



Our Vision:

Odyssey Academy is a model for developing respectful life-long learners - the school of choice for families in the Northwest metro area.

Our Mission:

We provide a safe, caring atmosphere with small class sizes. We strive to prepare each child for a successful future by nurturing relationships among educators, students, families and community.

Belief Statements:

- It is vital for educators and families to work together.
- Children need safe learning and social environments accepting of their individuality, diversity, learning style and abilities in order to achieve their full potential.
- Excellent teaching begins with strong relationships between educators and students and is nurtured by collaboration among colleagues.
- Children, by nature, are learners and are capable of high personal achievement when challenging expectations are set.
- Learning is a lifelong process of discovery, extending beyond the classroom and in instilling in students a sense of purpose in a global community.
- We are committed to supporting an educational community that creates and sustains an atmosphere of intellectual excitement, innovative instruction and personal growth.

Introduction

This handbook is intended to provide you with general information about the school, employee benefits, and procedures and policies. The handbook is not intended to be and does not constitute a contract of employment between the school and its employees.

Employees are employed at will. This means you have the right to resign from your employment at any time, for any reason or no reason, with or without cause. This also means the school has the same right to terminate your employment at any time, for any reason or no reason, with or without cause.

Educational programs

The school provides educational program without regard to race, color, creed, religion, national origin, sex, marital status, sexual orientation, disability or age or any other applicable protected class status. We practice an open enrollment policy. All course work is designed to provide students with a greater sense of personal worth, dignity and self-respect by employing educational strategies and practices that consider the total emotional, social and intellectual development of each child. Staff will be challenged to engage the student as an active decision maker in the learning process. This can be accomplished through the use of experientially based and thematic projects that serve all students regardless of learning style, income or ability. Odyssey Academy emphasizes providing skills and attitudes needed to meet the demands of a changing society with the core essential foundation of reading, writing, mathematics and reasoning.

Staff Absence Procedure

Illness or Family Emergency:

1. Call the main office line at 763-971-8200 and **leave a message before 6:00 a.m.**
2. Upon return, sign the employee absence form and return it to Kirsten Erickson.

Personal Day:

1. Complete Paid Time Off (PTO) Request form for use of a personal day.
2. Give form to Kirsten Erickson who will check-in with supervisors for approval and arrange a sub if needed.
3. **Personal days must be requested five days in advance.**

Workshop/Professional day:

1. Complete the Professional Development request form.
2. When request is approved, complete PTO Request form and return to Kirsten Erickson.

Policies and Procedures

Conduct, Language, Dress

Odyssey Academy expects every employee, among other things, to:

1. Treat students, parents, guardians, and fellow employees with respect at all times;
2. Maintain appropriate, professional behavior toward students and others at all times;
3. Recognize individual student differences;
4. Take action to support and encourage expected behaviors;
5. Avoid inappropriate or vulgar language in the school facility;
6. Dress appropriately and in a professional manner for the workplace.
Employees are expected to use the following business casual guidelines.**

**Refer to Odyssey Academy Dress Code document at the end of this handbook.

7. Abide by all policies in this handbook.

Email

All employees will have an email account. Your Odyssey Academy email address will be the first letter of your first name and your full last name @ odysseyacademy.org (bjones@odysseyacademy.org). Email is our primary means of communication throughout the building, **thus all employees are expected to check their email at least daily.**

Employees should use caution and restraint when forwarding mass emails, especially those including attachments. Such communications should 1) be addressed to those needing the information; 2) avoid forwarding any suspect attachments; 3) limit attachment size to avoid clogging email systems; 4) be cleared with the technology director if there is any doubt about legitimacy. Please limit your use of Odyssey Academy email to school business.

Employees should not send or receive by any manner copyrighted materials, trade secrets, confidential or proprietary information without prior authorization.

Evaluation

The primary objective of performance evaluation is to provide information to employees concerning their success in accomplishing the responsibilities of their jobs and development as an educator. To meet this objective we need open and ongoing communication between supervisors, mentors and staff members. In general, our goals are to conduct a performance review of each new employee at least three times within the first year of service, and at least once per year thereafter. Employees have the right to view any and all files kept regarding their performance and employment.

