

San Carlos Charter Learning Center

Staff Handbook

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1. INTRODUCTION

This employee handbook is a summary of many of the San Carlos Charter Learning Center's policies and procedures, and provides some insights into the school's culture. With the exception of the At Will Statement, the policies and practices set out in this handbook are not intended to create a contract, express or implied, nor are they intended to create any legally enforceable obligations on the part of the San Carlos Charter Learning Center.

This handbook replaces all earlier employee handbooks and takes precedence over all memorandums and oral descriptions of our personnel policies, practices, and procedures and any unwritten contracts of employment. Except for the policy of "at will" employment and policies compelled by law, we may change the policies and procedures described in this employee handbook at any time without immediately issuing a new handbook. If you have questions about policies or procedures, please ask the School Director.

2. ABOUT THE SAN CARLOS CHARTER LEARNING CENTER

The San Carlos Charter Learning Center ("SCCLC" or the "School") was formed in 1994 as the first charter school in California and is chartered by the San Carlos School District ("SCSD" or the "District").

Charter schools are public schools, and like any other public school they are funded by the state and do not discriminate. The SCCLC does require each family (including staff families) to volunteer between 80 and 120 hours each year as a condition of enrollment at the school. SCCLC does give admissions preferences to the children of staff, siblings of learner(s) at the SCCLC, those residing in the San Carlos School District, and finally those residing outside the San Carlos School District. If there are more applicants than openings, the applicants are ranked by lottery.

However, unlike most public schools, charter schools are free from much of the state's Education Code. For example, they do not have to use approved texts or follow the educational program. Free from the Education Code, each charter tends to be different from others. The SCCLC:

- knows that all children can learn
- is constructivist
- supports multiage grouping
- subscribes to Howard Gardner's theory of multiple intelligences
- has Personalized Learning Plans for each learner
- uses authentic assessments
- integrates technology into the classroom
- offers foreign language
- strongly emphasizes the traditional core curriculum
- augments the core curriculum with visual arts, performing arts, environmental science, health, social-emotional learning (SEL) and physical education.

2.1. SCHOOL SCHEDULE

School Hours:

Kindergarten	M, T, TH, F	8:25 – 12:00
Grades 1-8	M, T, TH, F	8:25 – 3:00

Grades K-8	Wed	8:25 – 12:45
Office hours		8:00 – 4:00
Educare Hours		7:30 – 6:30

3. BOARD OF DIRECTORS

SCCLC's Board of Directors (BOD) consists of at least seven members. This Board of Directors governs the SCCLC as an independent, directly funded charter. The BOD is also referred to as the Governance Council or GC within the school. The make up of the Board generally consists of the following:

Five (5) family members (parents/guardians) of SCCLC learners

One (1) SCCLC educator representative

One (1) member from the community, not a SCCLC parent/guardian

One (1) member of the business community, not a SCCLC parent/guardian

One (1) representative of San Carlos School District school board

The SCCLC family member representatives are selected by the parents/guardians of current SCCLC learners. The educators of the SCCLC select the educator representative. The San Carlos School District representative is appointed by the SCSD Board of Education. With SCCLC community input, these six members of the BOD recruit and select the representatives for the business and community seats.

BOD terms are for two years with unlimited opportunity for reselection. The BOD is the responsible agent for the accountability requirements established by the Charter document as well as more traditional duties associated with any corporate Board of Directors.

The BOD serves the entire SCCLC community. It meets monthly and additional special meetings are scheduled as required.

If an employee has questions regarding school operations they should first be directed to the School Director, questions regarding curriculum should first go to the Director of Curriculum and Resources and questions regarding facilities should be directed to the Coordinator of Operations. If a staff member has an issue or need of which s/he believes the BOD should be aware, the first step is to inform the Director either orally or in writing of the issue or need. If the concern cannot be resolved with the Director, the staff member should make the written statement available to one or more members of the BOD.

4. THE SCCLC PROFESSIONAL

SCCLC's educators and staff are experienced and professional, involved and motivated, committed to the school's philosophy and objectives, and willing to continue to grow as individuals and professionals.

In conjunction with the Director of Curriculum and Resources, Educators at SCCLC establish, create, and initiate curriculum, classroom activities, and their goals and objectives for the school year. Educators and staff are encouraged to communicate regularly with learners and parents. In coordination with school leadership Educators and Staff play an important role in staff meetings, class schedule development, and hiring decisions. They have significant control over budget spending decisions within their classrooms and have opportunities to provide input to the overall school budgeting process. In addition there is a staff member seat on the BOD

4.1. SCHOOL DIRECTOR

The SCCLC School Director is ultimately responsible for the administration of the school as well as the curriculum and working with the learners, staff, parents, and community members and is the liaison to the District. Additionally, the School Director and Director of Curriculum and Resources share responsibility for staff evaluations as well as discipline and behavior at the SCCLC.

4.2. DIRECTOR OF CURRICULUM AND RESOURCES

The Director of Curriculum and Resources works with staff and volunteers to create and articulate curriculum (K-8) and identifies both traditional and non-traditional resources to support the academic program. The Director of Curriculum and Resources is also responsible for coordination of volunteers and educational programs research and implementation. In addition, the Director of Curriculum and Resources supports the faculty evaluation process as well as discipline and behavior at the SCCLC.

4.3. COORDINATOR OF OPERATIONS

The Coordinator of Operations oversees CLC facilities and management of resources. In addition, they oversee plant operations at CLC including all scheduling. The Coordinator of Operations manages the school's front office, student information systems and monitors student attendance.

4.4. EDUCATORS

Each educator at the SCCLC provides an educational program for learners intended to achieve the goals and objectives contained in the vision statement for the SCCLC. Working on a team with other staff, parents, and community members, this individual creates a flexible program and learning environment that achieves the defined outcomes.

Student educators and/or interns may be hired as appropriate with the advanced written approval of the School Director.

4.5. LIBRARY TECHNICIAN

The library technician oversees the school library program including development of special programs to increase learner reading

4.6. EDUCARE DIRECTOR

The Educare Director orchestrates the development and implementation of the Educare program, which is the SCCLC's before and after school childcare program. In addition the Educare Director oversees afterschool enrichment programs and the Educare Staff.

4.7. EDUCARE STAFF

The Educare staff has responsibility for working directly with the learners enrolled in Educare and implementing the programs and schedule as developed by the Educare Program Director.

5. COMMUNITY

The SCCLC immediate community includes learners, educators, other school staff, parents, and volunteers. The larger community includes alumni (learners and parents), local civic volunteers, business people, and many others who have an impact on our school and can serve as resources to further the education of our learners.

5.1. PARENT VOLUNTEERS

Volunteering is a vital part of running the SCCLC. Volunteers can contribute in a variety of ways to the SCCLC Community: in classroom activities, community service, preparatory activities, driving for field trips, etc. All volunteers must undergo a TB test at their own expense and provide the results of that test to the Coordinator of Operations on an annual basis. Parents volunteer a significant amount of hours at the school. Volunteers are encouraged to include at least 10 hours of in-classroom volunteer hours per school year.

6. PERSONNEL POLICIES AND EMPLOYMENT GUIDELINES

6.1. AT-WILL EMPLOYMENT

It is SCCLC's goal to provide a positive work environment for all. It is also recognized that employees or the school administration may initiate employment changes. You are an at will employee. Both you and SCCLC have the right to terminate your employment at any time, with or without advance notice and with or without cause. This is called “employment at will”, and any agreement contrary to this policy must be in writing and must be signed by both you and the BOD Chair. With the exception of employment at will, terms and conditions of employment with SCCLC may be modified at the sole discretion of SCCLC with or without cause or notice at any time. No implied contract concerning any employment-related decision or term or condition of employment can be established by any other statement, conduct, policy or practice. Examples of the types of terms and conditions of employment that are within the sole discretion of SCCLC include, but are not limited to, the following: promotions; demotions; transfers; hiring decisions; compensation; benefits; qualifications; discipline; layoffs or recalls; rules; hours and schedules; work assignments; job duties and responsibilities; production standards; subcontracting; reduction, cessation, or expansion of operations; relocation, merger, or consolidation of operations; determinations concerning the use of equipment, methods, or facilities; or any other terms and conditions.

6.2. EMPLOYMENT ELIGIBILITY VERIFICATION DOCUMENT

Verification of the right to work in the United States is required by the Federal Government. Upon initial employment, the employee must show evidence of identity and legal right to work in the United States when completing the 1-9 Document.

6.3. FINGERPRINTS

Each employee will be fingerprinted in conformance with Education Code Section 45125 and as a condition of employment. Fingerprints are forwarded to the Department of Justice and Federal Bureau of Investigation for screening to assure that no employee has been convicted of a crime that would preclude employment by the School.

6.4. OATH OR AFFIRMATION OF ALLEGIANCE

A signed Oath of Allegiance is required of all California public employees. Its primary purpose is to ensure that you will serve as a disaster service worker in a major disaster. In the event of natural, manmade or war-caused emergencies, which result in conditions of disaster or extreme peril to life, property, and resources, all School employees are subject to disaster service activities as assigned to them by their superiors. An employee may be exempt from taking the above oath if he/she raises a valid religious objection.

6.5. VERIFICATION OF SOCIAL SECURITY CARD

The School requires a copy of your Social Security Card be on file with the Office Coordinator before any payroll checks will be processed. Per federal regulations, the School must pay you

exactly as your name is listed on your social security card. This regulation is in place to protect both the employee and the employer. By using the exact information printed on your social security card, earnings reported to State and Federal agencies will be posted accurately to insure proper credit to you. If an employee is paid under an incorrect name or social security number, the School may be subject to penalties. The Public Employees' Retirement System upon enrollment also requires a copy of your social security card.

6.6. FREEDOM FROM TUBERCULOSIS

Verification of freedom from tuberculosis is required upon employment. If you have a TB test taken for employment in another district that has not expired, it will be accepted to meet this requirement. If you had a TB x-ray or intra-dermal skin test within the past 69 days, for another reason that can be verified in writing by the doctor or agency who administered the test, it will be accepted. We must have TB verification within thirty (30) days of beginning your services at the school. All continuing employees are required to renew their TB verification every four (4) years after initial employment. The School shall cover the cost of the skin test and one follow-up x-ray if needed, for all employees only if the School designated health provider is utilized.

