access areas of a school facility, and to school sponsored or school-related organizations. The following information is designated as directory information:

- student's name, address, telephone listing;
- parents' names and addresses;
- student's date and place of birth;
- student's school and grade level;

- student's picture and electronic mail address;
- student's major field of study;
- participation in officially recognized activities and sports;
- weight and height of members of athletic teams;
- dates of attendance;
- degrees and awards received; and
- previous educational agency or institution attended by the student. Examples of school sponsored or school-related organizations includes but is not limited to:
  - Project Graduation;
  - parent organizations (such as PTA, booster clubs, etc.);
  - scholarship programs;
  - student clubs;
  - printing services (programs for graduation, award ceremonies, athletic events, etc. ).

If a parent, eligible student or legal guardian wishes to have the student's directory information excluded from directory data, except as provided by law, he or she must contact the school office and present a written Request for Clarification. Such termination does not apply to information generated/released prior to the receipt of consent termination. The parent, eligible student or guardian must complete and submit this form to the school principal each academic year within the first two (2) weeks after the school session begins in the fall in order to prevent disclosure of directory information pertaining to that student. If a student enrolls during an academic year, the parent, eligible student or guardian may prevent the disclosure of directory information pertaining to that student by completing and submitting the form to the school principal within two (2) weeks of enrollment.

Access by the Louisiana Department of Education LRS 17:3914 provides limitations on the access to student personally identifiable information by the Louisiana Department of Education.

(a) Provide a student's identification number as provided by law, and aggregate data to the local school board, the state Department of Education, or the State Board of Elementary and Secondary Education solely for the purpose of satisfying state and federal reporting requirements.

(b) Provide to the state Department of Education, for the purpose of satisfying state and federal assessment, auditing, funding, monitoring, program administration, and state accountability requirements, information from which enough personally identifiable information has been removed such that the remaining information does not identify a student and there is no basis to believe

that the information alone can be used to identify a student. No official or employee of the state Department of Education shall share such information with any person or public or private entity located outside of Louisiana, other than for purposes of academic analysis of assessments.

(c) Provide personally identifiable information regarding a particular student to any person or public or private entity if the sharing of the particular information with the particular recipient of the information has been authorized in writing by the parent or legal guardian of the student, or by a student who has reached the age of legal majority, or if the information is provided to a person authorized by the state, including the legislative auditor, to audit processes including student enrollment counts. Any recipient of such information shall maintain the confidentiality of such information. Any person who knowingly and willingly fails to maintain the confidentiality of such information shall be subject to the penalties provided by law.

(d) Provide for the transfer of student information pursuant to the provisions of R.S. 17:112. J. Public Information/Communications Releases In order to help keep the public informed about schools and to recognize students and staff for their accomplishments, students are sometimes included in school and/or NOLA Public Schools (NOLAPS) information that is distributed to the public.

From time to time, newspaper, broadcasting, media outlets and NOLAPS personnel may interview, videotape, voice record, and/or photograph students for these purposes. School websites and educational television station are used widely to highlight student achievements and activities. A student's voice, likeness, and/or work may be used in print publications, press releases, audiovisuals, and websites, including social media, issued by employees or designees of the school. Student work includes, but is not limited to, written work, art, music, etc. The information may be used by members of the media with permission of officials from Robert Russa Moton Charter School. These items include, but are not limited to, photographs, videotapes, live broadcasts, sound recordings, and/or other electronic transmissions, including social media, related to school activities.

The release of such information may identify the class, school, or program attended by the student. No compensation or reimbursement of any kind related to the use of the above information will be paid to a parent, student or legal guardian. The above referenced information may be used in subsequent years without additional consent. To ensure that parents, eligible students and guardians agree to participation, they are asked to sign and return a Release of Student Information Consent form to permit such participation. Once obtained

such written consent shall continue year to year until withdrawn by the parent, eligible student or legal guardian.

If a parent, eligible student or legal guardian wishes to deny consent for public information and communication releases, except as provided by law, he or she must contact the school office and complete a "Release Clarification Form". Such termination does not apply to information generated/released prior to the receipt of consent termination. Termination is effective beginning at 4:30 p.m. local time the day after receipt.

## **ROBERT RUSSA MOTON CHARTER SCHOOL PROGRESSIVE DISCIPLINE PROCEDURES FOR EMPLOYEES**

Employees of Robert Russa Moton Charter School are expected to maintain the highest standards of personal conduct, integrity, and performance. It is the responsibility of all administrators and supervisors to ensure that all their subordinates understand and live up to these high standards. This Policy provides guidance to administrators and those with supervisory responsibilities regarding progressive disciplinary steps that should be taken to ensure that employees under their supervision attain high standards. The primary purpose of **progressive discipline** is to assist the employee to understand that a performance problem or opportunity for improvement exists. These discipline procedures will promote teaching and learning while respecting the professional and procedural rights of contractual employees, administrators, faculty and staff.

**Note:** These Progressive Disciplinary Procedures for Employees shall amend and supplement Moton School's current policy regarding "Employee Conduct, Grievances, Due Process and Dismissal (*Attached*).

### **STEP ONE – Counseling**

Counseling is an opportunity for the employee and the administrator/supervisor to informally discuss work-related problems and concerns. The counseling session is designed to help the employee:

- Recognize the mistake or deficiency.
- Accept the standard that is required.
- Clarify expectations and standards.
- Understand the consequences of failing to meet the standard.
- The counseling session should be documented with a memo to the administrator/supervisor's employee desk file.

