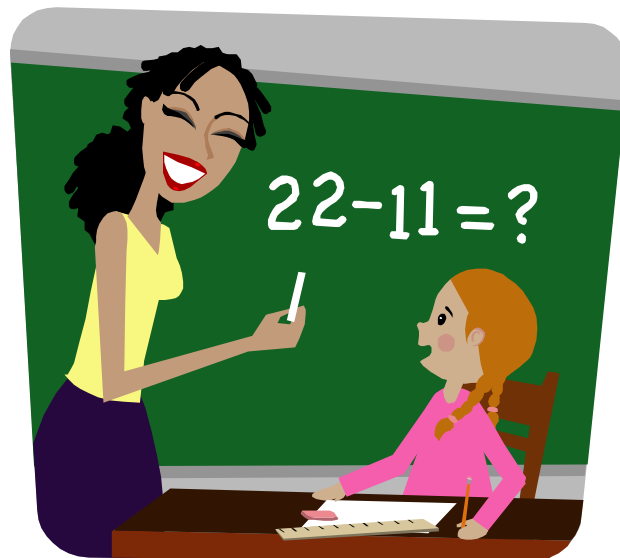


Uncharted Shores Academy Charter School

EMPLOYEE MANUAL

Personnel Policies & Procedures



2011-2012

*Welcome to Uncharted Shores Academy
Charter School*

*Charting New Educational Waters
through
Thematic, Interactive, Family-Style Education*

TABLE OF CONTENTS

Staff Directory 3

Calendar for the Year 4

Introductory Information.....5

Employment Information.....7

Employee Classifications and Job Descriptions 8

Instructional Staff Duties and Responsibilities11

Employee Benefits.....13

Employee Evaluations14

Standards of Conduct16

Health and Safety19

Employee Acknowledgement Document21

INTRODUCTORY INFORMATION

This Manual has been designed to acquaint you with the policies, procedures and philosophy of Uncharted Shores Academy. This Manual is intended to serve as a guide for the Charter School's employment policies, benefits and other general information about the Charter School's operation. For simplicity of terminology, Uncharted Shores Academy will be referred to as USA. The preceding terms are interchangeable.

THIS MANUAL IS NOT A CONTRACT OF EMPLOYMENT

Only the USA Charter School Director(s) has/have the authority to enter into an employment agreement with any employee, with the exception of the director position(s). Directors will be hired by the Uncharted Shores Academy Governing Board. Policies, practices and benefits described in this Manual may change from time to time. Uncharted Shores Academy, at its sole discretion, reserves the right to amend, supplement or rescind any provisions of this Manual as it deems appropriate. Only written employment agreements executed by USA will be recognized. Employment agreements are provided to indicate the salary and terms of employment, not to rescind the at-will status of the employee.

STATUS OF EMPLOYEES: USA is an at-will employer. What this means is the employee or USA is free to conclude the employment relationship at any time, with or without notice, with or without cause. Employment is for no specified period of time. Nothing contained in this Manual is intended to alter this fact.

CONFIDENTIALITY STATEMENT

As employees of USA, employees agree that all staff and student information is confidential and should not be discussed with any person(s) outside of USA. Copying, removing, allowing unauthorized access to any USA documents, files, or student lists, or any type of distribution of student, staff, or school information, is not allowed. Sensitive information shared between employees, staff and parents, or administration and staff should be treated as confidential and not shared outside the school setting. Care should be taken to prevent unauthorized parties from hearing a sensitive discussion concerning any student or staff member, even in casual conversation, and all student matters of concern should be referred to a credentialed teacher.

Child Protective Services reports shall be retained in strictest confidentiality. Employees shall refrain from discussing or disseminating information concerning CPS reports, and relegate all further action to the authorities given the responsibility to investigate such reports. Any breach of this Confidentiality Requirement may result in immediate termination.

EQUAL EMPLOYMENT OPPORTUNITY

USA is an equal opportunity employer. USA's policy is to recruit, hire, promote and compensate without regard to race, age, religion, sex, national origin, creed, handicap or color. Employment opportunities are open to all qualified applicants on the basis of their experience, aptitude and ability. USA will make a reasonable effort to accommodate staff with disabilities. However, USA may be unable to accommodate all disabilities, and may request assistance from the disabled person to arrive at a solution.

HARASSMENT/SEXUAL HARASSMENT

Harassment of any type will not be tolerated by any employee or third-party individual. USA will not tolerate sexual harassment of any employee, student, or parent by a supervisor, fellow employee(s), or by any third party individuals on the USA premises or while working at student job sites. Some of the prohibited acts are: sexually abusive jokes, sexually graphic literature, horseplay with sexual overtones, sexual advances, demands for sexual favors for advancement reasons or other acts that could be construed as harassment.

If any employee feels that he/she is a victim of any form of harassment, a written complaint must be filed with the Director at USA for prompt investigation. This method will help to promptly answer and resolve any problems that may exist. It is the school's intent to investigate the complaint promptly and to take whatever action is deemed appropriate.