6.7. EQUAL OPPORTUNITY EMPLOYMENT

It is SCCLC's policy to provide equal employment opportunity for all applicants and employees. SCCLC does not unlawfully discriminate on the basis of race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age, gender, gender identity, medical condition, physical or mental disability, veteran status, marital status or any other basis protected by federal, state or local law. SCCLC's commitment to equal employment applies to all persons involved in the operations of the school and prohibits discrimination by any employee.

If you believe you have been subjected to any form of unlawful discrimination, or if you are aware of an incident of discrimination involving another employee, please provide a written or verbal report to the School Director or BOD Chair. The report should be specific and should include the names of the individuals involved and the names of any witnesses. SCCLC will immediately undertake a thorough and objective investigation and attempt to resolve the situation. The investigation will be completed and a determination made and communicated to you as soon as practical. SCCLC will endeavor to protect the privacy and confidentiality of all parties involved to the extent possible consistent with a thorough investigation.

Applicable law also prohibits retaliation against any employee by another employee or by the School for reporting, filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by the School or a federal or state enforcement agency. Please report any retaliation to the School Director or BOD Chair. Any report of retaliatory conduct will be immediately, objectively and thoroughly investigated in accordance with the School's investigation procedure outlined above. If a report of retaliation is substantiated, appropriate disciplinary action, up to and including employment termination, will be taken.

If the School determines that unlawful discrimination has occurred, remedial action will be taken, commensurate with the severity of the offense. Appropriate action will also be taken to deter any future discrimination. If a complaint of discrimination is substantiated, appropriate disciplinary action, up to and including termination, will be taken. The School will not retaliate against any employee for filing a complaint and will not knowingly permit retaliation by management, employees or coworkers.

6.7.1. Disabilities/Reasonable Accommodation Requests

To comply with applicable laws ensuring equal employment opportunities to individuals with

disabilities, the School will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship and/or a direct threat to the health and/or safety of the individual or others would result. Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact the School Director and request such an accommodation. The individual with the disability should specify in writing what barriers or limitations make it difficult for him or her to perform the job. The School will conduct an investigation regarding these barriers or limitations and will then identify possible accommodations, if any, that will help to eliminate the barrier(s) or limitation(s). If the accommodation is reasonable and will not impose an undue hardship on the School and/or a direct threat to the health and/or safety of the individual or others, the School will make the accommodation. The School may also propose an alternative accommodation(s).

The School will also consider reasonable accommodation requests for conditions related to pregnancy, childbirth or related medical conditions, if requested with the advice of the employee's health care provider, as required by law.

6.8. HARASSMENT-FREE WORKPLACE

SCCLC is committed to providing a work environment free of unlawful harassment. Therefore, in accordance with applicable law, the School prohibits sexual harassment and harassment because of race, color, national origin, ancestry, religion, creed, physical or mental disability, medical condition, marital status, sexual orientation, age, or any other basis protected by federal, state or local law. The School also prohibits harassment based upon the perception that a person has, or is associated with a person who has, any of these characteristics. All such harassment is unlawful and will not be tolerated. SCCLC's policy prohibits harassment of employees, applicants, and persons conducting business with or for the School. The School is committed to taking all reasonable steps to prevent harassment from occurring.

6.8.1. Sexual Harassment Defined

Federal law defines sexual harassment as unwanted sexual advances, requests for sexual favors or visual, verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made a term or condition of employment; or (2) submission to or rejection of such conduct is used as basis for employment decisions affecting the individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment.

California law defines sexual harassment as unwanted sexual advances or visual, verbal or physical conduct of a sexual nature. This definition includes many forms of offensive behavior. The following is a partial list:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct: leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct: making or using derogatory comments, epithets, slurs, or sexually explicit jokes, comments about an employee's body or dress.
- Verbal sexual advances or propositions.

- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, suggestive or obscene letters, notes or invitations.
- Physical conduct: touching, assaulting, impeding or blocking movements.

It is unlawful for males to sexually harass females or other males, and for females to sexually harass males or other females. Sexual harassment on the job is unlawful whether it involves coworker harassment, harassment by a supervisor or manager, or by persons doing business with or for the School.

6.8.2. SCCLC's Reporting Procedure

When possible and only if you feel comfortable, confront the person and explain that you would like him/her to stop any behavior you feel is harassing. The person may not realize the advances or behaviors are offensive. Sometimes a simple conversation will end the situation. SCCLC's reporting procedure provides for an immediate, thorough and objective investigation of any harassment claim and appropriate disciplinary action against anyone found to have engaged in prohibited harassment. An employee may have a claim of harassment even if he or she has not lost a job or some economic benefit.

If you believe you have been harassed on the job, or if you are aware of the harassment of others, please provide a written or verbal report to the School Director or BOD delegate as soon as possible. See the SCCLC website for the name of the BOD delegate. The report should include details of the incident(s), the names of individuals involved, the names of any witnesses, direct quotes when relevant, and any documentary evidence (notes, pictures, cartoons, etc.). All incidents of harassment that are reported will be investigated. The School will endeavor to protect the privacy and confidentiality of all parties involved to the extent possible consistent with a thorough investigation.

If the School determines that harassment has occurred, the School will take remedial action commensurate with the circumstances. Appropriate action will also be taken to deter any future harassment. If a complaint of harassment is substantiated, appropriate disciplinary action, up to and including employment termination, will be taken.

6.8.3. Protection Against Retaliation

Applicable law also prohibits retaliation against any employee by another employee or by the School for reporting, filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by the School or a federal or state enforcement agency. Please report any retaliation to the School Director. Any report of retaliatory conduct will be immediately, objectively and thoroughly investigated in accordance with the School's investigation procedure outlined above. If a report of retaliation is substantiated, appropriate disciplinary action, up to and including termination, will be taken.

6.8.4. Liability for Sexual Harassment

Any SCCLC employee, including any supervisor or manager, who is found to have engaged in unlawful harassment is subject to disciplinary action up to and including termination from employment. An employee who engages in harassment may be held personally liable for monetary damages. The School will not pay damages assessed personally against an employee.

6.8.5. Additional Enforcement Information

In addition to the School's internal complaint procedure, employees should also be aware that the federal Equal Employment Opportunity Commission (EEOC) and the California Department

of Fair Employment and Housing (DFEH) investigate and prosecute complaints of harassment in employment. Employees who believe that they have been harassed may file a complaint with either of these agencies. Both the EEOC and the DFEH serve as neutral fact finders and attempt to help the parties voluntarily resolve disputes.

For more information, contact the School Director. You may also contact the nearest office of the EEOC or DFEH, as listed in the telephone directory.

6.9. CONFIDENTIALITY

SCCLC complies with all applicable state and federal laws governing the confidentiality of student records. SCCLC may grant access to personally identifiable information about learners to educators, other staff members and BOD members whom SCCLC has determines have legitimate educational interests and to other individuals as required by law. It is extremely important to take appropriate confidentiality measures when talking to anyone about the school and its learners and families. The School Director should be consulted if there are any questions regarding confidentiality issues.

6.10. CONFLICT RESOLUTION

SCCLC's philosophy encourages open, two-way communication among members of the school community, and employees are asked to take direct responsibility for their own conflict resolution. This may involve parents, learners, and/or other staff. If you feel you cannot resolve the conflict on your own, you may choose to bring The School Director or another SCCLC employee in to help facilitate these discussions.

If a school-related issue is not being satisfactorily resolved through open discussion or if employees are uncomfortable discussing a problem with the involved party, and/or another staff member, they should involve the School Director. The employee may also choose to provide written communication to the other person(s) involved and/or to the Director. The Director will then establish a process for resolution of the issue.

If the grievance is about the Director and cannot be resolved directly, then written communication should be made to the BOD Chair who will then coordinate the process for resolution.

6.11. PERFORMANCE EXPECTATIONS AND EMPLOYEE CONDUCT

In order for SCCLC to successfully function as an organization, there are certain principles and expectations that each of us need to abide by. When those principles are violated or ignored, it can have a negative impact on your ability to be successful, your team's ability to be successful and the School's ability to accomplish its goals.

The following are examples of principles that are valued at SCCLC:

- Teamwork
- Dependability and good attendance.
- Treating people with respect.
- Carrying out your responsibilities and interacting with others in an honest and straightforward manner and respecting the property of others.
- Complying with School safety regulations.
- Complying with the reasonable requests and expectations of your manager.

- Abiding by all state and federal laws regarding the possession, sale, attempted sale or consumption of illegal substances.
- Resolving conflicts in a professional manner without fighting, threatening or intimidating others.
- The possession or use of any weapons, firearms, or explosives on SCCLC premises is not permitted.

SCCLC believes the above practices are reasonable and in the best interest of its employees. If these practices are not adhered to, the school may take disciplinary action up to and including termination.

Some rules of conduct are necessary, for employee safety, effective work, fairness and protection of the learners, other employees, and employee property. There are certain actions that are unacceptable and may result in disciplinary action up to and including employment termination. It is not possible to list every unacceptable behavior; and as such, this list is not all-inclusive:

- Poor work performance as documented in writing by the school administration, including, but not limited to: refusal or inability to maintain school work standards; poor attitude; excessive absence from work, including repeated tardiness; personal leave without advance notice; or abuse of sick leave/emergency time off.
- Gross insubordination or misconduct, including abusive language or conduct toward any member of the SCCLC community.
- Intentional damage to school, co-worker, or learner property.
- Theft, including removing any property that the employee does not own, without express (not assumed or inferred) permission by the Director.
- Falsification of any records, or providing false information to the school or parents including falsification of time records, whether the employee's or someone else's.
- Inappropriate use of school equipment, time, materials or facilities
- Possession of weapons or firearms on school property.
- Actions that result in accidents, injury, or risk to learners and employees such as failure to use safety precautions, report a safety hazard or accident to the administration; or actions posing a security risk for the school, including assisting unauthorized access to the school premises.
- Reporting for work under the influence of or in possession of, alcohol or any illegal substance. Drugs and alcohol are prohibited on school property.
- Unauthorized use or disclosure of school, employee, learner or parent confidential information.
- For non-exempt employees, i.e., those paid at an hourly rate, working unauthorized overtime, or failure to report overtime hours worked.
- Acting in a manner which compromises SCCLC's reputation.