Employee Attendance

Punctuality and attendance are important for all employees. Work hours are 7:15 – 3:15 daily, unless otherwise specified. Unauthorized absences, tardiness, and departure are not permitted and will result in disciplinary action, up to and including termination at the discretion of the school.

PTO Requests

- A total of 3 staff may request PTO on days *preceding* or *following* an extended break.
- PTO requests will not be approved on Staff Development days.
- Requests will be taken on a first-come first-served basis.
- Any absence in excess of authorized personal, vacation, or leave time will be unpaid. Employees are responsible for accurately reporting their time.
- Failure to accurately report attendance and time may subject the employee to disciplinary action, up to and including termination in the discretion of the school.

Employee Benefits

Group Health Insurance: Odyssey Academy currently provides group health coverage through Blue Cross Blue Shield for eligible employees. We pay 100% of single coverage. Coverage begins the first day of the first full month of employment. Coverage terminates on the last day of employment (June 30 for employees not returning for the next school year). Dependent coverage is available and is funded by the employee through payroll deduction. Employees should consult applicable plan documents for details. The plan documents may be obtained from the Director of Human Resources.

Dental Insurance: We provide dental insurance through HealthPartners. We pay 100% of single coverage. Coverage begins the first day of the first full month of employment. Coverage terminates on the last day of employment (June 30 for employees not returning for the next school year). Dependent coverage is available and is funded by the employee through payroll deduction. Please see applicable plan documents for details. The plan documents may be obtained from the Director of Human Resources.

Term Life Insurance: We provide \$50,000 of group life and accidental death and dismemberment insurance through Madison National Insurance. In addition, each employee has the option of purchasing additional life insurance for their spouse and dependents.

Long Term Disability Insurance: We provide long term disability insurance through Assurant. We pay 100% of coverage for LTD.

Flexible Spending Account: Our flexible spending accounts are administered through Educator Benefits Consultants.

Employee leaves, paid or unpaid

Child School Conferences/Activities: You may be granted up to 16 hours each school year to attend your child's school activities, if these cannot be scheduled outside your scheduled work hours. The same applies if your child receives childcare services, or attends a pre-kindergarten regular or special education program. You may then be granted leave up to 16 hours each school year to attend a conference or activity related to your child, or to observe and monitor the services or program, provided the conference, activity or observation cannot be scheduled during non-work hours.

You may take this time under this policy as unpaid or you may use PTO hours. You must give reasonable notice to your supervisor and make a reasonable effort to schedule the time off so as not to disrupt your work schedule. This policy covers children who are under age 18 or under age 20 if still in secondary school.

Funeral Leave: Full-time employees are entitled to a maximum of 3 days paid funeral leave for deaths in the immediate family. Immediate family is defined as: spouse, child, parent, mother or fathers-in-law, siblings, grandparents and grandchildren.

Requests for funeral leave for deaths that are not in the immediate family should be directed to the Director of Human Resources.

Jury Duty: If you are called to jury duty, you will be given time off for the length of your jury service. The school will pay full-time employees their regular wages during the first week of jury duty. In return, employees will be expected to make payable to Odyssey Academy any check received for their just duty. The remainder of the absence for jury duty will be unpaid. Part-time and temporary employees will not be paid during jury duty. Employees may use PTO pay for unpaid jury duty.

Military Leave: The school's policy governing military leaves of absence conforms to all applicable state and federal laws.

Parenting Leave: This provides parenting leave to eligible employees in conjunction with the birth or adoption of a child.

- Under this policy, you will be entitled to an unpaid leave of absence for up to twelve weeks. Your leave may run concurrently with another paid leave of absence such as vacation.
- Your leave may begin at any time chosen by you up to twelve weeks following the birth or adoption.
- During any unpaid portion of your parenting leave, you will not accrue any benefits such as vacation or PTO, but you will retain all benefits accrued before, and not used during, your leave.
- At the end of your parenting leave, you will be reinstated to your same position or if that position is unavailable, to a comparable position.

- If you are not able or do not wish to return to work at the end of your parenting leave, you may apply for a personal leave of absence. If personal leave is granted, then your rights will then be governed by the school's personal leave policy. If personal leave is not granted, you must return to work.
- Failure to return to work will be considered voluntary resignation.