LOYALTY TO THE SCHOOL

Staff are hired with the expectation that they want to work for USA because they agree with our philosophy and method of education. It is expected that staff will remain loyal to USA and publicly exhibit at all times, in all actions, words, and behaviors, strict loyalty to Uncharted Shores Academy. This includes maintaining a positive attitude concerning the school with all co-workers, parents, and community members. This also includes treating all people involved with the school with the utmost respect and consideration, striving to keep gossip and contention out of the workplace.

REFERENCE CHECKS/CRIMINAL BACKGROUND CHECKS

As a normal course of business, past employers and other references that are supplied to USA will be contacted to verify all information written on the employment application and provided during the interview process for accuracy. USA also requires a criminal background check as a condition of employment. Falsification of any of this information or not reporting a criminal conviction may be immediate grounds for termination.

EMPLOYMENT INFORMATION

SCHEDULING AND DUTIES

The normal business hours of operation for employees at USA are Monday through Friday, 8:00 a.m. to 4:30 p.m. All full time staff should expect to be available to work during these hours, with a half hour lunch break. Non-credentialed full-time staff will also receive two 10 minute breaks daily. Part time staff will work according to the hours indicated in their employment agreement, with a 10 minute break allowed for every 3.5 hours worked for non-credentialed staff.

TIMEKEEPING AND PAY DAYS

All staff, excluding administrative and office staff, will be hired on a ten month basis, from mid-August through mid-June (180-195 school days), with employees receiving their paychecks at the end of the last business day of the month. All staff annual salaries, including hourly employee pay, are usually divided equally into ten regardless of the number of school days in the month, except that the tenth month salary may be divided into half in August and half in June to account for the half month work days. However, employee pay may be divided into 12 months, September – August, if requested. Absences must be reported to the Administrative Assistant, and deductions for absences will take place per the absentee policy. Paychecks will be available for pick-up at the USA office location, directly deposited into the employee's bank account, or mailed to the employee's home. For everyone's protection, paychecks will be released only to the employee.

ABSENTEE POLICY

Staff absentees can negatively affect our program at Uncharted Shores and substitutes for absent instructors are difficult to obtain, as they must be fingerprinted prior to employment. However, we realize that there may be times when instructors may be unable to perform their jobs adequately due to illness or a family emergency arises which makes it impossible to come to school. If a staff member finds that he/she will be unable to attend school, we ask that he/she notify his/her immediate supervisor as soon as possible. Staff will receive home phone numbers of supervisors in order to facilitate this communication. The supervisor will be responsible for making arrangements to ensure that the daily program will continue despite the employee's absence. All staff will receive a perfect attendance bonus at the end of the year equal to the cost of paying a substitute for ten days of the employee's position (pro-rated according to the number of actual school days assigned to work). Staff will lose a pro-rated amount from the attendance bonus for every day absent. After ten days of absences, the pro-rated amount will be subtracted from the staff member's salary for every day absent. Three unexcused tardies will equal one absence for this policy. Tardies may be excused by the administrator if due to an emergency. Excessive absences by any staff member, regardless of the reason, may be grounds for termination.

COST OF LIVING INCREASES

Instructional and support staff at Uncharted Shores Academy may receive an increase proportional to the COLA (cost of living adjustment) which has been approved by the state for the ADA (average daily attendance) apportionment for the year. If there is no increase in the school income, there will be no corresponding automatic increase in teacher salaries. Other

than this cost-of-living increase, neither instructional staff nor administrative staff will receive automatic step increases in salaries, whether based upon years of service or education. Salary increases will be based upon employee performance and the available budget.

EMPLOYEE CLASSIFICATIONS AND JOB DESCRIPTIONS

EMPLOYEE EMPLOYMENT DEFINITIONS

- A. Regular Full-Time Employees
An employee who is regularly scheduled to work forty (40) hours per week for a period of indefinite duration is referred to as a regular full-time employee. Two or more positions may be combined to equal full time status.
- B. Regular Part-Time Employees
An employee who is regularly scheduled to work less than forty (40) hours per week for a period of indefinite duration is referred to as a regular part-time employee.
- C. Credentialed Teacher Employees
An employee with an appropriate teaching credential who fulfills a particular teaching assignment and oversees a designated number of students.
- D. Temporary Employees
Persons hired to work on special assignment for a specified project or period of time. Temporary employees do not become regular employees as a result of the passage of time.
- E. Hourly Employees
Hourly employees are all those employees whose wages are paid by the hour. Wages may fluctuate according to the number of hours worked or hourly wages may be computed as an annual amount and divided equally into pay periods regardless of the number of hours in each pay period.
- F. Salaried Employees
Employees who receive an annual salary. Salaries may be divided into the designated number of months appropriate for the position or the employee may elect to have it evenly divided into 12 months, September-August. Employees terminated during the school year are due a pro-rated amount of the salary according to the time worked.
- G. Administrative Staff
Employees hired to perform administrative functions for the school, including all support staff whose main function concerns administrative operations.
- H. Instructional Staff
Employees whose main function is direct student instruction.
- I. Operational Staff
Employees who accomplish jobs pertaining to the daily operation of the school facilities.