6.12. EMPLOYEE RECORDS AND PRIVACY

SCCLC maintains a personnel file for each employee. The full contents of your file may be reviewed by scheduling an appointment with the Director. No copies of documents in your file may be made, with the exception of documents which you have previously signed. You may add your version of any disputed item to the file.

Personnel records are confidential and are only made available to, the School Director and the BOD, on a “need-to-know” basis. No information other than hire and termination dates, and current and previous job titles will be released outside SCCLC without your written permission, except as required by law or as part of standard reporting practices or requirements. Under appropriate circumstances (e.g., mortgage applications), confirmation of your current salary will be released outside the School with your written permission or as permitted or required by law.

Employees are responsible for notifying the Coordinator of Operations of changes in professional status (increase in number of academic hours, additional degrees, credentials, etc.) as well as personal changes such as address, telephone number and/or family status during employment and during any leave of absence.

6.13. PROFESSIONAL GROWTH

Professional employees shall strive to develop competence beyond that which they may attain through the performance of their assigned duties. This may be accomplished by attending classes, in-service education classes or workshops arranged and/or approved by the School Director.

6.13.1. Certification

It is the personal responsibility of any certificated employee to keep the credential in force by completing appropriate professional growth courses as required, and by renewing the credential as required.

6.13.2. BTSA - Beginning Teacher Support and Assessment

The Peninsula BTSA Project (PBP) is a state approved induction program that provides teachers the opportunity to obtain a Professional Clear Teaching Credential. This school funded Beginning Teacher Support and Assessment (BTSA) program, PBP provides new teachers (and teachers who are new to California) with intensive coaching, support and training. Participating teachers work in collaboration with exemplary veteran teachers who are highly trained to serve as mentors and coaches for a period of two years.

For additional information, see the Director of Curriculum and Resources

6.14. THE PERFORMANCE EVALUATION PROCESS

At SCCLC, performance appraisal is ongoing and is a natural part of the atmosphere of open communication that the school fosters. All staff need and deserve regular interaction and feedback from peers, families, the School Director and the Director of Curriculum and Resources in a formal and professional manner. SCCLC believes in formal and informal feedback for all educators and staff. The evaluation process should include both a formal assessment/evaluation model as well as the informal feedback from the Charter community.

- The Director of Curriculum and Resources, the Coordinator of Operations, Educators, and the Educare Director are expected to submit written goals each year to the School Director. They are evaluated based upon direct observation, informal conversation, and achievement of the established goals.
- For Educators evaluation is intended to improve professional teaching practices and, when appropriate, improve overall performance.
- The BOD establishes the evaluation process and annual goals of the School Director.

Support staff is classified in two categories: those who work in the regular education programs and those who work in the Educare program.

- Educare staff is evaluated by the Educare Program Director, following the guidelines used by the Director for support staff in the regular educational program.

6.15. ATTENDANCE REPORTING

Each school day, it is each homeroom educator's responsibility to report attendance through the PowerSchool system accurately and completely. Attendance will be reviewed by the Coordinator of Operations and recorded at approximately 9:30 AM each morning.

Attendance should be taken once at the very beginning of the day, and then once again 5-10 minutes later, noting the learners who have arrived late with a T for tardy. If an Educator knows ahead of time that a learner is going to be absent, the educator should mark the day with an A (AI for Illness, AO for all others.) If the learner is not at school and the educator does not know why, then the educator should mark the learner U for Unknown.

The office will check absences against a call-in sheet to make sure that each learner is accounted for. If a parent has not reported an absence, an SCCLC representative will call the learner's home and ascertain the reason for the absence. In the case of a PowerSchool outage or a substitute educator in the classroom, a printed class list or email should be used to record attendance. It should be delivered to the office by 9:30AM.

Attendance must ALWAYS be completed by the responsible Educator. Each week, a summary of each classroom's attendance will be presented to the homeroom educator for review and signature. These will need to be returned to the office for review by the Coordinator of Operations and the School Director and are then sent to the State offices.

6.16. REPORTS AND DEADLINES

Throughout the year educators will be asked to complete various reports or forms. Educators are expected to be prompt in returning all requested materials to the proper person as other people depend on prompt responses for completing their assignments. Certain responsibilities educators can plan for follow:

- Beginning of the year goals and objectives;
- Learner progress reports each trimester;
- Year-end reports and forms; and
- Placement of all documentation into learner cumulative records.

Other input will likely be requested as the year progresses for such things as special events and special surveys. Educators are expected to be leaders and role models in meeting deadlines for providing information.

6.17. CONFERENCES AND WRITTEN REPORTS

Educators schedule, plan, and lead conferences with parents. Learners may attend at the educator and parents' discretion. Spanish, PE and resource educators will provide information to the families and classroom educator at least ONE WEEK before conferences, and they are encouraged to attend conferences as appropriate. Spanish and PE educators should be on campus on conference days to be available to parents.

The School Director is available to attend a conference to review a learner's performance or achievement or if an educator feels it is appropriate. Please check his/her availability before scheduling a conference.

Conferences should also occur as needed if a learner has special needs that should be discussed immediately.

6.18. FIELD TRIPS

Field trips and Milestone Trips are an integral part of the SCCLC curriculum and should be viewed as an extension of SCCLC's campus. All learners will be accounted for on a continual basis during each trip and the adult responsible will retain copies of each learner's Medical Information card at all times. Each Field Trip driver will be currently licensed and insured, and a copy of each driver's license and current insurance card must remain on file in the office. The office must be provided with contact information for the educator, the field trip site (if applicable) and the other adult chaperones. Educators are required to contact the SCCLC office with information regarding changes in travel plans and estimated arrival times so that on-campus supervision and pick-up can go smoothly as the learners return.

Before scheduling a field trip, educators must fill in a Request for Study Trip Approval form, which can be found in the SCCLC office. Once the trip is approved by the School Director, all other arrangements can be made and the trip will appear on the SCCLC online calendar.

6.19. BUDGETS AND SUPPLIES

Budget preparation begins in the late fall and is done by the School Director and the BOD with input from teaching and administrative staff. The budget is typically approved by the BOD in June.

All school purchases must be approved by the School Director or Director of Curriculum and Resources. The process for ordering per the state and must be adhered to by all staff and community members. The School Director will review this each year with the staff.

6.20. LEARNER SUPERVISION

Adult supervision of learners at all times is critical. Educators must meet their classes on time. If learners are sent to other areas of the building or grounds, the educator must arrange supervision in advance with an adult volunteer. At no time should learners be given "free time" without adult supervision. Learners can plan their own activities and be afforded a reasonable degree of privacy when necessary, but adult supervision remains critical. .

6.21. INTERACTION WITH PARENTS

Parents are integral, welcome partners in each child's education at SCCLC. SCCLC educators should maintain professional contact with parents. Phone calls to and individual conferences with parents are an important part of each educator's duties. Parents should be apprised early of problems or concerns. Equally important, educators should celebrate learner successes with parents.

Each educator is encouraged to use the class website on www.scclc.net and class e-mail lists to communicate with families.

Parents provide support to classrooms in many different ways. Individual educators are responsible for inviting and overseeing parents as volunteer support personnel in class activities. To assist the educators, each homeroom has designated parent Room Reps who work with the PRT.

6.22. LEARNERS WITH SPECIAL REQUIREMENTS

If a child appears to require special observation or testing, Educators are expected to:

- Document the child's behavior or performance.
- Discuss the observations with teammates and the School Director.
- Discuss the concerns with the child's parents via a student study team (“SST”) meeting as appropriate. SST meetings are led by the School Director.

SST documents are filed in learner’s cumulative files.

6.23. WORK HOURS

All educators and staff are professionals and are expected to arrive at school in time to prepare for the school day and to remain on campus throughout the day to perform assigned responsibilities, which includes meetings scheduled before or after school and/or in the evening. The workweek is defined as Sunday through Saturday. Educators are expected to arrive 30 minutes prior to the start of the school day and to leave no sooner than 30 minutes after dismissal. Administrators are expected to work eight-hour days. Educators and Administrators are required to notify the Coordinator of Operations if they expect to arrive later than their scheduled start times.

6.23.1. Absences

All educators and staff are professionals are expected to report an absence through the school substitute system whether or not a substitute is required. If the substitute system is non functional, all absences must be immediately reported to the Coordinator of Operations. Written plans and instructions must be provided to assist the substitute educator.

All non illness or non emergency staff absences and requests, must be approved by the School Director in advance of the time off.

6.24. TUTORING POLICY

A SCCLC staff member may recommend a supplemental tutor only if asked by a parent for such recommendation. Staff may provide names of tutors when specifically asked by parents, but may not recommend whether a particular learner needs tutoring or not. The recommendation is to be based on the school's knowledge of the child and the expertise of various professional tutors. Educators who have primary teaching responsibility for a learner may not negotiate private, paid tutoring arrangements with that learner because it is considered a conflict of interest.

6.25. STANDARDIZED TESTING

SCCLC participates in all testing required by the state of California.

6.26. PROPERTY INSPECTION POLICY

Desks, cabinets, computers, phones/voicemail systems, storage, and other equipment remain the sole property of the SCCLC and no employee should have an expectation of privacy regarding any SCCLC property. In the unlikely event that there is a serious concern related to prohibited materials, improper or illegal activity, or other reasonable cause or need to conduct an investigation into inappropriate conduct, or if co-workers need to access work-related information in the employee's absence, the school reserves the right to inspect desks, cabinets, and other storage facilities, as well as any contents, effects or articles they contain, and/or inspect computer equipment, including the contents of active memory, fixed and removable storage media, other peripheral devices, and e-mail.

Loss of privacy may occur from a security failure or when a designated employee, such as a system administrator, must access e-mail or voicemail for the purpose of diagnosing a system problem. Loss of privacy may also occur in the unlikely event that a serious question of improper or illegal use of SCCLC's computer or phone equipment causes a need to conduct an investigation, or if co-workers need to access work-related information in the employee's absence.

The School Director will handle an inspection, or designate another person. The school may conduct an inspection at any time, with or without advance notice or consent, and without the employee present. Employees who fail to cooperate in any inspection will be subject to disciplinary action, including possible suspension or discharge.