Personal Leave: A full-time employee who has at least six (6) months of continuous full-time employment may apply for an unpaid personal leave which may be granted at the discretion of the school.

The unpaid personal leave request must be made in writing by the employee, shall state the leave requested and the reason for the leave, and should be submitted to the Director of Human Resources. The school may, at its discretion, require proof of illness or disability or other appropriate information from the employee and/or an appropriate healthcare professional where the leave is requested due to illness or disability. The maximum total personal leave shall not exceed sixty (60) days. Employees are responsible for paying their own insurance premiums during this period.

Sabbatical Leave: Licensed staff may apply for an unpaid sabbatical after two or more years of continuous employment. Sabbaticals are considered and granted at the discretion of the school. Staff must make a formal application for a sabbatical leave prior to the Director of Human Resources by April 15, of the year prior to the leave.

Time Off to Vote: On election days, all employees eligible to vote are encouraged to do so. If you require time off from work, make arrangements with your supervisor.

Personal Time Off (PTO)

All employees are allotted a total of 10 days Personal Time Off (PTO) per school year unless otherwise noted in your contract.

PTO days will be prorated for those employees who work part-time or for those employees who do not work the entire school year.

Salaried: Employees are allotted 10 days or 80 hours per school year. **PTO hours are not carried over from year to year.**

Except in the case of illness, employees must request time off and get approval from administration at least five days in advance when using PTO days.

Sick Child Care Leave: Employees may use PTO if the employee must be absent from work to care for the employee's sick child. A sick child is defined as a person under the age of 18 or under age 20, if still attending school. PTO will be paid under the same terms and condition as if the employee were ill.

Personnel Records

You are asked to notify the Director of Human Resources immediately of any change in name, phone number, dependents, emergency contacts, or insurance beneficiary. It is important that we maintain this information for purposes of the administration of benefits and for reaching you or your relatives in case of emergency. You have the right to review any information in your personnel file.

Resignation, Discipline and Termination

Employees are employed on an at-will basis and may resign their employment at any time for any reason or no reason, with or without prior notice, and with or without cause. If you elect to terminate your employment, please make every effort to give the school two weeks' notice. At the discretion of the school, we may ask you to leave before the expiration of the notice.

Similarly, the school may also terminate any employee at any time for any reason or no reason, with or without prior notice, and with or without cause. Odyssey Academy reserves the right to reduce salary, hours, or amount of compensation due to budgetary and other needs of the charter school. The school may, in its sole discretion, utilize disciplinary measures short of termination. This in no way restricts or affects the school's right to terminate an employee at will as described above.

Please see the discipline, suspension and dismissal policy for more details.

Smoking and Use of Alcohol or Controlled Substances

The school is a smoke free environment. Smoking is not permitted in the school building or on school grounds.

It is the policy of the school to create an environment free of alcohol and controlled substances. The use of illegal controlled substances or alcohol or the misuse of other medications while working is inconsistent with the behavior expected of employees, and subjects all students, employees and visitors to our facility to unacceptable safety risks, and undermines the school's ability to operate effectively and efficiently.

Therefore, all use, possession, sale, solicitation, or transfer of drugs or alcohol while an employee is working, or is anywhere on school premises, including parking lots, or while operating school machinery, equipment, or vehicles is strictly prohibited. Being under the influence of illegal drugs or alcohol is similarly prohibited while the employee is working or is anywhere on school premises or operating school machinery, equipment or vehicles. The school further requires that employees report to work free of illegal drugs, alcohol and other drugs that are capable of altering an employee's mood, perception, pain level, or judgment and affecting an employee's ability to perform his or her job.

Failure to comply with any part of this policy may result in discipline, up to and including termination of employment in the discretion of the school.

Software use

If you would like software installed on your computer, please contact the Technology Coordinator.

All programs installed on a computer owned by Odyssey Academy **must** be in accordance with the licensing that accompanies the software. Failure to comply with licensing will result in the computer being removed from its location and re-imaged.

Staff Development/Planning Days - Professional Employees

There are non-student contact days that have been reserved for additional staff development or special projects. These days will be used to strengthen the skills of the staff. The school reserves the right to schedule all or part of staff development activities at the school site. **Absences or requests for PTO on these days will not be accepted except for verifiable emergencies or illness.**

Substitute Folder

All teachers must have a current sub folder in the school office at all times. A sub file should include a generic lesson plan, a class list, an accurate daily schedule, seating charts, instructions for taking attendance, classroom discipline procedures and emergency plans for lock down, fire and weather emergencies. This file is in addition to maintaining the weekly learning plans file.