INSTRUCTIONAL STAFF CLASSIFICATIONS

- 1. Director Teacher:** Full-time salaried 12 month position (225 total work days) for a professional credentialed veteran teacher. Administrative teaching position involves training, supervision, and evaluation of all instructors under supervisor's jurisdiction; planning and implementation of the educational program for assigned age grouping; and auditing compliance review of all independent study documentation. Additionally, director teachers offer professional development for instructional staff, instructional training for parents, specialized instruction for targeted learning groups, and maintain student discipline. Director teachers calculate anticipated educational needs; order necessary books and supplies; design and evaluate appropriate curriculum; plan, organize, and implement appropriate student progress evaluations; and ensure alignment of program with state standards. This position involves additional designated administrative duties along with the direct teaching of designated student groups.
- 2. Lead Teacher:** Full-time salaried 10 month position (195 total work days) for a professional experienced credentialed teacher. Plans the learning stations and home study work for a specified group of students, monitors attendance credit, and maintains records for independent study documentation. Trains and supervises instructional staff teaching within the teacher's assigned group of students. Completes annual curriculum planning and pacing for assigned student group. Ensures lessons align to standards and student evaluations are implemented regularly. Maintains contacts with all assigned students and assists parents with home studies as needed. Additionally, instructs an academic learning station and oversees the classroom atmosphere and physical environment of all the students under the teacher's responsibility. Responsible for students from the time the first student arrives until the last student leaves each day.
- 3. Station Instructor:** Part-time hourly or salaried 10 month position (180-195 total work days, as designated in agreement) for a credentialed teacher or non-credentialed instructional assistant with proven abilities. Independently plans for and instructs a specific academic learning station, including maintaining attendance records, grades, & correction of assignments. Ensures lessons align with master planning calendar and cover the required standards. Prepares monthly work samples for the student audit file and checks the audit file for accuracy each term. Attends student study and IEP meetings as applicable. May assist in planning activities, field trips, special events, and curriculum pertinent to the teacher's subject. May include monitoring of students before or after school.
- 4. Instructional Assistant:** Part-time hourly 10 month position (185-195 total days) for a teacher's aide with proven abilities. Instructs a specific learning station (usually non-academic) with the planning assistance of a credentialed teacher. Assists with prep and record keeping as requested.
- 5. Teacher's Aide:** Part time hourly 10 month position (total days may vary depending upon need) for a novice assistant to the teacher. Instructs a specific non-academic learning station under the direct supervision of a credentialed

teacher after extensive planning and training with the credentialed teacher or tutors a group of students at an academic learning station. Position includes on-the-job training.

ADMINISTRATIVE STAFF CLASSIFICATIONS

- 1. Director:** Full time salaried 12 month position. (225 days) Responsible for management of personnel, student services, operations, and the finances of the school. Directs the overall educational program and daily school operations, policies, and procedures. Initiates and implements strategic school plans for current and future years. Completes all reports, records, and documentation as required by the state and district. Interprets student and financial data to improve the progress and direction of the school. Maintains contacts with state, district, and school governing board to ensure compliance with all objectives and requirements for school operation. Directs and regulates the school atmosphere and environment. Directs public relations, registration, and event coordination for the school. Attends all required administrative meetings. This position may be a full-time position, part-time position, or split between more than one individual as the needs of the school dictate.
- 2. Administrative Assistant:** Full time salaried 12 month position. (225 days). Assists administrator with a myriad of duties, including answering phones and data input. Performs financial processing, bookkeeping, and payroll functions. Ensures internal compliance with all procedures.
- 3. Secretary:** Full or part-time hourly position on a permanent or temporary basis as needed to perform various office support functions necessary for the effective operation of the school. Facilitates the correct completion of attendance records, student files, orders, and office management. Acts as front-desk receptionist, secretary to the director, and file clerk.

OPERATIONAL STAFF CLASSIFICATIONS

Custodian/Groundskeeper/Maintenance Worker: Part-time hourly position. Maintains the cleaning of the building on a daily basis, including carpets and restrooms. Maintains the school grounds on a weekly or monthly basis, including removal of outdoor trash, trimming of plants, & washing down building. Maintains building in good, working order, including washing windows and repairs as needed.

CHANGE IN EMPLOYMENT CLASSIFICATION

USA may change the employment classification of any employee at any time based on the nature of the employment assignment. All employment classifications have been approved by the USA Governing Board prior to hiring for that position.