6.27. VISITORS

6.27.1. Learner Guests

As a part of the enrollment process, prospective learners may be guests in classrooms. Each educator should plan activities for learner visitors and to help them feel comfortable and secure during their stay at SCCLC. If possible, educators will be given prior notice about guests.

At times, parents will want to observe the classroom while their child is visiting. Parents are welcome to do so, but if a parent becomes too much of a distraction (some parents have a lot of questions) please ask that parent to hold their questions until a break, take their questions to the office, or (if you are willing) arrange a phone call for another time.

After a learner visit is complete, each educator must fill out the appropriate evaluation forms and return them promptly to the Coordinator of Operations.

6.27.2. Other Visitors

All visitors who wish to spend time during regular school hours must be approved in advance by the SCCLC School Director or Director of Curriculum and Resources. At times visitors, alumni or children who are not currently enrolled in the school will request an opportunity to visit the school, or SCCLC personnel will bring non-enrolled children to campus during school hours. Visitors must behave in an appropriate manner, consistent with SCCLC's expectations. Unrecognized visitors should be approached and asked if they need assistance.

6.27.3. Enrollment Tours

SCCLC offers tours of the school at various times in the school year for those interested in our program. The tours will visit classrooms. Any time educators or staff can spend with tour groups on a formal or informal basis will be appreciated. Please make our tour groups feel welcome!

6.28. OPEN EDUCATOR OR ADMINISTRATOR POSITIONS

Any CLC employee that is interested in applying for a currently open position at SCCLC is encouraged to do so. This includes roles such as School Director, Director of Curriculum and Resources, Educator, Educare Director, Educator etc. It does not include such positions as Educare intern, lunch duty aide, or Administrative Assistant roles.

Any opening at the Educator position will follow the guidelines listed below.

If an educator is interested in teaching in a different position than his or her current one and an opening is available, that educator will express his/her interest to three different stakeholders prior to the formal hiring process for that position. This request is kept in confidence by the stakeholders. These stakeholders are the Director, any members of that Education grade-level

team where the opening exists, and the GC member focused on hiring. If all three parties agree that the school and the needs of the learners would be clearly best served by agreeing to this transfer of assignment, this team will request that the GC approve this internal transfer of roles. If the GC approves the request, no formal interview will take place for this position and the community will be notified of the decision.

If the stakeholders do not unanimously agree that granting this request is clearly the best fit for the available opening, a formal interview process will be held for the open educator position. Under this circumstance, the three stakeholders will not reveal the educator's interest. The interested educator may apply for this opening and go through the formal interview process. The result of this process is that the internal candidate may or may not get the job. In the event that the internal candidate does not get the job, he/she may choose to stay in his/her current role.

If an educator decides to apply for the position after the formal hiring process has been initiated, that educator will follow the same process as all applicants for the position.

6.29. JOB SHARE POLICY AND PROCEDURE

The purpose of this Job Share Policy and Procedure is to set out the expectations for a seamless job share and the process to follow for proposing any job share.

Philosophically, job shares are a good idea for several reasons, including flexibility, staff retention, and prevention of burn out among staff. A job share is a benefit available to staff and is not an entitlement. The ultimate consideration, however, is the welfare of the learners.

6.29.1. Expectations

Clarity of expectations is one area of importance for any successful job share. A Full-Time educator is expected to work 180 teaching days and 5 professional days for a total of 185 days, plus other activities and events as more fully detailed in the FT/PT Educator Roles & Responsibilities document. If a job is shared on a 50/50 basis, then each educator would be expected to work 92.5 days (90 teaching days and 2.5 professional or work days) and he/she would be expected to attend and share the other events and activities as appropriate.

Expectations about each area of responsibility, meeting, event and activity attendance should be clarified and set out at the beginning of any job share and changed over time as appropriate. Meeting attendance is critical for effective meetings and decision-making among the staff. Meeting attendance for all educators sharing a job is described in the following table.

It is expected that if only one of the educators in a job-share attends a meeting or event, then the content of the meeting or event and any action items will be communicated effectively with the other non-attending educator.

Frequent and substantive communication is the key to any successful job share. Communication between the job sharers, communication with the learners, communication with the classroom parents, communication with other educators, and communication with the administration and other staff is extremely important and should be a point of focus for any job share from the beginning of any proposal to the execution of such job share. The form of communication may vary from job share to job share and while email or daily phone calls may work for one job share, a log or other communication method may work better for others.

If there is a need for a substitute, then first preference will be given to the other job-sharing educator. However, if the other job-sharing educator cannot substitute that day, then the regular substitute guidelines will be followed.

Monitoring of any job share is extremely important and should be considered an ongoing process for as long as the job share is in place. This monitoring would include assessments by the educators themselves who are job sharing, monitoring by the parents in that classroom, and monitoring by the administration and other staff. Monitoring should not be considered a formal process except at the administration to educator level in terms of a formal assessment being done as a staff member. All other monitoring should be considered as a feedback mechanism for those in the job share.

Pay and benefits will be divided in the same ratio as the designated split of the job share: 50/50, 60/40, etc. Retreats and Professional Days will be paid at the educators' per diem rate if these days are in addition to any days already included in their designated split percentage days. There will be no additional stipends provided for double meeting or event attendance. In the event that a job sharing educator substitutes, that educator shall receive the appropriate substitute pay for that period. In the event that a job share is vacated mid-year, the regular hiring process will be followed to find a replacement and if the remaining job sharer takes on full responsibility for the educator position, then pay will be at the full time rate for that educator until the newly hired educator is put on the payroll.

6.29.2. Process for Proposing a Job Share

Job shares will be considered on their own merit as proposed. No formal or informal quota will be used in the consideration of any proposed job share. Keeping in mind that no two job-shares will be alike in their proposal and execution, the procedure to be followed in the proposal or consideration of any job share is the same. The form of the proposal can be an email or letter to the Director as long as it includes details for the items listed below. Job shares may be proposed at any time, but educators must follow the guidelines and time-table for hiring as noted in the Employee Handbook. A job share for one year does not set a precedent for that job to be shared in subsequent years. The ultimate goal to keep in mind when proposing any job share or a continued job share is the interest of the learners.

The following procedure should be followed when proposing any job share

- Educators should meet briefly with the Director and with other Team members of the same level to discuss the possibility or consideration of a job share.
- The job-sharing educators should meet and review the FT/PT Educator Roles and Responsibilities document and then divide up duties as desired.
- Educators should then submit their draft proposal to the Director for consideration.
- The Director should meet with the educators submitting the proposal for feedback and should suggest changes or clarifications to the proposal, as needed.
- The Director should present any agreed upon job share proposal to the BOD for its consideration and approval.
- If approved, the educators should schedule a brief meeting with their classroom parents to explain the job share and answer any questions.

The following items should be addressed in every job share proposal:

- Schedule
 - Detail any work-day schedule and any overlap. This area should also address how absences, planned or unplanned, will be handled.
- Meeting Attendance

- Who will attend which meetings, events, and activities, as appropriate?
- Communication
 - How the educators will communicate with each other, parents, staff, and administration. Whether educators communicate with each other each day, by a log, email or phone calls is up to them, as long as it is effective. Educators should make it clear to the parents who to contact and when.
- Curriculum
 - Who is planning and developing what curriculum and how assessments will be done.
- Salary and Benefits
 - What is the percentage split being proposed for the job? This should include reference to any Step or COLA rates.

6.30. TERMINATION OF EMPLOYMENT

The BOD in close coordination with the School Director is responsible for the termination of employment at SCCLC.

If you choose to resign from the school, please notify the School Director and BOD in writing, with as much advance notice as possible. After your resignation is received, an exit interview will be scheduled with you to discuss your employment experience and to provide you with information regarding final pay, and any conversion or continuation of medical benefits.

When you leave SCCLC, all SCCLC property, including: computers, supplies including textbooks and textbook related materials, keys, and other information or materials acquired while working at SCCLC, must be returned.

6.31. STAFF EXIT INTERVIEW PROCEDURE

Part of SCCLC's mission is to "pursue academic excellence guided by innovation, research and continuous review." Interviews with departing staff are an opportunity for "continuous review." Exit interviews can provide several benefits to the school and to departing employees. The interviews can provide insights into what the school does well and where there are opportunities for improvement. For staff departing due to changes in their lives, an exit interview is an opportunity to express an interest in returning to SCCLC in the future, and for the school to possibly open the door for the eventual return of a valued employee.

6.31.1. Who should be interviewed?

The intent is to meet with all full- and part-time staff who have had significant interactions with learners or other SCCLC staff. SCSD employees who worked at SCCLC may be interviewed. Employees are encouraged to participate in an exit interview, but may decline. There is no legal obligation for the school to provide an interview, or for an employee to agree to an interview. SCCLC may not offer an interview to every departing staff member (logistical reasons, for example, may preclude an interview.)

6.31.2. Who represents SCCLC in the interview?

SCCLC's BOD will designate one or two members to conduct exit interviews with staff members. Typically, the members will take on the responsibility for a given school year.

6.31.3. When does the interview happen?

A BOD representative will arrange the interview with the staff member. Typically, the interview will be scheduled within a few days of the employee's departure (either before or after the last date of employment.) The time and location will be mutually agreeable to both people.

6.31.4. What happens to the results of the interview?

The results will be discussed in a closed meeting of the BOD, and that meeting may include the school's Director. A note may go into the employee's personnel file. The level and timing of discussion will be appropriate to the circumstances (for example, an interview that reveals significant staff interpersonal issues may get immediate attention while a more routine interview may be touched on briefly at the BOD's convenience.)

6.31.5. What will be covered in the interview?

The interviewer will guide the discussion. There are no required questions. Possible questions are listed below, but only a few of these questions should be used in any particular interview.

- ·What is your primary reason for leaving?
- ·What was most satisfying about your job?
- ·What was least satisfying about your job?
- ·What would you change about SCLC?
- ·Did you receive adequate support to do your job?
- ·Did you receive sufficient feedback about your performance?
- ·What would you improve to make our workplace better?
- ·Did any SCCLC policies or procedures (or any other obstacles) make your job more difficult?
- ·Would you consider working again for this SCCLC in the future?
- ·What did you like most about SCCLC?
- ·What did you like least about SCCLC?
- ·Any other comments?