### **STEP TWO – Oral Reprimand**

Oral Reprimand is used to get the attention of the employee while the situation is still correctable. The primary purpose of this step is to alleviate any misunderstandings and to clarify the direction for necessary and successful correction of the problem. An oral reprimand must:

- Clearly indicate the nature of the problem, cite the work standard, rule or policy governing the situation, and explain precisely what corrective action is expected.
- Point out that future behavior of a similar type may result in more serious disciplinary action.
- Must be confirmed in writing, clearly defined as an "oral reprimand" with a copy placed in the employee's file at the work site.
- Advise the employee that a copy of the reprimand will be placed in his/her personnel file.

- Be delivered in a private, formal setting.

### **STEP THREE – Written Reprimand**

A Written Reprimand is utilized when prior counseling sessions and/or the oral reprimand have not resulted in satisfactory changes of behavior. A written reprimand may or may not be preceded by an oral reprimand, depending on the type of violation. A written reprimand should

- Include a review of prior disciplinary action taken.
- Notify the employee of the specific work rule or standard being violated.
- Place the employee on written notice that corrective action must be taken.
- Inform the Board Attorney and Board Consultant of suggested disciplinary action.

The Board Attorney and Consultant who will recommend specific corrective action to the Board will review the matter. The recommendation may include no action, immediate suspension, administrative leave (with or without pay), a disciplinary hearing and possible termination.

Should the administrator or supervisor disagree with the action, inaction or recommendation of the Board Attorney or Board Consultant, the administrator or supervisor may send a copy of all documents (Step One, Step Two and Step Three) to a designated member of Moton's Board of Directors.

That member shall inform the Board timely and on an "as needed" basis, so the matter is not prejudged before a formal disciplinary proceeding.



## **ROBERT RUSSA MOTON CHARTER SCHOOL POLICY REGARDING EMPLOYEE CONDUCT, GRIEVANCES, DUE PROCESS AND DISMISSAL**

### **Statement of Purpose**

All employees of Robert Russa Moton Charter School shall comply with standard practices and ethical conduct toward students, co-workers, school officials, Board officials, parents, and members of the community. Employees shall extend courteous, fair and equitable treatment to every employee and visitor at Robert Russa Moton Charter School. As employees of an educational institution, each person shall help maintain the dignity of the profession.

### **Standards of Conduct**

All employees are expected to work together in a cooperative spirit to serve the best interests of the school and to be courteous to students, one another, and the public. Employees are expected to observe the following standards of conduct:

- a. Recognize and respect the rights of students, parents, other employees, and members of the community.
- b. Maintain confidentiality in all matters relating to students and coworkers.
- c. Report to work according to the assigned schedule.
- d. Notify their immediate supervisor in advance or as early as possible if they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.
- e. Know and comply with department and school policies and procedures.
- f. Express concerns, complaints, or criticism through appropriate channels.
- g. Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- h. Use district time, funds, and property for authorized school business and activities only.
- i. Perform out-of-class responsibilities willingly and professionally.

All Moton Charter School employees should perform their duties in accordance with state and federal law, school policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination. Alleged incidents of certain misconduct by employees, including an arrest or criminal charge, must be reported to the Agency Head immediately after the arrest or charge.

A Moton Charter School employee whose presence at the worksite presents a danger to the safety of students or staff and/or causes disruption to the educational environment may be suspended from active service immediately or placed on

administrative leave pending disciplinary review. The President of the Board or a designee can only determine such a disruption.

All employees at Robert Russa Moton Charter School are required to submit an Incident/Accident Report regarding improper and prohibited conduct. Improper and prohibited conduct includes, but is not limited to the following:

- a. Interference with Teaching and Learning
- b. Bullying
- c. Harassment
- d. Intimidation
- e. Sexual Misconduct
- f. Improper Touching
- g. Battery
- h. Corporal Punishment
- i. Threatening Words
- j. Discrimination Based on Race, Gender, Sexual Orientation, or Physical or Mental Ability.

Any employees affected by improper conduct from a co-worker shall complete a grievance report and present it to his/her supervisor or the Agency Head as soon as possible, but no later than seven (7) days after the incident. Failure to complete this report in a timely manner will result in appropriate disciplinary action.

### **Reprimand or Criticism**

Reprimand and criticism of employees in the presence of other individuals is not sound management practice. If the administrator has just and sufficient reason to reprimand an employee, it shall be done in a manner that will not embarrass the employee before other employees or the public.

### **Grievances (Complaints)**

In an effort to be aware of and to resolve employee concerns or complaints in a timely manner and at the lowest administrative level possible, the Board of Directors of Moton Charter School has adopted an orderly grievance process.

#### **STEP ONE – INFORMAL DISCUSSION**

Employees are encouraged to discuss their concerns or complaints with their supervisors or an appropriate administrator as soon as possible, but no later than seven (7) days after the problem or concern occurred. Neither the employee nor their supervisor is required to document the conversation, but either party may give notice to the other that a statement will be placed in the employee's personnel file.

## STEP TWO – FORMAL GRIEVANCE

If the matter is not resolved within seven (7) days, both the employee and their supervisors shall complete the required information on the Robert Russa Moton Charter School Grievance Form and forward it to the Agency Head for review and action.

If the concern or complaint involves the Agency Head, both the employee and Agency Head shall complete the Grievance Form and forward the form to the President of Moton's Board of Directors.

## STEP THREE – BOARD REVIEW

Once the administrative procedures in Step One and Step Two are exhausted, either party may bring their concerns or complaints to the Board of Directors by completing the section of the Grievance Form captioned "BOARD REVIEW REQUESTED."

The timeline for seeking Board Review is seven (7) days after any action taken in Step Two.