All paraprofessionals are required to create a sub file that contains their daily schedule, student and classroom assignments throughout the day, as well as any additional information that may be helpful to the sub covering your position, in the event you are out for the day.

Technology

Staff is expected to be aware of their classroom computer use and internet use and must remember that their use of the internet affects all others in the building. Internet streaming of material (including music, video and large digital downloads) uses a large portion of our shared internet bandwidth and slows down the system for everyone. Staff should refrain from such use of Odyssey technology.

Use of Equipment/Email/Voicemail/Computer/Lockers

The school provides its employees with many resources so they can perform their jobs. These resources include computers, telephones, copy machines, fax machines, desks, lockers and other storage devices. These resources, including the information and data transmitted by, and property stored in them, are the property of the school and are intended for business purposes only.

Employees must not, under any circumstance, use the school's computers, telephones, copy machines, fax machine, voicemail, email, internet, desks, lockers or other property to store or transmit any inappropriate or illegal items or materials, including weapons, drugs, alcohol, explosives, racially offensive

material, sexual materials, or improper material or to engage in any conduct or communication that violates the law or is prohibited by the school's Harassment and Offensive behavior Policy, or other policies.

The school reserves the right at any time to inspect, monitor, review, retain, and/or use voicemail messages, documents, email messages, internet access and materials retrieved or sent from the internet, files (both electronic and paper), employee lockers, packages, desks, storage devices and containers found or brought onto school premises. Any information or material retrieved by the school during an inspection, monitoring, or review may be disclosed and/or used as deemed appropriate by the school.

Inspection, monitoring and reviewing may include but is not limited to accessing school computers, accessing email, monitoring internet usage, accessing voicemail and computer information, and materials and property in order to:

1. Maintain the system;
2. Verify the system is operational;
3. Continue the ongoing tasks and duties of an employee in the employee's absence for any reason;
4. Conduct the school's regular business activities; or
5. Ensure that the school's equipment or property is not being used for an improper purpose.

Work Schedule

The building hours of Odyssey Academy are 6:00 am to 6:00 pm. Teachers' work hours are 7:15 am – 3:15 pm, and Wednesday until 3:45 pm. Paraprofessionals' work hours are 7:15 am-2:45 pm. Teachers and paras may be asked, with notice, to adjust schedules to accommodate professional meeting times. Teachers and paraprofessionals are to be in their classrooms, with doors open when students arrive at 7:30 am. Teachers and paraprofessionals are to ensure the classroom is prepared for the day. At the end of the day, all teachers are expected to supervise student behavior inside and outside the building until most students have exited the building. Teachers are required to check in with the office if they are leaving the building during the school day.

Staff will be required to supervise breakfast, lunch and dismissal as scheduled.

Building Operations

Accidents

Accident reports are available in the office. Every accident, **no matter how minor**, must be reported. This is for the protection of the injured party and the school.

Any accident involving a staff person must be reported to the Health Paraprofessional, who will complete an accident report form. The injured party should not complete the accident report form. The report must be completed the same day the accident occurs.

Failure to promptly report accidents may result in a denial of workers compensation benefits.

Attendance

Your student attendance must be recorded electronically and submitted by 8:15 am every morning. If a student brings in a written excuse for an absence, please send it to the office.

Classroom Discipline

Each teacher is expected to handle his/her own classroom discipline in accordance with Responsive Classroom or Responsive Design principles. The school is interested in teachers providing guidance for students. Teachers are encouraged to anticipate problems, seeking solutions in advance, if possible. If more guidance is needed, contact the Dean of Students or the Behavior Specialist.

Field Trip Procedure

If you are planning a field trip, obtain a field trip worksheet from the office. You will need to know where you are going, when you are going, and what the cost will be. Return the completed form to Kirsten Erickson.

The Director of Community Relations will arrange a bus and will determine the final cost for the field trip.

A permission slip will be created and will be placed in your mailbox for proofreading, copying, and distributing to your students.