6.32. RECOGNITION OF RELIGIOUS BELIEFS AND CUSTOMS

The School allows the inclusion in instructional programs of references to religion and the use of religious literature, art, music or symbols to illustrate the subject matter being taught. Instruction should be designed to broaden the students' understanding of social and cultural history and their tolerance for the multiple ways of life practiced by the peoples of the world. When school programs and exhibits are in any way related to instruction about religion or religious holidays, the following guidelines shall be observed:

- The School Director or designee shall ensure that school-sponsored programs are not, or do not have the effect of being, religiously oriented or a religious celebration.
- Program or exhibit planners shall take into consideration the diverse religious faiths represented in the community, student body and staff.
- Students and staff whose beliefs prohibit their participation in a program shall be excused without penalty, and an alternative activity shall be provided for any such student.

6.33. ZERO TOLERANCE FOR DANGEROUS OBJECTS AND/OR IMITATION

VERSIONS OF SUCH ITEMS

Students are prohibited from possessing, selling, or otherwise furnishing any firearm, knife, explosive device, dangerous object (weapons) as well as toy and/or imitation versions of such items at school sites or school activities, including school buses. The only exception to possession of any item of this type would be if the student obtains advanced written permission to possess the item from the School Director or designee. Any school employee may confiscate any of the above described weapons as well as toy and/or imitation versions. Confiscated weapons should be delivered to the School Director immediately with the name(s) or person(s) involved witnesses, location and the circumstances of any seizure. The School Director or designee shall report any possession of weapons to the student's parents/guardians by telephone or in person, and shall follow notification with a letter. Additionally, the School Director shall notify law enforcement authorities regarding possession of a weapon or any acts of assault by a student with a weapon. In order to assure safe and orderly campuses, free from concern about weapons, a student's possession, selling, or furnishing of any weapons at school or school activities on or school grounds will be subject to discipline up to, and including expulsion, consistent with School policies and regulations, as well as State and Federal law.

6.34. VIOLENCE-FREE WORKPLACE

The School has adopted a Zero Tolerance Policy for workplace violence because it recognizes that workplace violence is a growing nationwide problem, which needs to be addressed by all employers. Consistent with this policy, acts of or threats of physical violence, including intimidation, harassment and/or coercion, which involve or affect School employees or which occur on School property will not be tolerated. Acts or threats of violence include conduct, which is sufficiently severe, offensive or intimidating to alter the employment conditions or to create a hostile, abusive, or intimidating work environment for one or several School employees. Examples of workplace violence include, but are not limited to, the following:

- All threats or acts of violence occurring on School premises, regardless of the relationship between the parties involved in the incident.
- All threats or acts of violence occurring on School premises involving someone who is acting in the capacity of a representative of the School.
- All threats or acts of violence occurring off School premises involving a School employee if the threats or acts affect the legitimate interests of the School.

Specific examples of conduct, which may be considered threats or acts of violence, include, but are not limited to, the following:

- Hitting or shoving an individual.
- Threatening an individual or his/her family, friends, associates, or property with harm.
- The intentional destruction or threat of destruction of School property.
- Harassing or threatening phone calls.
- Harassing surveillance or stalking.
- The suggestion of intimidation that violence is appropriate.
- Unauthorized possession or inappropriate use of firearms or weapons.

The School's prohibition against threats and acts of violence applies to all persons involved in the School's operation, including but not limited to regular personnel, contract, and temporary workers and anyone else on School property. Violations of this policy by any individual on School property, or by any individual acting as a representative of the School while off School

property, or by any individual off School property when his/her actions affect the School's business interests will lead to disciplinary action (up to and including employment termination) and/or legal action as appropriate. Every employee and every person on School property is encouraged to report incidents of threats or acts of physical violence of which he/she is aware. The report should be made to the School Director or designee. Nothing in this policy alters any other reporting obligation established in policies or in State, Federal or other applicable law.

6.35. DRUG FREE WORKPLACE

SCCLC believes that the maintenance of a drug- and alcohol-free workplace is essential to staff and learner safety and to help ensure a productive and safe work and learning environment.

An employee shall not unlawfully manufacture, distribute, dispense, possess, or use any controlled substance in the workplace.

Employees are prohibited from being under the influence of controlled substances or alcohol while on duty. For purposes of this policy, on duty means while an employee is on duty during both instructional and non-instructional time in the classroom or workplace, at extracurricular or co-curricular activities, or while transporting learners or otherwise supervising learners. Under the influence means that the employee's capabilities are adversely or negatively affected, impaired, or diminished to an extent that impacts the employee's ability to safely and effectively perform his/her job.

An employee shall abide by the terms of this policy and shall notify the School, within five days, of his/her conviction for violation of any criminal drug statute.

In accordance with law, the School Director or designee shall take appropriate disciplinary action, up to and including employment termination, against an employee for violating the terms of this policy and/or shall require the employee to satisfactorily participate in and complete a drug assistance or rehabilitation program approved by a federal, state, or local public health or law enforcement agency or other appropriate agency.

6.35.1. Drug-Free Awareness Program

The School Director or designee shall establish a drug-free awareness program to inform employees about:

- The dangers of drug abuse in the workplace;
- The school's policy of maintaining a drug-free workplace;
- Available drug counseling, rehabilitation, and employee assistance programs, if any; and
- The penalties that may be imposed on employees for drug abuse violations occurring in the workplace.

6.36. CONVICTION OF NARCOTICS OR SEX OFFENSE

Conviction of a sex offense or narcotics offense as defined in California Education Code Sections 44010 and 44011 will result in immediate termination of employment. Additionally, if you are charged with one of these offenses, you will immediately be put on an unpaid leave of absence until the matter is resolved.

6.37. CHILD ABUSE

SCCLC takes child abuse extremely seriously.

Duty to report: All SCCLC employees shall report known or suspected child abuse to a child protective agency by telephone immediately or as soon as practically possible and in writing within 24 hours of discovery. The reporting duties are individual and cannot be delegated to another individual. School employees shall not conduct nor attempt to conduct an investigation of such suspicion. The duty to report child abuse is an individual duty and no supervisor or administrator may impede or inhibit such reporting duties. Virtually all school employees are mandated reporters. Mandated reporters have absolute immunity. School employees required to report are not civilly or criminally liable for filing a required or authorized report of known or suspect child abuse.

Please see Coordinator of Operations for a brochure of detailed information.

6.37.1. Release of a Child to a Peace Officer or Child Protective Services Agent

When a child is released to a peace officer or child protective services agent and taken into custody as a victim of suspected child abuse the School Director or designee shall NOT notify the parent/guardian as required in other instances of removal of a child from school but rather shall provide the peace officer or agent with the address and telephone number of the child's parent'/guardian. It is the responsibility of the peace officer or agent to notify the parent/guardian of the situation (Ed. Cod 48906).

6.37.2. If you are accused of molesting or abusing a child

If a verbal allegation is made by a parent, tell them that in view of their serious concerns, you will contact the School Director who will arrange a joint meeting time. Do not debate the issue with the parent. If the parent insists on calling the School Director or your supervisor directly, that is their right; you may wish to call first to alert the administration of the situation

Regardless of whether formal charges are filed or informal allegations are made, the School will, and must, conduct an investigation into the matter before deciding what action, if any, needs to be taken. Pending the outcome of an investigation and before formal charges are filed, the employee may be subject to reassignment or paid leave of absence

Upon filing formal charges or upon conviction, the school may take disciplinary action in accordance with law, school policies, and regulations. The School Director or designee shall seek legal counsel in connection with either the suspension or dismissal of the employee.

7. COMPENSATION

7.1. EMPLOYEE CLASSIFICATIONS

NON-EXEMPT: Non-exempt employees are those who are entitled to overtime pay if they work more than eight hours in one work day or more than forty hours in one work week.

EXEMPT: Exempt employees are those salaried employees who do not receive overtime pay. This classification includes all educators, the Director of Resources and Curriculum, the School Director, the Educare Director, and the Coordinator of Operations

7.2. SALARY

Educator and administrative salaries are paid 10 or 12 monthly installments. Exempt employees do not receive additional pay when supervising or attending evening or overnight events on the

campus or overnight trips. Exempt employees are not eligible for overtime pay or extra event pay, with the exception of a stipend for overnight trips described in section 7.8.

7.3. PAYCHECKS & PAYROLL

Payday is the last business day of each month. Direct deposit may be arranged by filing the appropriate forms with the Coordinator of Operations. All required state and federal deductions will be taken from each paycheck in addition to any voluntary deductions employees elect.

7.3.1. Payroll Deductions

Federal and state law requires that the School withhold certain taxes from your wages. These include:

- (1) Federal Income Tax (FIT)
- (2) California State Income Tax (SIT)
- (3) Federal Insurance Contributions Act (FICA) (Medicare)

FIT and SIT withholdings are determined based on earnings, marital status, and the number of allowances claimed on your W-4 form. FICA withholdings are calculated as the product of (i) a percentage determined by law, and (ii) earnings (up to certain limits determined by law).

To change the number of your allowances or your marital status for FIT or SIT withholding purposes, please notify the Coordinator of Operations. You may choose to have additional payroll deductions for your participation in certain employee benefit plans.

7.4. TIMESHEETS

All SCCLC employees must complete the approved time sheet and adhere to the submission deadlines posted in the staff break room. Time sheets are to be dated and signed in ink by the employee and the School Director. Hours/days worked will be reconciled with the substitute system.

7.5. OVERTIME

Non-exempt employees are expected to work the regularly scheduled hours indicated on their annual agreement. Any additional or overtime hours must be approved in writing, in advance by their immediate supervisor.

7.6. SUBSTITUTES

The daily rate for substitutes is \$140. Educators who job share and choose to substitute on their off days are paid at the normal substitute rate of \$140 per day.

7.7. LONG TERM SUBSTITUTE STIPEND

A Long Term Substitute is defined as an Educator who works more than twenty (20) consecutive business/school days excluding professional days or holidays. The Long Term Substitute's job requirements at the CLC differ from most other schools. CLC expects that long-term substitutes will actively participate in lesson planning, meetings, and take on a role and responsibilities similar to those of a regular, full-time educator. CLC may provide compensation, in the form of a stipend, for the extra time and effort required of Long Term Substitutes. The minimum rate for a long term substitute educator is \$150 per day. Upon hiring a long term substitute, the BOD may approve additional compensation with the School Director's input on a case by case basis.