The Board of Directors will consider the request and determine if the matter warrants a full or a summary response. The Board is not required to hold a formal hearing regarding the grievance or complaint. However, the Board may order remedial or disciplinary action. Depending on the issue, the Board President may assign the hearing to one of the Board's Standing Committees.

### **Dismissal of Contract Employees**

Employees may be dismissed or otherwise disciplined during the school year in accordance with the Robert Russa Moton Employment Contract agreed to on an annual basis.

Prior to any dismissal, suspension, or any disciplinary action involving a contracted employee, the individual is entitled to the following due process rights to be communicated via email and certified letter to the employee:

- a. A written explanation of the charge or charges against the employee;
- b. A notice of the recommended disciplinary action;
- c. The date, time, and place of a hearing or opportunity to be heard;
- d. Information concerning the opportunity to have one or more witnesses on their behalf or written statements in lieu of witnesses;
- e. Other information.

The Board will establish internal guidance as to the amount of time devoted to a disciplinary hearing, the role, if any, an attorney seeking to speak for an employee at the hearing, interim suspension pending termination, and other related matters. Failure to follow these guidelines could result in termination.

## **Dismissal of Non-Contract Employees**

While it is a policy of Moton School that all employees enter into an employment contract, the above due process rights do not apply to at-will employees. Under state law, at-will employees may be dismissed without notice, a description of the reasons for dismissal, or a hearing. No employee will be dismissed for reasons of race, color, religion, gender, national origin, age, disability or military status.

## **CREDIT CARD POLICY AND CHARGES**

The School Principal is authorized to carry an organization credit card and will be held personally responsible in the event that any charge is deemed personal or unauthorized. Unauthorized use of the credit card includes:

- Personal expenditures of any kind;
- Expenditures which have not been properly authorized;
- meals, entertainment, gifts, or
- Other expenditures, which are prohibited by budgets, laws, and regulations, and the entities from which Moton Charter School receives funds.

### **Accountability**

The receipts for all credit card charges will be given to the Finance Officer within two (2) weeks of the purchase along with proper documentation (receipt for goods or services purchased with purpose of charge, department to be charged and funding source; for meals/travel/entertainment provide the persons involved, purpose, dates). The Finance Officer will verify all credit card charges with the monthly statements and meet with School Principal if further clarification of the charge or funding source is needed. A record of all charges along with applicable allocation information for posting will be used to record the charges in the general ledger.

A schedule of all charges with allocation information will be attached to the monthly credit card statement when submitted by the School Principal for approval and signing. Original documentation will be filed with the monthly credit card statement and schedule with allocation of charges.

The School Principal's credit card usage will be provided to the Board Chair and the Board Treasurer at monthly Board meetings for review and initialing.

## **COMPENSATORY TIME OR OVERTIME**

It is the policy of Robert Russa Moton Charter School that an employee's supervisor, with the prior written approval of the "Agency Head", may approve compensatory time-off or "comp time" for employees who are covered by the overtime provisions of the Fair Labor Standards Act, 29 U.S.C. §201 et seq.

Generally, employees may work no longer than forty (40) hours per week unless such employee receives compensation for his employment in excess of the hours above specified at a rate not less than one and one-half times the regular rate at which he is employed.

Consistent with this law, employees may choose to be given compensatory time off in lieu of overtime pay. Some employees such as administrators, executives, supervisors, department heads, etc. are "exempt" from mandatory overtime pay under the Fair Labor Standards Act and are not entitled to overtime pay or compensatory time.

Robert Russa Moton Charter School will rely upon the following guidance regarding the classification of "exempt" employees and implementation of this policy:

The Fair Labor Standards Act (FLSA) exempts from its minimum wage and overtime standards employees who qualify as executive employees. 29 USC 213(a)(1); 29 CFR 541.100-106.

For an employee to qualify for the executive employee exemption, the following criteria must be met:

- Earn not less than \$455 per week;
- be compensated on a salary basis;
- have the primary duty of managing the employer's company or enterprise, or managing a "customarily recognized department or subdivision" of the company or enterprise;
- customarily and regularly direct the work of two or more other full-time employees; and
- possess the authority to hire or fire other employees, or the employee's recommendations as to the hiring, firing, advancement, promotion, or any other change to the status of other employees must be given "particular weight."

## **CHANGE OF PERSONNEL STATUS**

Employees are required to notify the Principal or his or her designee, as soon as possible, of any change in name, family status, address, telephone number, emergency contact or other information affecting personnel data held or used by Robert Russa Moton Charter School within one week of any change.

Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits and other matters. If you have a change in any of the items listed below, please be sure to notify your supervisor, Principal or Assistant Principal in order that it may be forwarded to the Business Manager as soon as possible. The relevant items are as follows:

1. Legal name
2. Home address
3. Home and cellular telephone number
4. Person to call in case of emergency
5. Number of dependents
6. Marital status
7. Change of beneficiary
8. Driving record or status of driver's license, if you transport student or
9. Exemptions on your W-4 tax form
10. Required Certificates
11. Professional License

You may see information that is kept in your own personnel file in the presence of the Business Manager, and you may request and receive copies of all documents you have signed. Please make arrangements with the Business Manager.

## **MANDATORY DEDUCTIONS FROM PAYCHECK**

Robert Russa Moton Charter School is required by law to make certain deductions from employee paychecks each time one is prepared. These may include federal, state and local income taxes and contributions to Social Security or one of the various State Retirement Systems, health insurance, etc.