Field trip fees should be collected by the classroom teacher. All fees should be turned in to the office each day. **Do not leave cash in your classroom over night!**

Fire Drill Procedure

Please familiarize yourself with the exit route from your classroom. Your route must be posted near your classroom door.

1. At the sound of the alarm, students are to form a line at the exit door of the classroom they are occupying. They are to follow the teacher out of the building in an orderly manner.
2. Students will walk at a brisk pace. They will not run.
3. Students should not talk in the hallways during a fire drill. They should be alert and quietly listening for instructions in the event of a blocked exit or an actual emergency.
4. If shelter is needed, proceed to Christ Temple church, located on the northwest end of the playground.

It is important that students become acquainted with the evacuation procedures from special purpose rooms as well as from their own room. Should a student be in the restroom or at some area without direct supervision, instruct the student to leave the building by the nearest exit and then proceed to the assembly area to join the class. Be ready for a fire drill at any time; it may not be a drill. At least five drills are required each year. The time required for clearing the building will be announced after each drill.

Food Program

Breakfast program: Breakfast is available to all students every morning from 7:30am – 7:45 am. The cost for students is \$2.00.

Lunch program: Lunch is available to all students every day. The cost for students is \$3.10.

Please adhere to the lunch schedule. Prompt drop off and pick-up of students helps the lunchroom staff ensure a smooth lunch service. Following the lunch schedule helps prevent other classes from standing in long lines.

No student will be denied lunch for any reason. if you need to keep a student past his or her usual lunchtime, please send a note to the lunchroom so that a lunch will be saved. A sandwich will be provided for any students who has allergies to the lunch, or whose lunch account is in arrears. In accordance with federal law, breakfast and lunch may not be withheld as a punishment or other consequence for behavior.

Keys

You will be issued keys to the building and rooms on an as needed basis. DO NOT DUPLICATE these keys. The card key that allows entry to the building has limits on when you can enter the building.

Lock Down Drill

Lock down drills will be practiced on a regular basis, with a minimum of five each year. When a lock down is announced please move students away from windows and doors. Lock your door if possible and remain where you are until the all clear is given. More information about lock down, fire and tornado drills is available in the Emergency Response Manual.

Media Center

Students must be accompanied and supervised by a staff member while in the Media Center. Before students leave the Media Center, please restore the area to the condition it was in when you arrived.

Parent Conference Days

Professional staff at Odyssey Academy will be responsible for participation in and coordination of parent/teacher/student conferences. These conferences will be held a minimum of three scheduled times each year. Additional conferences may be scheduled as necessary.

Conferences are expected to be held in a professional manner. They are a time for sharing expectations and progress with families in addition to determining parental and student satisfaction and expectations. Families will be encouraged to request additional time to meet (by phone or in person) if the scheduled time is insufficient.

Teachers and base group advisors are required to complete the appropriate documentation for conferences with dates, times and completion of paperwork.

Parent Request for a Specific Teacher

When parents request a specific teacher for their student they will be asked to put the request in writing citing specific facts for the request. They will be informed that, while we will take their wishes into consideration, we work hard to place each student with the most appropriate teacher.

This procedure will also be followed for kindergarten or other grade level placement with an additional request for evaluation data.

Recess

Please review the playground rules with your students. Remind your students that other classes are in session, and they should be quiet in hallways. Students should never be left alone on the playground.

Release of Students

Students are to be released only to their parents/guardians, or other persons authorized by their parents. **Teachers are to refer all requests for student release to the office.** The office will ensure the person requesting release has been authorized to do so.

In the case of family dissention, a request may come prohibiting one party from taking the child out of school. Such requests will be honored **only** if legal status is established via court papers. If a parent shares this request with you, please refer them to the office.

Room Cleaning Expectations

The general appearance and cleanliness of the classroom is the responsibility of the students *under the direction and supervision of the teacher.*

All paper and other miscellaneous items must be picked up off the floor at the end of (and during) each day. Please pick up paperclips and staples, as these items cannot be vacuumed up.

Please stack chairs at the end of the day, every other day, so the floor can be vacuumed. Do not allow students to sit on stacked chairs.

Do not place trash or other unwanted items in the hallway for disposal. Trash and recycling containers are located at the rear of the building inside the wooden enclosure. Please bring unwanted or broken items directly to the trash.