INSTRUCTIONAL STAFF DUTIES AND RESPONSIBILITIES

STAFF RESPONSIBILITIES OF THE ENTIRE USA STAFF

1. USA is a cooperative learning environment for both staff and students. Instructional, administrative, and operational staff must all function as a part of a team and work together in the educational setting.
2. All staff are responsible for monitoring student behavior and safety (before & after school, in class, on field trips, etc)
3. All staff will focus on positive student character growth as a major emphasis: respect, responsibility, resourcefulness
4. All staff will participate in the planning and execution of field trips, presentation fairs, and other student events held within the regular work day
5. All staff must report their absences and lates on the main calendar & report to supervisor
6. All instructional staff will provide input into end of term evaluations and reports for each assigned student as appropriate to their position.
7. All instructional staff will maintain work samples for the student audit files and keep records of class assignments and homework as appropriate to the instructional station
8. All instructional staff will attend weekly staff planning and training meetings.

RESPONSIBILITIES FOR CREDENTIALLED TEACHERS

Credentialed teachers may be allowed to prepare lessons at home during the hours of operation if their classes are not in session and other onsite school duties have been completed. However, each teacher must be fully prepared for class instruction each day and be present to welcome students at least fifteen minutes before class begins. Teachers are expected to stay onsite every day until their last student has gone home or another instructional staff member has taken over the student responsibilities and their learning station is ready for the following day. Specific time commitments for credentialed teachers are as follows:

1. The teacher's school year will extend from approximately two weeks before the start of school until one day to one week after school is out (180-195 school days, according to the teacher's agreement), and the additional time will involve preparation of reports, planning for classes, preparation of facilities, and teacher training. Teachers must be prepared to be present onsite both prior to the commencement of and the after the end of the school year.
2. The length of the full time teacher duty day shall be 7 ½ hours, including lunch and at least 40 minutes of unassigned student contact time. Part-time teachers will have a pro-rated amount of prep time. It is recognized that teachers work beyond their duty day in planning, preparation, and professional duties involved with teaching. Teachers are salaried and need to be aware that their position may require flexible time commitments beyond regular school hours.
3. Professional duties required of teachers which may need to be completed beyond the regular duty day include the following:
 - ◆ Phone calls to parents concerning students
 - ◆ Parent/Teacher conferences
 - ◆ Faculty meetings (normally 1 ½ hrs per week)
 - ◆ Student Study Team and Individual Educational Plan Meetings

- ◆ Curriculum planning meetings (not to exceed 3 times per year)
 - ◆ Extended day field trips
 - ◆ Recordkeeping tasks such as:
 - i. Completion of report cards at the end of each term. Reports must be completed within one week following the end of the term.
 - ii. Attendance reports. Student final attendance reports for the state must be completed by credentialed teachers within one week following the end of each term, according to the state approved Period-1 and Period-2 attendance reporting schedule (at the end of each term).
 - iii. Planned Educational Program (PEP) agreements. PEPs for each term are completed by parents and students prior to the beginning of each term. Parents who do not return PEP agreements in a timely manner must be contacted at home for completion of agreements prior to the commencement of the term.
 - iv. Collection and labeling of assignment samples for the audit file.
 - v. Audit file check at the end of each term.
4. Adjunct duty activities may also be required of teachers. Full time certificated staff are required to complete up to 15 hours per year of adjunct duties. The number of required hours is pro-rated for part-time teachers. (11 hours for .75 teachers) An adjunct duty is defined as an activity performed after the teacher duty day or an activity performed during lunch or prep periods. The following are examples of adjunct duties:
- ◆ Presentation Fairs, awards ceremonies, or other parent-involving event
 - ◆ Student competitions
 - ◆ Student activity chaperone duties (such as student dances)

LEAD TEACHER RESPONSIBILITIES

1. Complete all credentialed teacher duties as applicable to the position
2. Provide support and oversight to station instructors and aides
3. Responsible for checking and certifying student attendance records, audit files, and grades reported for assigned students by instructional aides
4. Contact parents concerning attendance, behavior, and other issues as needed, including home visits to students as applicable
5. Provide support for parents concerning home assignments, including parent training concerning home instruction as requested
6. Communicate with parents on a regular basis
7. Take the lead in organizing field trips, presentations, and special events
8. Ensure that state standards and student IEP goals are met for assigned students
9. Prepare annual assignment pacing calendars in the four basic academic subjects
10. Review station instructor assignments on a weekly basis. Daily assignment plan books will be kept on file for auditor review for three years.
11. Complete additional administrative duties as requested

STATION INSTRUCTOR RESPONSIBILITIES

1. Meet the goals of the station
2. Maintenance of daily assignments, corrections, and grades for the station
3. Development of standards-based lesson plans following the theme according to the master annual pacing calendar. Daily assignment plan books will be kept on file for auditor review for three years.
4. Preparation and clean up of the station daily

EMPLOYEE BENEFITS

Health Plans:

Group plans for medical, dental, vision, and life insurance will be offered for employees who work at least 30 hours a week or as a .75 employee. A combination of positions which equals full time will be counted as a full-time employment for purposes of coverage. Employees will be notified during the annual open enrollment period as to the amount of the cost which will be covered by Uncharted Shores Academy. All or part of the insurance coverage will be paid by the employer, and employees may elect to pay for additional insurance coverage for themselves or their immediate family. The employee will be responsible for the remaining cost of the coverage.