These deductions will be itemized on each check stub. The amount of the deductions will depend on the earnings and on the information furnished on the W-4 form regarding the number of exemptions claimed. If an employee wishes to modify this number, he or she should request a new W-4 form from the Business Manager immediately. Only an employee may modify the W-4 form. Verbal or written instructions are not sufficient to modify withholding allowances. Employees are advised to check their pay stub to ensure that it reflects the proper number of withholdings. The W-2 form one receives annually reflects how much of his or her earnings were deducted for these purposes.

Any other miscellaneous deductions to be made from ones paycheck may include court-ordered garnishments or clerical/management errors in deducting otherwise agreed upon payments from the employee's paycheck. The employee must receive written advance notice of any miscellaneous deduction and given an opportunity to challenge the deduction. The school has the final decision in making miscellaneous deductions.



## **MEDICAL RECORDS**

All medical records, if any, will be kept in a separate confidential file. Robert Russa Moton Charter School maintains this information in strict confidence and may not use or disclose medical information about an employee without the employee first having signed an authorization form permitting such use or disclosure.

## **FAMILY MEDICAL LEAVE**

Robert Russa Moton Charter School complies with the Federal Family and Medical Leave Act (FMLA); Eligible employees are provided up to twelve (12) weeks of unpaid leave to regular full-time employees and regular part-time employees who meet the requirements described below during a 12-month period. Employees may use this leave to care for a child after birth or adoption or placement with the employee for foster care or the care of a family member (biological, adopted or foster child, spouse, domestic partner or parent) with a serious health condition, or in the event of an employee's own serious health condition.

### **Serious Health Condition**

A serious health condition is:

1. One that requires either inpatient care or continuing treatment by a health care provider;
2. A condition that makes an employee unable to work or perform other daily activities for more than three (3) consecutive calendar days and requires continuing treatment by a health care provider; or
3. Treatment for a chronic serious health condition that if left untreated would likely result in an absence from work of more than three (3) consecutive days.

### **Health Care Provider**

A health care provider is defined as any physician, podiatrist, dentist, clinical psychologist, clinical social worker; optometrist, nurse or mid-wife who is authorized to provide health care and is acting within the scope of her or his duties. It also includes any health care provider who is accepted by the employer's group health plan.

### **Eligibility**

To qualify, employees must have completed one (1) full year of service and have worked at least 1,250 hours during the twelve (12) month period preceding the leave.

All periods of time when an employee was on payroll counts towards determining whether the employee has been employed for at least twelve (12) months. Periods of unpaid or paid leave are not considered time worked.

### **Request for Leave**

An employee who requests a family and medical leave must notify their supervisor and submit to their supervisor or his or her designee the official Leave Request Form at least thirty (30) days in advance of taking the leave. If proper notice is not given, leave may be denied unless there is a reasonable excuse for

the delay. If otherwise qualifying leave is denied for lack of notice, Robert Russa Moton Charter School may designate leave to start thirty (30) days after proper notice is given. In the event it is not possible to provide at least thirty (30) days notice, an employee should provide notice within five (5) business days of when the need for the leave becomes known to the employee.

### **Medical Certification**

Medical certification will be required from a health care provider for cases involving leave to care for a seriously ill spouse, child or parent or due to an employee's own serious health condition.

Certification must be provided within fifteen (15) days, unless it is not practical under the circumstances. Certification forms can be obtained from the Business Manager or his or her designee.

At its sole discretion, Robert Russa Moton Charter School may require a second opinion from an independent health care provider selected by and at the expense of the school. If the opinions of the employee's and the school's health care provider differ, then the school can require a third opinion, at its expense, from a mutually agreed upon health care provider.

Employees are required to use all accrued no-fault days during any leave period for her or his own serious health condition. Once such benefits are exhausted, the balance of the leave period will be without pay.

### **Benefits**

All benefits that operate on an accrual basis such as personal leave days will cease to accrue during the leave period.

All group health benefits will continue during the leave provided the Employee continues to make regular contributions to the plan. Other benefits such as life insurance and retirement savings plan will be governed in accordance with the terms of each plan.

Family and Medical leave will run concurrently with any disability, or Workers' Compensation leave.

**ROBERT RUSSA MOTON CHARTER SCHOOL  
APPLICATION TO RETURN FROM MEDICAL LEAVE**

EMPLOYEE'S NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
TELEPHONE #: \_\_\_\_\_ CELL #: \_\_\_\_\_  
HOME ADDRESS: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

TO BE COMPLETED BY PHYSICIAN

PHYSICIAN'S NAME: \_\_\_\_\_  
PRIMARY CARE: \_\_\_\_\_ SPECIALIST: \_\_\_\_\_  
DATE OF LAST EVALUATION OF PATIENT: \_\_\_\_\_  
MEDICAL DIAGNOSIS: \_\_\_\_\_  
PRESCRIBED MEDICATIONS THAT MIGHT AFFECT MENTAL  
ALERTNESS  
\_\_\_\_\_  
PERCENT OF RECOVERY TO FULL HEALTH: \_\_\_\_\_  
POTENTIAL HEALTH RISKS/CONCERNS: \_\_\_\_\_  
ADVISABILITY OF RETURNING TO WORK (NOW) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE RECOMMENDED FOR PATIENT'S RETURN TO WORK: \_\_\_\_\_  
RECOMMENDED WORK HOURS PER WEEK: \_\_\_\_\_  
EMPLOYEE'S CONSENT FOR PHYSICIAN'S INPUT: \_\_\_\_\_  
PHYSICIAN'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

.....