School Hours

School is in session from 7:50 am – 2:40 pm. Students should be in the building no earlier than 7:30 am unless participating in a supervised activity. Students should be in their classrooms no later than 7:45 am. Students should leave school grounds no later than 3:00 pm. Students in the building after 3:00 pm. should be escorted to the school office to call home, unless they are under the direct staff supervision.

Staff Lounge

It is everyone's responsibility to keep the staff lounge clean. **Do not leave your dirty dishes in the sink or on the counter; wash what you use.**

Student Cumulative Files

Student files are located in the drawers behind the desk in the office. If you take a student file from the office, please leave a check out file marker in its place. When you return the file to the office, please re-file it in the proper place. Student privacy must be maintained at all times; please see Protection and Privacy of Student Records for more information. Under no circumstances may student files leave the building.

Student Supervision

Students must be supervised at all times while on school property. Do not leave students alone in your classroom or in other common areas.

Supplies

Supplies are located in the teacher resource room. Please be respectful of others with the amount of materials you take from the resource room. When you take the last of something, please notify the Administrative Assistant. Most of the time, supplies can be delivered in a day or two, but please plan ahead for materials in case there are unexpected delays in the delivery of supplies.

Please note that students are expected to purchase their own supplies for projects that are completed at home. This includes poster and project boards, construction paper, glue and other materials. **Please do not send students to the resource room unescorted.**

Technology and Media Equipment

Computers

It is the responsibility of all staff member to safeguard their login and password to maintain the security of their own computer and their own files located on the network.

Students accessing the network with a staff member's login may be able to access student record information that they would normally not be able to access with their own login.

Repair

If any computer that is owned by Odyssey Academy fails to operate properly place a note in the Technology Coordinator's mailbox. Please include as many details as possible, including error codes and other pertinent information.

Computer Lab

If you wish to schedule time for your class to use the computer lab, please contact the Technology \Coordinator.

The computer lab will be unavailable during testing periods.

Digital Camera and Video Camera

If you wish to use a digital camera or a video camera please contact the Technology Coordinator.

Telephone Calls

Telephone calls to teachers during schools hours **will not** be put through to the classroom, except in an emergency. Calls during school hours will be transferred directly to voicemail.

You are expected to check your voicemail at least daily. Calls from parents should be returned within 24 hours whenever possible.

You may call out from your classroom by dialing 9 and then the phone number. Long distance calls must be made from the school office.

Tornado Drill

The purpose of the tornado drill is to prepare students in the event of a real tornado warning. The primary concern is to get the students into the safest areas within the building. When a tornado watch is issued it means a tornado may occur. When a warning is issued it means a tornado has been indicated on the radar.

1. At the sound of the alarm, students are to form a line at the exit door of the classroom. They should then follow the teacher to their designated area within the building.
2. Classes should proceed to designated areas

Odyssey Academy Staff Dress Code

As educators, our commitment to excellence should be reflected in our appearance. In general, a business casual style is appropriate for professional and paraprofessional employees. The following guidelines for teachers and instructional/office assistants have been developed to answer questions about the school's standards for dress.

GUIDELINES FOR MEN

Male employees should wear collared shirts, such as polo style, oxford style or dress shirts, and these may be long or short sleeved. Turtlenecks are also acceptable. All shirts should be worn tucked in. Acceptable sweater styles include pullover and cardigan styles. Facial hair for men is allowed, but is expected to be neatly trimmed and should be established. The clean-shaven appearance is expected otherwise.

Unacceptable types of shirts include T-shirts, sweatshirts, banded-bottom shirts or smock-style shirts designed to be worn untucked. Tailored dress slacks or business casual (Dockers® style) pants in a fabric other than denim are considered appropriate for the workplace. If the pants have belt loops, a belt should be worn.

Sweatpants, wind pants, warm-ups and cargo style pants are not considered appropriate for the workplace. Shorts should only be worn in P.E. classes.

Jeans are only acceptable on days designated by the Executive Director. Be sure that jeans worn to work fit appropriately, are not torn or overly faded and do not show signs of excessive wear.

Acceptable footwear includes dress shoes or casual shoes, such as leather-like, suede or loafer styles. Boots are also acceptable. Tennis or athletic shoes are acceptable only on jean days. Men should not wear sandals to work.