The annual Open Enrollment period each year allows for changes to employees' health carrier selection. All employees eligible for health benefits must enroll in a benefits program within 30 days from date of hire if they wish to have coverage, or enroll during the annual open enrollment time. Benefit coverage will commence on the 1st day of the month following the employee's hire date provided that the employee is enrolled within the specified time frame. Employees who do not enroll in a benefits program as outlined above must then contact the USA Administrator for a new date to enroll. Benefit eligibility will be delayed as a result.

Any premiums paid by the employee will be divided into ten equal payments for the year so that insurance coverage for ten month employees will continue throughout the summer, unless otherwise requested by the employee. All insurance coverage ends the 1st day of the month following an employee termination or resignation. Upon termination of employment, an employee may be able to continue his/her insurance coverage at his/her own expense through COBRA. Contact the insurance carrier for a full explanation and current costs.

STRS: State Teachers Retirement System

Credentialed teachers and credentialed administrators will contribute to STRS, and USA will pay the employer share into STRS, crediting each employee according to their full time equivalency (FTE) status.

Vacation Days: All school employees will not work on the scheduled vacation days for the school year, and the office will be closed. However, administrative staff will be available for work as needed. Twelve month employees will work during the summer months, but receive an additional 10 days off in the summer.

Leave of Absence: Every staff member is entitled to three days leave of absence for the death of any member of the immediate family or the death of their own unborn child in the event of a natural miscarriage. No deduction shall be made from the salary nor the Attendance Bonus due the staff member for these days. An additional two days leave shall be granted if the distance traveled is more than 350 miles.

Childcare: Staff may take advantage of the After School Program at no cost for their children who are enrolled in USA if they are working during the time that the After School Program is in operation.

BTSA Program: Teachers who need to clear their credential may take advantage of the Beginning Teacher Support and Assessment program at no cost to themselves and may be required to do so in order to continue with the school.

EMPLOYEE EVALUATIONS

Classified Staff Evaluations: Classified instructional staff and support staff will be evaluated by their direct supervisors at least once a year. The evaluation form will be shared with the employee prior to the evaluation, and the final evaluation will be shared with the employee subsequent to the evaluation. All staff will be re-hired only if warranted by sufficient student enrollment and a positive evaluation.

Credentialed Teacher Evaluations: The USA Director(s) will endeavor to evaluate the credentialed teaching staff prior to April 15 each year. Additionally, teachers will set goals for themselves early in the year and evaluate their progress towards meeting those goals as part of their final evaluation. Evaluations will be used to determine the recommendation for rehiring, promotions, and pay for the following year. The USA Director(s) will take into consideration input from parents, other staff members, and the teacher under evaluation in making the final decision. The Director(s) will meet with the teacher under review to discuss the recommended status and pay before forwarding it to the USA Governing Board for final approval. Teachers may request a hearing by the board to appeal the decision of the USA Director(s). Full-time credentialed teachers with a positive evaluation may expect to continue with employment the following year. It is important to remember, however, that final status will depend upon student enrollment and instructional needs for the following year. Teachers will be informed of re-hire status as soon as practical after April 15.

SCHOOL DIRECTOR EVALUATION

The school director(s) will be evaluated by the USA Board, with parent input, staff recommendations, and director self-evaluations taken into consideration. The board will interview the Director(s) to determine rehiring status, bonuses, and pay as appropriate. Director(s) evaluations will take place at least once every five years. Director positions and duties will continue unless the USA Governing Board determines that a change in status is desirable. Any changes must be made by a majority vote of the USA Governing Board and documented in a resolution during an official board meeting. All duties, except for personnel and educational program direction, may be delegated to other staff, or outsourced, rather than assigned to the director.

EMPLOYEE PERFORMANCE IMPROVEMENT POLICY

Employees whose performance is not in accordance with professional proficiency will be alerted to the need for improvement through the following performance discipline plan. This plan does not preclude immediate termination of the employee if the Director or Governing Board deems that to be necessary, especially in the case of unprofessional or unethical behavior, as listed in the Rules of Conduct. This plan for employee discipline also does not alter the at-will status of the employee. All of these steps do not need to be conducted in order to terminate an employee. However, to facilitate annual evaluations and performance expectations, the following plan will generally be followed by all supervisors:

1. Informal discussion with the employee, citing the offending behavior and delineating the behavior which is expected. Follow-up with a documentation of discussion memo.
2. Written Memo of Expectations documenting previous discussion and reminding employee of the importance of the issue and what the expectations are.
3. Formal Letter of Reprimand, documenting continued problems and steps taken to remediate the problem.
4. Bring employee before the USA Board or Director, as applicable, for a personnel performance review and to determine appropriate disciplinary action. (cut in pay, suspension without pay, warning of risk of termination, non-renewal of employment) This action may be taken in conjunction with the formal letter of reprimand.
5. Termination of employee.