**ACTION TAKEN BY ROBERT RUSSA MOTON CHARTER SCHOOL**

DATE: \_\_\_\_\_ ACTION TAKEN: \_\_\_\_\_ BY: \_\_\_\_\_

## **EXIT INTERVIEWS**

In connection with a separation of employment (resignation or termination) from Robert Russa Moton Charter School, employees shall participate in an exit interview with a designated individual to discuss the employee's reasons for leaving and any concerns or impressions the employee may have about the school or personnel. During the exit interview, employees can also provide insights into areas for improvement that can be made. Every attempt will be made to keep all information confidential.

## **RETURN OF SCHOOL PROPERTY**

Any/all school property issued/purchased for employees such as computer equipment, keys, communication device, or petty cash must be returned to Robert Russa Moton Charter School at the time of the employee's separation of employment from the school. Employees shall be responsible for any lost or damaged items. The value of any property issued and not returned may be deducted from the employee's paycheck. Employees may be required to sign a wage deduction authorization form for this purpose.

## **COMPENSATION & INSURANCE UPON SEPARATION**

Employees who leave the service of Robert Russa Moton Charter School for any reason will be entitled to all pay that may be due to them with the following qualifications:

1. Employees will receive final compensation for unused personal leave days.
2. Employees will be advised of their rights under the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) and their right to continue health care coverage for themselves and their dependents at group rates, at their own expense, for up to 18 months.
3. No information or copies of information, including, but not limited to files, memos, computer-stored items, lists or other similar information may be taken by such employee without the express permission of their supervisor.

## **POST-EMPLOYMENT INQUIRIES**

Robert Russa Moton Charter School does not respond to oral requests for references. In the event an employee's employment is terminated, either voluntarily or involuntarily, the school will consider providing a reference to potential employers, only if the employee has completed and signed a release form.

No employee of Robert Russa Moton Charter School may, under any circumstances, respond to any requests for information regarding another employee unless it is part of that school official's assigned job responsibilities to do so. Employees who receive requests for information regarding other employees should forward those requests to the Principal or Agency Head who should consult with the appropriate Board Consultant or Designee as to an appropriate response.



## **FORMER EMPLOYEES SEEKING RE-EMPLOYMENT**

Depending on the circumstances, Robert Russa Moton Charter School may consider a former employee for reemployment. Such applicants are subject to the school's normal pre-employment procedures. To be considered, an applicant must have been in good standing at the time of their previous termination of employment with the school.

## TEST SECURITY POLICY

Advocates for Innovative Schools, Inc. shall take every safeguard to ensure that all tests administered within Robert Russa Moton Charter School shall be administered in such a manner as not to compromise the testing results in any way. Robert Russa Moton Charter School shall secure all tests and test documents in a pre-determined location, in which, all materials will be locked in a secure storage when not in use. All assessments, including but not limited to criterion-referenced that are administered through or by the Louisiana Board of Elementary and Secondary Education (BESE), testing materials and procedures, as well as any electronic data, computer media or passwords, related to student testing shall be properly supervised in strict compliance with regulations outlined by BESE and Advocates for Innovative Schools, Inc. In accordance with Louisiana state law, Advocates for Innovative Schools, Inc. policy, and regulations adopted by the Louisiana Board of Elementary and Secondary Education, and any laws that may be enacted by the state of Louisiana, if any teacher or other school personnel who allows or breaches test security shall be disciplined appropriately.

### Test Security Procedures

It will be deemed a test security violation if any person does any of the following:

- Administer tests in a manner that is inconsistent with the administrative instructions provided by the Louisiana Department of Education (LDE) which would give examinees an unfair advantage or disadvantage;
- Give examinees access to test questions prior to testing;
- Examine any test item at any time (except the student during testing or the test administrator while providing the accommodations “Test Read Aloud” or “Communication Assistance”, “Transferred Answers” or “Answers Recorded” for students determined to be eligible for those accommodations);
- At any time, copy, reproduce, record, store electronically, discuss or use in a manner inconsistent with test regulations all or part of any secure test item, test booklet, answer document, or supplementary secure materials. Electronic devices with imaging or text-messaging capability are prohibited within the testing environment;
- Coach examinees in any manner during testing or alter or interfere with examinees’ responses in any manner;
- Provide answers to students in any manner during test, including provision of cues, clues, hints, and/or actual answers in any form—written, printed, verbal or nonverbal;
- Administer published parallel, previously administered, or current forms of any statewide assessment (e.g., Louisiana Educational Assessment Program [LEAP]; LEAP Alternative Assessment, Level 1 [LAA 1]; the English Language Development Assessment [ELDA]; end-of-course tests [EOCT] online

assessments; practice test or study guides. Such parallel forms of tests must be kept in a predetermined, locked, secure area at Robert Russa Moton Charter School. (All school administered norm-referenced testing for instructional purposes must be completed and scored before the end of the first quarter.)

- Fail to follow security regulations for distribution and return of secure test booklets, answer documents, student log-in information, supplementary secure materials as well as overages as directed; or fail to account for and secure test materials before, during or after testing;
- Fail to account for and secure test materials before, during, or after testing; all secure materials including all parallel forms of the norm-referenced test must be kept in predetermined, locked storage at both the district and school levels; secure materials **MUST** Never be left in open areas or unattended;
- Conduct testing in environments that differ from the usual classroom environment without prior written permission from the Louisiana Department of Education, Division of Standards, Assessments, and Accountability;
- Fail to report any testing irregularities to Advocates for Innovative Schools, Inc.'s (Robert Russa Moton) Test Coordinator, who must report such incidents to the Division of Standards, Assessments, and Accountability; ( a testing irregularity is any incident in test handling or administration that leads to a question regarding the security of the test or the accuracy of the test data)
- Participate in, direct, aid, counsel, assist in, encourage, or fail to report any of the acts prohibited in this section.