In the final month, the amount of the stipend is prorated by the actual number of days worked. The School reserves the right to change this policy at any time. Any long-term substitutes working at the time of a change are covered by the policy in place at the time of their hiring.

7.8. STAFF STIPEND FOR OVERNIGHT TRIPS

The San Carlos Charter Learning Center (SCCLC) provides educators a per night stipend for supervision of overnight field trips, subject to the restrictions and guidelines described in this policy.

The total number of stipends awarded per trip is determined by the School Director. The School Director in conjunction with the Director of Curriculum and Resources decides which staff is to participate in a trip, generally with input from the classroom educators. There is a requirement that specific classroom educators participate in their grade level trips. Administrators are not compensated for overnight trips unless the program requires the attendance of an administrator. When the program requires an administrator, that person will receive the same per night stipend as the Educators.

This policy applies throughout any school year, although the amount may be changed in any given year as determined by the Board of Directors.

8. BENEFITS

8.1. HEALTH AND WELFARE BENEFITS

Employees regularly scheduled to work 0.5 FTE or more per week, shall receive a pro-rata share of the School's allocation toward the benefits of their choice. Job Shares are considered one job and benefits are allocated in the same percentages as work hours.

Each employee has the flexibility of selecting the coverage that he or she wants from the various health and dental plans covered by the School and other pre-payment options, including healthcare and dependent care spending accounts and other pre-payment options allowed by Internal Revenue Code Section 125.

Disability insurance coverage is also available as an elective contribution as school employees are not allowed to participate in the state funded disability program.

8.2. HEALTH BENEFITS INSURANCE

If you choose to enroll in an SCCLC Health Plan detailed descriptions of the terms (including eligibility and coverage) are described in materials provided by the insurance company or in the summary plan description. Summary plan descriptions are distributed to eligible employees following enrollment. Copies of the summary plan descriptions are also available by contacting the Coordinator of Operations.

The School provides up to \$6,520 per year for a 1.0 FTE towards the cost of medical benefits for a single person and \$8,500 per year for a single plus 1 or for family coverage.

8.3. COBRA

If you leave the School, or if your dependents are no longer eligible for coverage by your health plan, you and/or your dependents may have the right to temporarily continue group health benefits under the federal statute commonly called COBRA. You have been provided information about your rights under COBRA in your new hire orientation packet and you will receive further information from SCCLC regarding these rights upon your employment termination or upon notification to SCCLC of a qualifying event (a qualifying event includes any family status change). Please see the Coordinator of Operations for additional information.

8.4. SICK LEAVE / EMERGENCY TIME OFF

Eligible full time employees will receive 10 sick/emergency time off days per school calendar year. Unused days will 'roll over' into the new school year. Sick/emergency time off will continue to accrue at the rate of 10 days per year until such time as the employee terminates their employment with the school. There is no reimbursement or cash value of unused sick leave / emergency time off upon termination or at any other time. Sick leave/emergency time off may be used for the following purposes:

- sickness (a doctor's note may be required after three consecutive days of illness)
- extended bereavement leave
- accident involving employee or member of immediate family
- appearance in court as litigant or as a witness under official order
- serious or critical illness of member of immediate family
- paternal leave
- other personal necessity absence that cannot be reasonably be taken care of during non-work time, subject to approval by the School Director. Approval will not be unreasonably withheld.

When an employee leaves the school, upon their written request, any sick leave/emergency time off balance can be transferred to another qualified public or charter school in the state of California. If an employee leaves the school and will not be moving to another California qualified public or charter school (whether retiring or not) any unused sick/emergency time off will be incorporated into their CalSTRS retirement account. Please see the Coordinator of Operations for additional information.

8.5. RETIREMENT COVERAGE

All Educators whether certificated or not, must belong to the State Teachers Retirement System (STRS).

A regular full-time teacher will contribute to STRS at a rate of approximately 8% - 8.25% of gross wages. Contributions are based on yearly salary and deducted in equal monthly payments for the number of months worked by the employee. Retirement contributions are made through payroll deductions. These deductions are sheltered from taxation until you retire or withdraw the funds. The employee's contribution to STRS may be withdrawn within 60 days of resignation or termination of a teaching position provided the teacher does not plan to continue teaching in another California school district.

8.6. EDUCARE TUITION

Educators, staff, and long-term substitutes do not pay fees for children enrolled in the Educare Program.

8.7. BENEFITS CHANGES AND GOVERNING POLICIES

SCCLC reserves the right to change or eliminate benefit plans at its discretion. To the extent that there is any inconsistency between these personnel policies and the actual insurance policies or benefit plans, the actual insurance policies and benefit plan documents will prevail.

8.8. LEAVES OF ABSENCE

8.8.1. General Provisions

SCCLC may grant leaves of absence to employees in certain circumstances. All leaves must be

approved in advance, in writing, by the School Director. It is important to request any leave in writing as far in advance as possible, to keep in touch with the School Director during your leave, and to give prompt notice if there is any change in your return date.

It is understood that you may not apply for unemployment insurance while you are on a leave of absence and you may be restricted from obtaining other employment that conflicts with the reason for your leave and/or your return to work. Acceptance of other employment while on leave may be treated as a voluntary resignation from employment at the School.

In general, leaves of absence are unpaid. However, you may be eligible for some compensation through participation in the voluntary disability program.

For two weeks time-off or less, your health and life insurance benefits will remain in place. In the event your personal leave of absence is longer, you may choose to continue your health care benefits if you elect COBRA and pay the applicable premiums.

If you do not return from a personal leave on the agreed-upon date, you will be considered to have voluntarily abandoned your job and resigned your employment with SCCLC.

8.8.2. Leave of Absence without Pay

After five years of employment of at least 0.5 FTE or more with SCCLC, educators will be eligible to apply, in writing, for a leave of absence without pay for a period of one year or less. Approval for applications for a leave of absence will be based upon recommendation by the School Director and action by the BOD. The Educator must be in good standing and in the position of being offered a contract for the next school year.

No more than ten percent (10%) of the educators may be granted a leave of absence without pay for any one school year. In the event that more than 10% of the educators apply for a leave of absence without pay in any one school year, the School Director will review the applications and submit recommendations to the BOD as to which applications should be considered first.

For the duration of any leave of absence, no salary, benefits or seniority will be accrued. Upon return from a leave of absence every effort will be made to have an equivalent spot available for the returning educator. However, as with any educator returning for the following year in an “at will” employment situation, there are no guarantees of employment at the end of the leave of absence. Intent to return after a leave of absence must be submitted in writing to the School Director at the same time other educators inform the Director of their intent to return for the next school year.

Applications must be submitted in writing to the School Director by the 15th of February or earlier for the following academic year. Any applications for a leave of absence that are submitted after February 15th for the following year will be considered “exception requests.” Exception requests will be reviewed but carry a much stricter consideration for approval.

If you do not return from a personal leave on the agreed-upon date, you will be considered to have voluntarily abandoned your job and resigned your employment with SCCLC.

8.8.3. Short Term Disability (STD)

In the event an illness requires you to extend your time away from work beyond your accrued sick leave, you may be eligible to receive Short Term Disability Pay if you are participating in

the school's voluntary plan. To be eligible for STD, employees are required to submit an appropriate disability certification from a physician to the School Director including anticipated return date. Any changes in your expected return date must also be submitted to the School Director as soon as possible. A "return to work" release from your physician must be submitted to the School Director before you may return to work.

SCCLC, at its discretion and expense, may require certification of disability or fitness for work from another physician of its choice.

8.8.4. California Family Rights Act and Family and Medical Leave

SCCLC will grant California family rights act leave in accordance with the requirements of applicable state and federal law in effect at the time the leave is granted. Employees will be eligible for the most generous benefits available under either federal or state law.

Please contact your supervisor as soon as you become aware of the need for a California family rights act leave. The following is a summary of the relevant provisions.

8.8.5. Employee Eligibility

To be eligible for California family rights act leave benefits, you must: (1) have worked for the School for a total of at least 12 months; and (2) have worked at least 1,250 hours over the previous 12 months.

8.8.6. Leave Available

If you are eligible, you may receive up to a total of 12 workweeks of unpaid leave during a 12-month period. A 12-month period begins on the date of your first use of California family rights act or federal family and medical leave. Successive 12-month periods commence on the date of your first use of such leave after the preceding 12-month period has ended. Leave may be used for one or more of the following reasons: (1) to bond with an adopted or foster child or to bond with a newborn; (2) to care for an immediate family member (spouse, child, or parent) with a serious health condition; or (3) for your own serious health condition.

If you are pregnant, you may have the right to take a pregnancy disability leave in addition to a California family rights act leave.

Certain restrictions on these benefits may apply.

8.8.7. Notice and Certification

Employees seeking to California family rights act leave may be required to provide:

- 30 day advance notice when the need for the leave is foreseeable;
- medical certification from a health-care provider (both prior to the leave and prior to reinstatement);
- periodic recertification; and
- periodic reports during the leave.

When leave is needed to care for an immediate family member or your own serious health condition, and is for planned medical treatment, you must try to schedule treatment so as not to unduly disrupt the School's operation.

8.8.8. Compensation during Leave

California family rights act leave is unpaid. The School may require that you use accrued sick leave to cover some or all of the California family rights act leave. The use of paid sick leave will not extend the length of a California family rights act leave.

8.8.9. Benefits during Leave

The School will maintain group health insurance coverage during a California family rights act leave for up to a maximum of 12 workweeks per 12-month period if such insurance was provided before the leave was taken and on the same terms as if you had continued to work.

If you are on a California family rights act leave but are not entitled to continued paid group health insurance coverage, you may continue your coverage through the School in conjunction with federal COBRA guidelines by making monthly payments to the School for the amount of the relevant premium. Please contact the Coordinator of Operations for further information.

8.8.10. Job Reinstatement

Under most circumstances, upon submitting an acceptable health-care provider release to return to work from California family rights act time off (when the leave was due to your own serious health condition), you will be reinstated to the same position held at the time of the leave or to an equivalent position with equivalent pay, benefits, and other employment terms and conditions. However, you have no greater right to reinstatement than if you had been continuously employed rather than on leave. For example, if you would have been laid off had you not gone on leave, or if your position has been eliminated during the leave, then you will not be entitled to reinstatement.