TERMINATION OF EMPLOYMENT

An exit interview may be conducted for USA informational purposes. An employee must return all keys, equipment, manuals, or any other property of USA prior to receiving his/her last paycheck. If the items are not returned, the cost of these items (and in the case of keys, the cost of re-keying the locks) will be deducted from the employee's final paycheck.

RIGHT TO APPEAL

Any action taken against an employee may be appealed to the USA Governing Board for review. The request for a review must be submitted in writing to the Board of Directors within ten (10) working days of the action. All pertinent information and facts about the action in question should be included, allowing for a true and factual review of the action in question.

Each employee will have the opportunity to respond to his/her annual evaluation. Disagreements concerning the evaluation may be taken to the Director of Uncharted Shores Academy for resolution, who will be responsible for ultimate determinations concerning hiring, pay status, discipline, and dismissal of staff. Complaints concerning the decision of the Director may be appealed to the Uncharted Shores Academy Governing Board. If termination of employment is involved, the termination will stand unless a final determination is made by the Board that an adjustment is needed.

STANDARDS OF CONDUCT

All employees of USA are expected to conduct themselves in a professional and ethical manner. Since USA is a school, all employees may have contact with students and, therefore, are a role model for them. Any complaints of abusive or unprofessional behavior will be investigated fully by the administrator, and findings of such behavior may result in immediate disciplinary action.

Uncharted Shores Academy will conduct its business & educational program fairly, impartially, in an ethical and proper manner, and in full compliance with all laws and regulations. In the course of conducting any Uncharted Shores Academy activities, integrity must underlie all relationships, including those with students, parents, staff, business/community relationships, governance and among employees. The highest standards of ethical business conduct and compliance are required of all Uncharted Shores Academy employees in performance of their responsibilities. Employees or governing board members must not engage in conduct or activity that may raise questions as to the Uncharted Shores Academy's honesty, impartiality, or reputation or otherwise cause embarrassment to the school. Furthermore, conduct that is prohibited or does not comply with community laws and regulations will not be tolerated. All employees are provided with this employee Manual and must sign that they understand the ethical conduct policies and will abide by the ethical standards required of employees. It is their duty to ask questions, seek guidance, report suspected violations, and express concerns regarding compliance with this policy and the related procedures as needed.

USA observes the following policies to assure that USA is a pleasant environment for its employees and an appropriate environment for students:

ALCOHOL/TOBACCO/DRUGS

USA is an alcohol, tobacco, and drug-free workplace.

CONFIDENTIALITY

All staff and student information and records are confidential and should not be discussed with persons outside the Charter School, as delineated in the Confidentiality statement under "Introductory Information" in this Manual.

DIGITAL MESSAGING

Students and staff may not share or post, by any means whatsoever (including cell phones), images of or personal information concerning any student or staff member without permission from that student or staff member. This includes postings and sharing of information that take place outside of the school campus or outside of school hours.

School computer systems are for use by authorized individuals only. Any unauthorized access to these systems is prohibited and is subject to criminal and civil penalties under Federal Laws (including, but not limited to Public Laws 83-703 and

990474). Individuals using these systems are subject to having all activities on these systems monitored by system or security personnel. Anyone using these systems expressly consents to such monitoring. [#E6163.4 (a)].

GOOD HOUSEKEEPING

Each employee is responsible to do his/her part in keeping work areas as clean, neat and organized as possible. All employees are expected to assist with duties such as cleaning white boards and tables, sharpening pencils, and taking out trash as needed.

DRESS CODE

USA employees have contact with school-age students and must maintain a presentable image for the USA. For these reasons, clothing with slang or derogatory slogans, words, or pictures/graphics will not be tolerated. Safety must be a consideration as well, and all employees must refrain from wearing clothing, shoes, or jewelry that could pose a safety hazard to themselves or others. California safety code requires children to wear close-toed shoes, so for this reason employees are encouraged to follow the same rule.

Additionally, employees should look professional while school is in session, and distracting jewelry, body piercings, tattoos, or unusual make up should be avoided or covered up. Revealing or sexually provocative clothing should be avoided. The employee's appearance may be the only impression some parents will ever have of the employee as many parents may never take the opportunity to get to know each employee.

All employees shall maintain a clean, neat appearance with suitable clothing appropriate for the job for which they were hired. This includes good grooming and personal hygiene habits. Employees are encouraged to wear clothing with the USA logo, especially on field trips.

LANGUAGE

Offensive or abusive language is never appropriate in the workplace. USA recognizes this and prohibits the use of words or phrases that would be considered inappropriate around minors regardless of whether a minor is present.

TELEPHONE CALLS

Discretion should be used in making or receiving personal phone calls during scheduled work hours. Personal long distance and toll calls are the financial responsibility of the employee. Calls which interfere with the employee's performance of his duties are not acceptable. Employees should not be involved in cell phone texting or other electronic message systems during work hours unless it is work-related. Cell phones should be off during student contact hours, but may be checked during breaks unless it is deemed necessary by the administrator, in which case, the phone tone should be off.