## SECURITY OF TEST MATERIAL

a. All test booklets, answer documents and supplementary secured materials (e.g., audio CDs, videotapes and completed observation sheets) shall be kept in a predetermined, secure, locked storage area prior to and after administration of any test; test administrators are to be given access to the test answer documents and supplementary secured materials only on the day the test is to be administered, and the tests answer documents and supplementary secured materials are to be retrieved immediately after testing is completed (prior to an extended break or for the day) and stored in the predetermined, locked, secure location each day of testing.

b. All the test booklets, answer documents and supplementary secured materials shall be accounted for by written documentation (Distribution/Return Form) for each point at which test materials are distributed and returned. School Test Coordinator shall keep documentation of the materials distributed to the test administrators or proctor during testing. Test administrators and proctors shall keep documentation off the materials distributed to the students during testing. Each test administrator's and student's

signature is required upon receipt and return of the test booklets and answer documents.

c. Any discrepancies noted in the serial numbers of test booklets, answer documents, and supplementary secured materials (e.g., audio CDs, videotapes and completed observation sheets) received from contractors shall be reported to the LEA's Test Coordinator by the School's Principal prior to the administration of the test, who will immediately report such discrepancies to the LDE Division of Standards, Assessment, and Accountability prior to the administration of the test.

d. In the event the test booklets, answer document or supplementary secured materials (e.g., audio CDs, videotapes and completed observation sheets) are determined to be missing while in the possession of the school, or in the event of any other testing irregularities or breaches of security, the School Principal shall immediately notify by telephone Advocates for Innovative Schools, Inc.'s Coordinator, who in turn will notify by telephone the LDE Division of Standards, Assessment, and Accountability. Advocate for Innovative Schools, Inc.'s designee shall investigate the cause of the discrepancy and provide the Louisiana Department of Education with a report of the investigation following the detailed procedures contained in BESE's Test Security Policy within thirty (30) calendar days of the initiation of the investigation. At minimum, the report shall include the nature of the situation, the time and place of occurrence, and the names of the persons involved in or witnesses to the occurrence. Officials from the Louisiana Department of Education are authorized to conduct additional investigations.

e. All boxes must be prepared, labeled and accompanied by hand carried documentation when returning scorable and non-scorable materials to the delivery destination for shipment to the testing vendor.

## TEST SECURITY AND ADMINISTRATION TRAINING

All persons involved in the administration of tests shall annually receive proper training and development for handling and securing all testing materials, as well as proper security maintenance and access to electronic data. Assessment specific training sessions will also be provided prior to each test administration. A record of such activities shall be maintained by Advocates for Innovative Schools, Inc. Advocates for Innovative Schools, Inc.'s Test Coordinator will provide training on security, administration, and confidentiality of individual or aggregated student test data to all school level personnel having access to testing materials. Only personnel trained in test security and administration shall be allowed to have access to or administer any standardized tests. Advocates for Innovative Schools, Inc.'s Test Coordinator shall provide a copy of the sign-in sheet and agenda for each test security training provided. Upon completion of testing, all test administrators and proctors must sign the Oath of Security and return it to the Advocates for Innovative Schools, Inc.'s Test Coordinator

(STC) to keep on file for three years. The STC and principal must sign an Oath of Security and return it to the STC to be kept on file at the school for three years.

## ENSURING THE SECURITY OF INDIVIDUAL STUDENTS' TEST DATA

LEAP data Query, LEAP web Reporting System, End-of-Course (EOC) Testing System and LDOE's Enhanced Assessment of Grade Level Expectations (EAGLE) System are systems which are provided for instructional purposes and contain individual student test data. These systems are not for public use, and any student information from the system must not be disclosed to anyone other than a district, or school official as defined by the Family Educational Rights and Privacy Act of 1974 (FERPA). Advocates for Innovative Schools, Inc. (LEA), is a person employed by the LEA as an administrator, supervisor, district test coordinator, school test coordinator, principal, teacher, or principal's designated office staff. Such a user must have a legitimate educational purpose to review an educational record in order to fulfill his/her professional responsibility. Curiosity does not qualify as a right to know. District and school officials who are granted a password to these systems must abide by FERPA law. Disclosure of passwords to anyone other than those authorized is prohibited. Disclosure of a student's data to their parent or guardian must be in accordance with FERPA. For more information on FERPA, see the U.S. Department of Education web page at <http://www.ed.gov/offices/OM/ferpa/>. School level passwords for access to individual school data will be provided to the LEA's principals and School Test Coordinators as requested. Principals shall be responsible for distributing the password as needed to other school personnel and ensuring that each user signs a security agreement. A copy of the principal's and School Test Coordinator's signed security agreement shall be acquired prior to the release of any passwords and these documents are to be kept on file. Other school level users who have access to any of the data systems shall have their security agreements kept on file by the principal. Users who have access to these systems and leave their positions at the LEA shall not use or share any passwords. School principal should notify the DTC to have the password deactivated or reset.

## LOCKED SECURE STORAGE AREA

Advocates for Innovative Schools, Inc. is required to have a locked, secure storage area to secure all secured testing materials. This area should have limited access. Annually, the principal is to submit documentation of the location of the locked, secure storage area where all test materials are stored, including a list of personnel authorized to have access to the area. This documentation shall be maintained by Advocates for Innovative Schools, Inc. School personnel authorized to have access to the locked secure storage area shall only include the School Test Coordinator, alternate School Test Coordinator, principal, or assistant principal.