8.8.11. Pregnancy Disability Leave

SCCLC will grant an unpaid pregnancy disability leave to employees temporarily disabled on account of their pregnancy, childbirth, or related medical conditions.

An employee disabled due to pregnancy, childbirth, or related medical condition may take up to a maximum of four months leave. As an alternative, SCCLC may transfer the employee to a less strenuous or hazardous position if the employee so requests, with the advice of her physician, if the transfer can be reasonably accommodated.

Employees requesting to take a pregnancy disability leave must provide SCCLC with reasonable advance notice. In addition, employees must provide SCCLC with a certification from a health care provider.

Pregnancy disability leaves are without pay. However, employees may utilize accrued sick leave during the leave and, a portion of the leave may also be paid based on participation in the SCCLC Short Term Disability Plan.

Employees on pregnancy disability leave who do not receive continued paid time off, or whose paid coverage ceases after that provided by the STD policy, may continue their group health insurance coverage through SCCLC in accordance with federal COBRA guidelines by making monthly payments to SCCLC for the standard amount of the relevant premium deduction.

Upon submission of a medical certification from a health care provider that an employee is able to return to work, the employee will, in most circumstances, be offered the same position held at the time of the leave. However, an employee is not entitled to any greater right to reinstatement

than if the employee had been employed continuously rather than on leave. For example, if the employee would have been laid off if she had not gone on leave, then the employee would not be entitled to reinstatement. Similarly, if the employee's position has been filled in order to avoid undermining the School's ability to operate safely and efficiently while the employee was on leave, and there is no equivalent position available, then reinstatement would be denied.

Please contact your supervisor as soon as you become aware of the need for paid family leave.

8.8.12. Bereavement Leave

In the event of death in the immediate family, employees shall be allowed absence with pay not to exceed four days, or five if out-of-state travel is required. Immediate family is defined as employee's or spouse's parents, grandparents, grandchild, siblings, spouse, child, son-in-law, daughter-in-law or other relative living in the household. The term "spouse" includes domestic partners.

8.8.13. Civic Duty Time Off

In the event that an employee is summoned for jury duty, he/she shall receive full pay less any monies received from the court, for such time as the court requires his/her presence.

8.8.14. Educational Leave

Educators shall be granted leave for exceptional educational opportunities available only during the school year upon the School Director's and BOD approval. Educators shall receive full per diem pay minus the cost to the school of the substitute teacher for such time.

8.8.15. Military Leave

Leave shall be granted to employees as required by law.

8.8.16. Voting Time Off

If you cannot vote before or after working hours in statewide public elections, then you will be allowed sufficient time off to go to the polls. The School will pay you for up to the first two hours of absence from regularly scheduled work, which is necessary to vote in a statewide public election. Any additional time off will be without pay. You must give reasonable notice of the need to have time off to vote and must give at least three days' notice when three days' notice is possible.

8.8.17. Time Off For Parents' School or Day Care Activities

If you are a parent, guardian or grandparent with custody of a child in kindergarten or grades 1-12, or a licensed day care center, and you wish to take time off to visit the school or day care center of your child for an activity, you may take off up to eight unpaid hours each calendar month (up to a maximum of 40 hours each school year), per child, provided you give reasonable notice to the School of your planned absence. The School may require documentation from the school noting the date and time of your visit.

If both parents of a child work for the School, only one parent—the first to provide notice—may take the time off, unless the School approves both parents taking time off simultaneously.

You may also be granted time off to attend a school conference involving the possible suspension of your child. Please contact your supervisor if time off is needed for this reason.

8.9. WORKERS' COMPENSATION INSURANCE

In the event of a disabling work-related injury or illness, an employee with accrued sick days may use this accrued leave to supplement temporary disability payments received under the California Workers' Compensation Act (WC Act). Sick leave payment shall be the difference between the amount payable to the employee under the WC Act and the employee's regular salary.

8.9.1. Workers Compensation and Disability Leave

SCCLC will grant a workers' compensation disability leave to employees with occupational illnesses or injuries in accordance with federal and state law. As an alternative, SCCLC may try to reasonably accommodate such employees with modified work.

Employees must immediately report all accidents, injuries and illnesses no matter how small to the School Director. In addition, employees must provide SCCLC with a certification from a health care provider.

The School does not pay workers' compensation disability leaves. A portion of the leave may be paid based on participation in the SCCLC Short Term Disability Plan and/or some income replacement may be provided by our workers' compensation policy. Employees may also utilize accrued sick time during the leave. All such payments will be reduced by any, workers' compensation or other wage reimbursement benefits for which you may be eligible. At no time shall an employee receive a greater total payment than the employee's regular salary.

If an employee takes a workers' compensation disability leave, the School will maintain your group health coverage if such insurance was provided before the leave was taken and on the same terms as if you had continued to work.

Under certain circumstances, an employee's workers' compensation disability leave may end, but the employee may still be entitled to the remaining portion of his or her family and medical leave under federal or state law. In these circumstances, the School will maintain the employee's group health insurance coverage for the remaining portion of the employee's family and medical leave—up to a maximum of 12 workweeks per 12-month period as required by law—if such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work.

Employees on family and medical leave, which extends beyond a workers' compensation disability leave, who do not receive continued paid coverage, or whose paid coverage ceases after 12 workweeks, may continue their group health insurance coverage through the School in conjunction with federal COBRA guidelines by making monthly payments to the School for the amount of the relevant premium. Employees should contact the Coordinator of Operations for further information.

Upon the submission of a medical certification that the employee is able to return to work, the employee will be reinstated in accordance with applicable law. If an employee is disabled due to an industrial injury, the School will attempt to accommodate the employee.

9. HEALTH AND SAFETY PRACTICES

The health and safety of SCCLC employees and others on School property are of critical concern to SCCLC. The School strives to attain the highest level of safety in its activities and operations. The School also intends to comply with all health and safety laws applicable to the School.

The Environmental Health and Safety (EH&S) program at SCCLC is supported at the highest levels of management, but the day-to-day activities must be guided by a sense of respect: for yourself, for the learners, for your co-workers and for our environment. Should you discover a situation that you believe to be unsafe or unhealthy, bring it to the attention of the School Director or Coordinator of Operations.

9.1. MEDICAL EMERGENCIES

If you observe a medical emergency situation, immediately call 911 to summon an ambulance. In the case of an emergency, any person trained to provide CPR or other lifesaving measures may provide assistance until emergency personnel arrive.

9.2. SAFETY AND FIRST AID

Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety or welfare consistent with the applicable requirements of California and Federal OSHA. Educators observing dangerous or unsafe conditions shall report in writing these conditions to the School Director or Coordinator of Operations and as soon as possible. The Director will report back, within two (2) working days, to the employee as to the disposition of the matter.

9.2.1. Emergency Instructions

All staff and learners at SCCLC are required to have a current completed Emergency Instructions Form at the Front Desk. A copy of the learner Emergency Instruction Form will be made for each classroom to be used for field trips throughout the year. Allergies and special medical needs are listed on the forms and Educators must take care to be aware of these special conditions.

9.2.2. Accidents Involving Learners or Non-Employees and Incident Report Form

In case of a learner or adult accident or injury, employees should stay calm and keep learners as reassured as possible. Use the skills learned in annual CPR/First Aid classes. Send a learner or adult to call 911 when required. Send a learner or adult to the Coordinator of Operations with full details. If the Coordinator of Operations and/or School Director are not unavailable, the Curriculum and Resource Coordinator is the designated back up.

If medical attention is required for a learner, refer to the information provided by parents on the Emergency Instructions Form that is kept in the office. The overall health and safety of the learners is of paramount importance and staff are urged to use their best judgment to determine whether 911 needs to be called prior to the Coordinator of Operation or School Director arriving on the scene of an injury or sudden illness.

The Coordinator of Operations will determine if the supervising staff member must complete an "Incident Report Form" for insurance or other purposes.

On field trips, the educators must assure that the drivers take the First Aid Kit and Emergency Instructions Form for each participating learner and staff member. If an accident or injury occurs that might require professional medical attention, complete an Incident Report Form immediately upon return to school.

9.2.3. Accidents or Sudden Illness Involving Employees

If an employee has an accident or injury during work time, after First Aid procedures have been followed, s/he must report it IMMEDIATELY to the Office. Federal and State laws require SCCLC to complete a Worker's Compensation Form and an Incident Report Form immediately upon knowledge of the accident or injury. Incident Report Forms are kept in the front office.

9.2.4. Illness and Medications

If a learner is ill, a staff person should alert the office. The Coordinator of Operations will assist in contacting parents if required.

Learners who need medication during the school day must bring parental and physician permission and leave their medication with the Coordinator of Operations. Medications taken at school must be administered according to the Education Code. On trips, one adult is appointed to deal with medications that have written parental and physician approval.

9.3. SMOKE-FREE WORKPLACE

For the comfort and health of all SCCLC employees, use of tobacco and tobacco-related products is not permitted in School facilities or anywhere on school grounds.

9.4. WORK AREA SAFETY

The School does its best to provide well-designed equipment, recognize and minimize hazards, prescribe safe work practices, and comply with applicable local, state and federal regulations. Safety, however, depends in large measure on each of us.

All employees are responsible to their fellow employees, learners, community members and to themselves for performing every job in a safe manner. Please report all accidents and near misses, no matter how minor to the School Director. Learn the location of the nearest first aid kit, fire extinguisher, and exit.

9.5. LEARNER INJURIES

If a learner is injured, try to respond in a composed and reassuring manner. Keep the learner calm, talk to him/her, and ask what happened and where they are injured. Do not move the student until the extent of the injury is assessed and it is determined that movement will not aggravate the injury. Provide immediate first aid and treat the injured student appropriately.

9.5.1. Avoiding Injuries

- Make sure classroom and playground rules are enforced.
- Get down to the student's level and observe the area for potential hazards.
- Make sure all pathways are clear.
- Notify the Coordinator of Operations immediately of any hazards.
- Be aware of all activity around you. Look and scan often.