VISITATION

USA reserves the right to request any personal visitor to leave when the employee's supervisor deems the visit is distracting to the employee or when visits are excessive. Employees should be aware that their primary responsibility is to the students of the school and should curtail

unnecessary chatting with friends, family, or other employees when students are present. Furthermore, the school office is a public place of business and employees should refrain from using the office as a place to socialize, air grievances, or for conferences which need to be conducted in private.

CONFLICT OF INTEREST

Employees will ensure that they do not engage in any activity that might create a conflict of interest for the school or for themselves individually. They will not take advantage of their position to seek personal gain through the inappropriate use of goods, materials, or non-public information. They will observe that fair dealing is the foundation for all of our transactions and interactions. They will protect all school assets and use them only for appropriate school approved activities. Employees will use school letterhead and logos only if they have the approval of the director(s) of the school.

ADMINISTRATIVE REGULATIONS

A. School Communication

1. All letters written on school letterhead must be approved by all entities who are listed on the letterhead.
2. Although teachers and instructors may send home occasional notes concerning student progress or behavior to parents, any official correspondence should be approved by the director prior to parent or community notification.
3. Instructional Aides may not send home written communication concerning any kind of school business to families. Aides should also be careful to address verbal concerns in a brief manner, referring the matter to the credentialed teacher in charge.
4. All informational postings, fliers, brochures, etc. must be approved by administration before being posted at the school or sent home with students.
5. All religious and political information stressing a particular point of view will not be disseminated at school, promoted by the teacher, or displayed in the classroom.
6. All meetings or events which are organized in the name of USA or for the benefit of the school must be approved by the administration. No staff member may organize school meetings, use the school building for activities, conduct activities in the name of the school, or order school supplies prior to obtaining *official written* authorization. (Use the *Activity Request* form)
7. Staff or school volunteers placed in charge of a specific student activity, or involved in student activities (including Parent Club), may send home written communication if the administrator in charge gives *written* permission for the staff member to do so. (Use *Communication Authorization* form)
8. Credentialed Teachers are expected to make parent contacts and send home official progress reports concerning their students. Station instructors in charge of a specific student learning station may call or send an official note to a parent to report on student behavior, academics, or attendance as long as prior *written permission* has been given by the administrator in charge for the station instructor to carry out this function. (*Communication Authorization form*)
9. All staff, credentialed and classified alike, will notify the administrator in charge *in writing* and obtain administrative approval prior to conducting an official parent conference with any student's parent. (Use the *Student Discipline Discussion Form*)
10. Credentialed teachers must sign all official correspondence, including audit samples and attendance reports. Station instructors must turn their attendance records and audit samples over to the teacher in charge and obtain their oversight teacher's signature on all such correspondence after the teacher has checked the records for accuracy.
11. The term "teacher" will refer only to credentialed teacher, and station instructors or instructional aides will be designated with the title "instructor" or "aide." All staff will endeavor to use this distinction in order to avoid misrepresenting any position to the auditor, charter authorizing agency, parents of the students, or to the community.

B. School Facilities, Equipment, and Supplies

1. Employees will protect all school assets and use them only for appropriate school approved activities.

2. Employees will protect their keys and only allow authorized access to the facilities.
3. Employees will use good judgment in the care and use of all equipment.

C. School Operations

1. All employees must support the requirement for complete and accurate financial records, reporting, and other record keeping.
2. All employees must keep in full compliance with USA schedules, reporting periods, and audit regulations.

SUPPORT OF USA REGULATIONS

Without exception, employees will comply with all applicable laws, rules, and regulations. They will promptly report any illegal or unethical conduct to the Director, the Governing Board President or other appropriate authorities. Obviously, not all appropriate conduct for staff has been covered in this section, and it is expected that USA employees will follow appropriate work place conduct and work habits at all times. Totally inappropriate acts such as insubordination, falsification of records, or abusive conduct will result in termination.

It is expected that all USA employees will positively represent the school both in the classroom and in the community. Grievances will be taken to the appropriate authorities for discussion and resolution rather than aired inappropriately with parents, students, other staff members, or the general community.

Further descriptions of employee conduct and employee grievance resolution procedures are delineated in the *USA Policies and Procedures Manual*. A copy can be obtained in the school office.

HEALTH AND SAFETY

USA is very concerned that employees are working in as safe and as healthy an environment as can be provided. USA believes that safety is every employee's responsibility. Every employee must make a conscious effort to be aware of safety and health hazards and procedures to avoid these hazards at all times. The goal is to avoid accidents altogether.

Most accidents can be prevented. The rules themselves do not make a safe workplace, but the constant and diligent awareness of all employees is necessary to provide a safe work environment. All OSHA standards and safety requirements must be complied with. These rules are specific. In the event that an employee is unsure of the rules or has taken on a new responsibility, the employee should contact his/her supervisor for additional training.