GUIDELINES FOR WOMEN

For female employees, clothing should convey a professional image by being coordinated, modest and appropriate for a business setting. Collared or uncollared shirts and tops may be pullover or button style. Shirts and tops that are not made to be worn out (i.e. shirts or tops with a tail) should be tucked in. With regard to sleeve length, sleeveless shirts and tops are only acceptable for the workplace when worn under a jacket or a shirt-jacket at all times, or if the strap widths are at least two inches. Low-cut tops or shirts that reveal the midriff should never be worn to work.

In addition to tailored or business casual pants, pant sets and business pant suits, women may also wear cropped dress pants (near ankle length) when they are worn as part of a suit or a coordinated outfit. Any fabric other than denim is acceptable.

Women's skirts should be of a modest, professional length, falling at or just above the knee. Skirts (or any clothes) that are too tight, too short or too revealing are not appropriate for the workplace. Sweatpants, wind pants and warm-ups are also unacceptable. Shorts should only be worn in P.E.

Jeans are only acceptable on days designated by the Executive Director. Be sure that jeans worn to work fit appropriately, are not torn or overly faded and do not show signs of excessive wear. Low-rise jeans that prevent modesty are not acceptable.

Shoes are a part of professional dress and can help to project a business image. Appropriate shoes include dress shoes or pumps; leather-like, suede or loafer-style shoes; and boots. Closed-toed mule or closed-toed slide styles are also acceptable. Casual sandals are not appropriate, but an open-toed shoe with a dress appearance and a dress heel is acceptable. Tennis or athletic shoes are acceptable only on jean days. Flip-flops are not acceptable.

NOTE: This Staff Dress Code may be modified by the Executive Director to meet particular situations, primarily weather related.

July 18, 2012

**Odyssey Academy
District 4030
6201 Noble Ave N
Brooklyn Center, MN 55429**

Equal Employment Opportunity

Purpose

The purpose of this policy is to provide equal employment opportunity for all applicants for school district employment and school district employees.

General Statement of Policy

It is school district's policy to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, age, family care leave status or veteran status. The school district also makes reasonable accommodations for disabled employees.

The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district's internal procedures for addressing complaints of harassment, please refer to the school district's policy on harassment and violence.

This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities or privileges of employment.

It is the responsibility of every school district employee to follow this policy.

Any person having any questions regarding this policy should discuss it with the director.

**Odyssey Academy
District 4030
6201 Noble Ave N.
Brooklyn Center, MN
55429**

Disability Nondiscrimination Policy

Purpose

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

General Statement of Policy

The school district shall not discriminate against qualified individuals with disabilities, because of the disabilities, with regard to job applicant procedures, hiring, advancement, discharge, compensation, job training, or any other term, condition or privilege of employment.

The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discriminate on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.

The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.

Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact the school administrator. This individual is the school district's appointed ADA/Section 504 coordinator.

**Odyssey Academy
District 4030
6201 Noble Ave
Brooklyn Center,
MN 55429**

Harassment and Violence

Purpose

The purpose of this policy is to maintain learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence.

General Statement of Policy

It shall be a violation of this policy for any pupil, teacher, administrator or other personnel of the school district to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defines by this policy. For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the district.

It shall be a violation of this policy for any pupil teacher, administrator or other personnel of the school district to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defines by this policy. For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the district.

It shall be a violation of this policy for any pupil, teacher, administrator or other personnel of the school district to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.

The school district will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other personnel who is found to have violated this policy.

Employee Acknowledgement Form

I have received a copy of the Odyssey Academy Employee Handbook. I acknowledge my responsibility to read and understand its contents. I also understand that:

- The handbook is intended to be informational and to provide direction as to the school's expectations and other issues needed for the efficient functioning of the school
- The provisions of this handbook, dated 9/2015 supersede any previous staff or other handbooks or statements of policy or procedure, whether written or oral and may be changed or modified as deemed necessary by the school
- Neither this handbook, nor any other Odyssey Academy written or oral policy or practice created, or is intended to create, and expressed or implies contract, covenant, promise or representation between this school and the employee.

Employee name: _____
(Please print)

Employee signature: _____ Date: _____