9.6. EMERGENCY PREPAREDNESS RESPONSIBILITIES

The Government Code of the State of California, in the interest of protecting all citizens of the State, declares all public employees to be emergency preparedness workers subject to such emergency preparedness activities as may be assigned to them by their superiors or by law.

9.6.1. School Incident Commander

The school Incident Commander has selected heads and alternates for school services such as, valve shutoff, search and rescue and first aid. Members of the school staff should be aware that their primary emergency preparedness and disaster relief responsibility lies with the school and that other community

emergency activities for which they may volunteer should not conflict with this primary responsibility.

9.6.2. Classroom Educator

The Educator has the responsibility of helping learners face the possibility of major disasters and helping them learn the coping skills that they may need in the event of widespread disaster. Maintaining a safe and secure classroom community in the face of danger is one of the major responsibilities of all adults on campus, but the educators most of all.

Each educator has the responsibility of consistently and accurately informing the learners of the procedures that are in place to protect them in the event of a catastrophic emergency.

9.6.3. The Educator should:

- Keep current and be accurately informed about the emergency preparedness plan of the school. Know WHAT to do and WHEN and HOW to do it.
- In accordance with the school program, provide instruction and practice for the learners in techniques of survival and in the emergency procedures they must follow in actual operation of the emergency plan.
- Understand and put into practice the psychology of handling the learners so that confidence and morale is maintained before, during and after an emergency.
- Maintain and have readily accessible at all times, when on duty, a listing of personal data on all learners in his/her charge including name, address, parent or guardian, phone number, brothers and sisters in the school, etc.
- Have available special instructions as to the duties of the individual educators in emergencies. This information must be available for use by a substitute teacher.
- Have available a planned program of activities for his/her learners during periods of enforced confinement in order to maintain morale, alleviate tension and control hysteria.

As a basic principle, faculty members should serve in no official emergency services capacity outside of their school responsibilities (exception: after school hours, they may serve on an emergency staff as instructors, training coordinators, consultants, and administrators in the emergency training services). Their primary responsibility is to the school for the safety and welfare of the students.

9.6.4. Non-Teaching Staff

The non-teaching staff must work in unity with the School Director, the school emergency coordinator and the Educators. As public employees, they are, by law, disaster service workers when so assigned. They should be assigned specific duties in the school's emergency preparedness plan in accordance with their particular knowledge, skills and abilities. The non-teaching staff, as well as Educators, are advised that they should be trained in first aid and in the use of available fire fighting equipment, and should be versed in School Policies regarding

procedures during Emergency Operations. Every effort will be made by all school personnel to protect and preserve the school buildings and property so that we may resume the educational activities as soon as possible after any type of major disaster including but not limited to the following:

- FIRE
- EARTHQUAKE
- FLOOD
- SCHOOL LOCKDOWN

Please see your Emergency Preparedness Packet for additional information.

10. MISCELLANEOUS POLICIES AND PROCEDURES

10.1. USE OF SCHOOL SPACE BY VENDORS OF AFTER-SCHOOL PROGRAMS

The San Carlos Charter Learning Center (SCCLC) is a “Dawn to Dusk” program according to the school’s charter. As such, fee based enrichment programs may be offered from 3-5:30 PM on Monday, Tuesday, Thursday and Friday as well as 1:00-5:30 PM on Wednesday through the Educare program. Individual classrooms may also be booked for any reason deemed appropriate by the school administration.

10.2. CARE AND MAINTENANCE OF CLASSROOMS AND BUILDINGS

10.2.1. Classrooms

It is the responsibility of all staff and community members to help take care of our campus. Please be a role model in keeping our facilities well maintained, clean, and comfortable. All educators have the following responsibilities each day before leaving, unless given other room-specific instructions by the School Director:

- Turn lights off;
- Stack chairs (in most classrooms);
- Close open windows;
- Remove all debris from floor;
- Bring all furniture inside; and
- Lock and secure room doors.

Learners should be encouraged to keep the floors, tables, chairs, and shelves clean. Please help learners be aware of the importance of not defacing school property, indoors and outdoors.

Report all maintenance or janitorial problems immediately to the Coordinator of Operations. Please report serious hazards immediately and directly to the School Director or Coordinator of Operations.

10.2.2. Building Use

- Keys: The Coordinator of Operations and issues keys to the building and classrooms. They must be returned upon termination of employment.
- Special Use

- During the School Day, Evenings, Nights or Weekends (for non-regular, school activities): coordinate use of facilities with the Coordinator of Operations or with other educators for use of their classroom. SCCLC is alarmed, requiring that the alarm procedures are followed during non-school hours.
- Any employee using the facilities after school hours will be responsible for the security of the building. Security measures include keeping the front gate and all entrance doors locked at all times and turning off all lights and equipment (except equipment that is normally left on) when departing.

10.3. APPEARANCE AND DRESS

Since Educators serve as role models, they should maintain professional standards of dress and grooming. Just as overall attitude and instructional competency contribute to a productive learning environment, so do appropriate dress and grooming. Our staff is encouraged, during school hours, to wear clothing that demonstrates their high regard for education and presents an image consistent with their job responsibilities. Common sense in your personal appearance should be the guiding principle in selecting apparel.

10.4. COMPUTER, SERVER AND INTERNET USAGE

Internet, World Wide Web, and Intranet access has been provided to SCCLC employees for the benefit of the School. This access enables employees to connect to information and other resources around the world. Employees should have no expectation of privacy when using any SCCLC owned or provided technology. All employees are required to maintain and enhance the School's public image, and to use these resources in a productive manner in accordance with the following guidelines.

10.4.1. Internet Usage

SCCLC is committed to providing employees access to the necessary resources to enable them to do their jobs effectively. This includes personal computers, e-mail and access to the Internet and World Wide Web. The main purpose of these resources is to communicate exchange or collect information for business purposes. While communicating via e-mails or any other electronic means, to other employees or others outside the School or accessing the Internet, please keep in mind that all SCCLC standards of conduct apply to any and all electronic communications.

Employees and other users of SCCLC servers and electronic mail systems are advised that the School will monitor Internet activity in response to complaints or when there are other indications that Internet transmissions are in violation of SCCLC standards of conduct. SCCLC may review the content of messages or files when its business judgment indicates need, in response to a complaint or when other legal concerns dictate. Such investigations require approval of the BOD.

SCCLC has established the following Internet/E-mail usage guidelines:

- Both Internet and E-mail systems are provided by the School to facilitate the performance of School work. Personal use is acceptable, but secondary, and should not conflict with business use.
- Users are expected to use common sense and good judgment to avoid any communication that is disrespectful or offensive to others, inconsistent with other SCCLC practices,

including but not limited to our discrimination and harassment policies, or illegal. This could result in disciplinary action up to and including employment termination.

- Communicating SCCLC confidential or proprietary information to unauthorized personnel within or outside of SCCLC could result in termination of your employment.
- For more information regarding this topic, please contact the School Director or Director of Curriculum and Resources.

Email accounts will be closed immediately after employment is terminated. All employees, learners and volunteers must follow the School's acceptable Internet use policy.

10.5. COPYRIGHT STATEMENT

SCCLC personnel may not download, import, copy, store, distribute, or use copyrighted material (which may or may not be marked with a copyright notice) in an unauthorized manner without express written permission from the copyright owner; doing so may violate licensing agreements or copyright law.

Employees may not make copies of software or applications running on School systems for use at home, on laptops, or for other reasons without prior written authorization from the School Director.

10.6. COPIER

Copy machines are available for educator, parent and learner use for school related work. Please be mindful of paper use and inform the Coordinator of Operations if supplies are low.

10.7. PARKING/TRAFFIC PATTERN

SCCLC shares its campus with two other schools and must be considerate in this regard. Parking is not permitted in the red zone during school hours or in the Edison green zones. It is recommended that parents, staff and educators park in the upper parking lot or the lot out by the athletic fields. Please be aware of the traffic pattern, follow it, and explain it to learners and parents. Speed limit on campus is 10 mph.

10.8. ANIMALS IN SCHOOL

Animals can be an important part of a child's education and personal growth. Generally, animals should be in the building and on the grounds only when used as part of a specific curriculum. From time to time learners or staff may wish to bring an animal to school for a specific purpose. In such cases, the animal must be well trained, appropriately watched, free of fleas, and properly inoculated. Parent volunteers are discouraged from bringing animals to the campus. The School Director has ultimate discretion over whether animals other than service animals may be on campus.

10.9. LOST AND FOUND

There is a lost and found cabinet outside the SCCLC Office. Learners, parents, and staff may place unclaimed articles there or claim their own articles. Periodically, unclaimed items will be sent to charitable organizations. A lost and found cabinet is also kept at the Tierra Linda campus behind the old gym.

SCCLC is not responsible for any personal articles that are placed or left at the school that are lost, stolen or destroyed.

10.10. STAFF MAIL FOLDERS AND FRONT DESK INFORMATION

Each staff member and all families are assigned a folder in the SCCLC Office. Staff folders are to be checked and emptied each school day. Please provide the Coordinator of Operations with copies of memos, fliers, and letters to learners' intended to go to learners homes. Often these can be done via email instead.

10.11. LUNCH / SNACK TIME

Learners bring their lunches, although hot lunches are made available through a program of the SCCLC Parent Hot Lunch Team. Learners eat in the specified lunch area and are supervised by staff. Clean up after lunch should be thorough. Please monitor a careful clean-up system for lunch or snack for any learners under your supervision. As a school the SCCLC is a green campus, so please reuse and recycle as appropriate.

ACKNOWLEDGMENT AND AGREEMENT

This is to acknowledge that I have received and read a copy of the SCCLC Employee Handbook and understand that it sets forth the terms and conditions of my employment as well as the duties, responsibilities and obligations of employment with SCCLC. I understand and agree to abide by and be bound by the rules, policies and standards set forth in the Employee Handbook.

I also acknowledge that, except for the policy of at-will employment, the School reserves the right to revise, delete, and add to the provisions of this Employee Handbook. All such revisions, deletions, or additions must be in writing. No oral statements or representations can change the provisions of this Employee Handbook. I also acknowledge that, except for the policy of at-will employment, the terms and conditions of employment with the School may be modified at the sole discretion of the School with or without cause or notice at any time.

Employee signature

Employee's name [Printed]

Date