## PROCEDURES FOR ASSIGNING TEST ADMINISTRATORS

Test administrators are assigned at the school level. For each test administration, the school will submit to the DTC an Assurance Statement indicating that every effort was made to assign students to a test administrator other than the teacher of record.

## MONITORING OF SCHOOL SITE

Advocates for Innovative Schools, Inc. will hire an outside monitoring agency that is trained to monitor testing at school sites. Each monitor will observe test administration procedures. Monitors will complete a report of their findings, notifying Advocates for Innovative Schools, Inc.'s Test Coordinator in the event there is an occurrence that requires immediate attention.

## INVESTIGATION OF MISSING SECURE MATERIALS

The LEA's test coordinator shall initiate the investigation upon the determination of missing secure materials or upon notification by the State Department of Education. The Superintendent or designee and the LEA's Test Coordinator shall conduct the investigation.

Review of all Test Administrator Distribution/Return Forms and Student Distribution/Return Forms to determine chain of custody for specified test materials.

The location of the pre-determined locked, secure area for storage of materials shall be examined, and the individuals with access to secure materials shall be identified.

Interviews regarding testing administration and security procedures shall be conducted with the principal, school test coordinator(s), test administrator(s), and proctor(s). All individuals who have access to the test materials at any time must be interviewed.

After completion of the investigation, the LEA shall provide a report of the investigation and a written plan of action to the state superintendent within thirty (30) calendar days of the initiation of the investigation. At a minimum, the report shall include the nature of the situation, the time and place of occurrence. Officials from the Louisiana Department of Education are authorized to conduct additional investigations.

In cases where test results are not accepted because of breach of test security or action by the Louisiana Department of Education, any programmatic, evaluative, or graduation criteria dependent upon the data shall be deemed not to have been met.

## ADMINISTRATIVE ERROR

Administrative errors that result in questions regarding the security of the test or the accuracy of the test data are considered testing irregularities. If it is deemed necessary to void the test, the LEA's test coordinator must fax a completed void form to the LDE, Division of Assessments and Accountability, as directed in the Test Coordinators' Manual. The original void verification form, along with a copy of the account of the incident, must also be mailed to the LDE, Division of Assessments and Accountability, as directed in the manual.

If tests are voided by the LEA due to administrative error, the LEA's principal, on behalf of individual students, may initiate a request to the state superintendent of education for an opportunity to retest prior to the next scheduled test administration on behalf of individual students.

If administrative errors result in a question of the accuracy of the test data, the LEA superintendent or the parent, or legal guardian of an affected student may initiate a request for an opportunity to retest prior to the next scheduled test administration. The LEA's principal or parent must provide the state superintendent of education with school and student-level documentation describing the administrative error.

If the LDE determines that an administrative error that allows for a retest did occur the tests will be voided. LDE will notify the LEA of the determination and of arrangements for the retest. The LEA must provide a corrective plan of action.

To offset costs involved in retesting, the vendor will assess the LEA a fee for each test. It is the responsibility of the school site to pay all fees associated with retesting.

- f. The LDE will provide a report to the SBESE of retests due to administrative errors.

Administrative errors that result from failure to transfer answers from a test booklet onto an answer document require the following steps:

- the LEA's principal will place a request on behalf of individual students, which request must include a description of the administrative error and a corrective plan of action, to the state superintendent of education to have the testing vendor send to the district the student's test booklet and a new answer document;
- the LEA's STC will transfer only the answers not initially transferred from the test booklet onto the new answer document; and
- the LEA will return all testing materials to the vendor, who will assess the LEA a fee for the service.
- LEAs have the right to appeal to SBESE to replace the voided or invalid scores with the results from the administrative error retests for accountability purposes. The appeal must include a description of the testing irregularity; a summary of the LEA's investigation including who conducted the investigation; the findings of the investigation; and a corrective action plan. After review of the submitted

documentation by LDOE, the state superintendent will make a recommendation to SBESE.

## INVESTIGATION OF TEST SECURITY VIOLATIONS BY STUDENTS

Students who are in breach of test security will adhere to all procedures stated in the Test Security Policy approved by BESE.

A committee consisting of the Principal, School Test Coordinator and the Test Administrator shall convene to review the testing situation and determine whether to void the test score of the student.

Should the school committee decide to void the test score, a written report of the incident must be filed with the LEA's Test Coordinator and the LDE.

Parents of students found in violation of test security shall be informed in writing of the incident and the consequences accompanying the student's violation (i.e. the voiding of the test, resulting in a score of zero).

## INVESTIGATION OF TEST SECURITY VIOLATIONS BY SCHOOL SYSTEM PERSONNEL

Any teacher(s), administrator or other school personnel who breach test security or allow breaches in test security shall be disciplined in accordance with the provisions 12 of R.S. 17:521 et seq., R.S. 17:411 et seq., R.S. 17:81.6 et seq., the policy and regulations adopted by BESE, and/or the School Board and any and all applicable current civil or criminal laws or civil or criminal laws that may be enacted by the Louisiana Legislature.

If it is determined that school personnel have been involved in a breach of test security, a letter will be written to inform such person(s) that an investigation of the situation will be conducted. If the person(s) are covered by the tenure law, the Human Resources Department of Advocates for Innovative Schools, Inc. will follow the state law and school board policy for investigating tenured personnel.