The following are safety rules established to prevent accidents and injuries. These are safety regulations that must be complied with at all times:

- ◆ All accidents or injuries, no matter how slight, must be reported immediately to the employee's supervisor, and an accident report must be submitted to the Administrative Assistant. In the case of a student accident, the employee in direct supervision of the student should submit the report. Accident reports will be kept in a file for reference as needed.
- ◆ All unsafe conditions or practices must be reported immediately to the employee's supervisor.
- ◆ All work areas must be kept clean and free of hazards.
- ◆ Horseplay and practical jokes are prohibited.
- ◆ Safe and protective work clothing and shoes must be worn as it pertains to the type of job performed or class conducted (such as science labs), including safety glasses as needed.
- ◆ Tools and equipment must be used correctly as specified by the employee's supervisor. If the employee is not familiar with the tools or equipment, he/she should ask his/her supervisor for instruction.
- ◆ When lifting, bend knees and keep the back straight. If the item is too heavy, get help before proceeding.
- ◆ Guards or safety devices are not to be removed or tampered with on any equipment where they are present.
- ◆ Aisles shall be kept free of extraneous items and kept clean at all times.

TB CLEARANCE

USA requires that the employee submit to the USA Administrator, upon initiation of employment and every four (4) years thereafter, evidence of a chest X-ray, skin test, or physician's statement that the employee is free of tuberculosis. USA will assist the employee in obtaining a test at a reasonable rate. Failure to comply with this condition of employment may result in withholding of the employee's paycheck and can result in disciplinary action.

EMERGENCY PROCEDURES

FIRE EMERGENCY

All fire emergencies must be reported immediately. Fire emergency numbers (or 911) will be called and the location of the fire given.

- ◆ All employees must know the location of fire extinguisher(s).
- ◆ Tampering with fire extinguishers is forbidden.
- ◆ Fire extinguisher(s), sprinklers, fire exits, or risers must not be blocked by supplies, stock or parts at any time.
- ◆ Open flame is prohibited in areas where flammable materials are used or stored.
- ◆ The person reporting the fire or medical emergency must stay on the phone until released by fire department/security personnel.
- ◆ A fire exit map must be posted in every classroom. Staff will be made aware of the exit procedures for the employee's assigned work station.

Tsunami, Earthquake, and Disaster Drills

Along with fire exit drills, the staff will be made aware of the appropriate drills for other natural disasters. One disaster drill will be conducted each month with the students to practice safety.

LOCK DOWN PROCEDURES

At times, the staff may conduct a school lock down, if conditions so warrant. The correct procedures for lock down are:

FIRST AID

- ◆ A first aid kit will be kept in each USA building in a place easily accessible to all staff.

STAFF AND STUDENT EMERGENCY FORMS

- ◆ A copy of staff and student emergency forms will be kept in the emergency kit. The kit will be kept for easy retrieval by a designated individual, who will take the kit on all emergency drills and actual emergency situations.

**Uncharted Shores Academy
Employee Acknowledgment Document**

Initial:

_____ **Employee Manual:** I acknowledge that I have received a copy of the Uncharted Shores Academy Employee Manual and that I agree to its policies and procedures, including appropriate ethical and professional conduct, accurate record keeping, and acceptable work habits. I also understand that receipt of this Manual is not to be construed as a contract of employment.

_____ **Loyalty Affidavit:** I agree to publicly exhibit at all times, in all my actions, words, and behaviors, strict loyalty to Uncharted Shores Academy. This includes maintaining a positive attitude concerning the school with all co-workers, parents, and community members, as delineated in the Employee Manual.

_____ **Confidentiality:** I understand that all staff and student information and records are confidential and should not be discussed with persons outside the Charter School. I understand this policy of confidentiality extends to the furnishing, releasing, or sending Charter School records, information, materials or supplies to unauthorized persons.

_____ **Harassment/Sexual Harassment:** I understand that harassment of any type, including sexual harassment, will not be tolerated by Uncharted Shores Academy. I agree to follow all policies related to preventing any type of harassment in the workplace. Furthermore, I understand that any incidents of harassment should be immediately reported in writing to Uncharted Shores Academy Administrator.

_____ **Safety Policies and Procedures:** I agree to observe all safety rules as set forth in the Employee Manual and by my supervisor. I understand that any work-related injuries must be reported immediately to the Administrator of Uncharted Shores Academy.

_____ **Mandated Reporting:** I understand it is my responsibility to report to my supervisor and the proper authorities any suspicions of abuse or neglect of any of the children under my care.

I understand the policies above and acknowledge receipt of the employee Manual and sections of the *Policies and Procedures Manual* pertinent to personnel.

Employee Signature

Date

USA Authorized Signature

Date

Distribution:

- (1) Employee: Will maintain the one in the employee Manual
- (2) Personnel File: Official signed copy of the Manual acknowledgement document. Must be on file prior to first day of student contact.