Upon notification of violations, the following procedures will be employed:

### I. Suspected Violations

- a. The Principal or designee shall inform the LEA's Test Coordinator upon receipt of notification from the State Department of Education;
- b. The Principal or designee shall convene an investigative team that shall include, but may not be limited to, the following: the LEA's Test Coordinator, Principal and Asst. Principal;



- c. The LEA's Test Coordinator will review all testing procedure forms and report the findings to the investigative team;
- d. Immediately following the review of the school test forms, a meeting will be held with other school personnel involved in the investigation;
- e. The findings of the investigation and meetings held shall be reported verbally and in writing to the Principal or designee who will then report said findings to the Director of Standards, Assessment and Accountability of the Louisiana Department of Education;
- g. LEAs identified as "advised" by the LDE shall be required to submit a plan, sanctioned under board monitoring during testing for one (1) year, for implementing and maintaining test security at the school. The Principal shall initiate the development of this plan, which must be submitted to Advocates for Innovative Schools, Inc. or designee and the LEA's Test Coordinator;
- h. Schools identified as "warned" by the LDE shall be required to submit a plan for implementation and maintenance of test security at the school to Advocates for Innovative Schools, Inc. and LEA's District Test Coordinator, and shall be placed on probation with the LEA for the next testing cycle, beginning June 1.

## II. Confirmed Violations:

Confirmed violations shall result in a meeting with the Board of Directors or designee, the Board Attorney, the Human Resources Director and the District Test Coordinator.

- a. The Principal will notify the Board in writing of the findings;
- b. A meeting shall be conducted to include any and all persons in violation of test security policy;
- c. Said violation(s) shall be handled according to LEA's policies and state laws regarding tenure.

## CHAIN OF CUSTODY FOR TEST MATERIALS

Test materials shall always be secured. Materials are delivered to the LEA to the predetermined, secure storage area. Test materials are signed for and picked up by the LEA's test coordinator, who takes the materials to the school's predetermined, secure storage area. All materials are tracked using the security checklists, Test Administrator Distribution/Return Forms, and Student Distribution /Return Forms. LEA's Test Coordinators shall track all secure documents using the Security Checklists. Test Administrator Distribution/Return Forms are used when materials are distributed to and collected from test administrators for daily use. Student Distribution/Return Forms are used each time test materials are distributed to and collected from students each day of

testing. A copy of each document is collected by the LEA's test coordinator following each test administration.

## TESTING RESPONSIBILITIES

The responsibilities of the LEA's Test Coordinator, Principal, and Test Administrators are as follows:

Responsibilities of the LEA's Test Coordinator (LEATC):

- Attend regional test coordinators' meeting conducted by the State Department of Education;
- Monitor the receiving and securing of all test materials (test booklets, answer documents, test administrator's manuals, and supplementary secured materials (e.g., writing prompts, science tasks));
- Report discrepancies and irregularities to the Principal with copies to Advocates for Innovative Schools, Inc.'s Board;
- Coordinate the distribution of testing materials ;
- Maintain written documentation of testing materials;
- Keep testing materials in a predetermined, locked, secure area until the time of testing;
- Keep written documentation of distribution and collection of testing materials each day of testing;
- Attend or present faculty in-service on test administration with emphasis on test security;
- Supervise administration of tests;
- Pack all testing materials according to guidelines;
- Coordinate the return of test materials as directed by the Louisiana Department of Education;
- Adhere to all policies and procedures as mandated by the Louisiana Legislature and adopted by BESE, and the Louisiana Department of Education

Responsibilities of Test Administrators (to include regular education teachers, exceptional children's services teachers, teachers of homebound students, and teachers of 504 students):

Attend the school testing in-service;

- Adhere to all test administrators' procedures as directed in the test administrator's manual and instructions provided at testing in-service;
- Report discrepancies to LEA's Test Coordinator immediately;

- Adhere to all test security measures as outlined in the administrator's manual, this policy and state policy.

#### Responsibilities of the School Principal:

The Principals are the chief administrators of the testing programs at their schools and they set the tone - before, during, and after testing.

#### The Principal shall:

- Oversee and be responsible for school adherence to test security policies, regulations, administration procedures, schedules and time lines; for ensuring that the system wide school test schedule will take precedence over all other testing;
- Attend in-service for testing; complete all necessary paper requirements related to school test administration and related information according to specified time lines.
- Appoint School Test Coordinator(s) and supervise faculty testing in-service. This in-service MUST include informing the faculty of testing security policies and procedures.
- Provide for a predetermined, locked, secure area for all test materials to which only the Principal and the School Test Coordinator have access;
- Guarantee the school environment is conducive to testing;
- Assign trained and certified personnel to administer tests;
- Supervise administration of tests and the secure distribution, collection and storage of all testing materials following the completion of each day's testing;
- Keep written documentation of all discrepancies and record how each discrepancy was handled;
- Report any testing discrepancies immediately to the LEA's Test Coordinator. If testing materials are missing, an investigation shall be conducted according to the procedures outlined in this policy;
- Investigate any known or alleged breach of test security with the full support and cooperation of the LEA's Test Coordinator, Advocates for Innovative Schools Inc.'s School Board and the Louisiana Department of Education

## **Employee Acknowledgment Form**

The Employee Handbook describes important information about Robert Russa Moton Charter School, and I understand that I should consult the Principal regarding any questions not answered in the handbook.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the Handbook may occur, except regarding Moton's employment policies and procedures. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

Furthermore, I acknowledge that this Handbook is neither a contract of employment nor a legally binding document. I have received a copy of the Handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it. A copy of this Employee Acknowledgment Form will be on file in the personnel records for the duration of my employment with Robert Russa Moton Charter School.

**EMPLOYEE NAME (please print):** \_\_\_\_\_

**EMPLOYEE SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_