

**Los Angeles International Charter High School
Employee Handbook**



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Welcome to LAI

Welcome

Welcome to the Los Angeles International Charter High School (LAI)!

Our Mission

The mission of the Los Angeles International Charter High School (LAI or LAICHS) is to close the achievement gap and to provide all students with the opportunity for a world-class, college-preparatory education and to graduate leaders who are prepared to succeed in the nation's top universities and be productive citizens.

Our Vision

Through a safe, supportive environment that is conducive for teaching and learning, LAI will offer real-world learning experiences through collaborations with non-profit organizations, local colleges and universities as well as other charter schools.

Graduates will have worked together on:

- A variety of challenging academic, community, and working-world projects;
- Acquiring proficiency in a language other than English; and
- Compiling a comprehensive personal portfolio that shows four years of academic and personal achievements

About the Handbook

Alongside the Charter Petition, this handbook is a guide for all LAI employees to use as a framework for achieving the mission and vision of our school. It is designed to ensure structure, accountability and a cohesive teaching and learning environment for LAICHS. In addition, it is our hope that this guide will serve as a reference document for employees throughout their employment at the Los Angeles International Charter High School.

With the understanding that LAI is a grassroots educational program, it reserves full discretion to add to, modify, or delete provisions of this Handbook. LAI also reserves the right to interpret any of the provisions set forth in this Handbook in any manner it deems fair and appropriate.

Employees must sign the acknowledgment form at the back of this Handbook and return it to the Human Resources Department as a record that the employee has received, read and agree to comply with this Handbook. This acknowledgement will be placed in each employee's personnel file.

Disclaimer: The contents of this Handbook are presented as a matter of information and expectations; however, LAICHS reserves the right to modify, revoke, suspend, terminate or change any and all such plans, policies, or procedures, in whole or in part, at any time with or without notice. The language in this handbook does not constitute a contract of employment; rather it constitutes a contract and agreement of employment once hired. It also does not constitute a guaranty of continued employment. As at-will employees, employment can be terminated with or without cause. This handbook provides employees with information regarding policies, procedures, ethics and expectations; however, this handbook should not be considered all inclusive. The Executive Director reserves the right to create or eliminate policies in the best interest of the school.

School-wide Learner Outcomes

Global Citizens Who...

- ✓ Are aware of the world around them by exploring and celebrating diversity.
- ✓ Acknowledge global responsibility and make a positive impact.
- ✓ Are organized and goal oriented in the roles they take.
- ✓ Dedicate themselves with purpose and motivate others.

Life Long Learners Who...

- ✓ Seek and acquire knowledge.
- ✓ Recognize opportunity for intellectual growth and higher learning.
- ✓ Continue academia in all aspects of life.

Communicators Who...

- ✓ Collaborate beneficially with others.
- ✓ Are active and attentive listeners.
- ✓ Use oral and written language to express themselves effectively.
- ✓ Employ various modes of communication.

Critical Thinkers Who...

- ✓ Can apply hypothetical notions to real world situations.
- ✓ Assess the worth of information
- ✓ Develop and hone strategies for success.

Quality Producers Who...

- ✓ Make informed and timely decisions.
- ✓ Motivate their peers.
- ✓ Practice professionalism in accomplishing tasks.
- ✓ Are self-motivated.

LAICHS Directory

ADMINISTRATORS & SUPPORT STAFF

Administrative Assistant

Ms. A. Duarte

aduarte@laicharter.org

Athletic Director

Ms. J. Tejada

jtejada@laicharter.org

Counselor

Ms. D. Hernandez

dhernandez@laicharter.org

Curriculum & EL Coordinator

Ms. J. McKee

jmckee@laicharter.org

Executive Director

Ms. A. R. Sims

asims@laicharter.org

IT

Mr. O. Leon

oleon@laicharter.org

Maintenance and Security Officer

Mr. P. Brackeen

pbrackeen@laicharter.org

Operations Manager

Ms. V. Ramirez

vramirez@laicharter.org

Student Activities and Recruitment Coordinator

TBD

Employment at LAICHS

Equal Opportunity Employer

LAI Charter High School does not discriminate for whatever reason. This includes, but is not limited to, race, ethnicity, actual or perceived sexual orientation, disability, political affiliation, veteran status, family structure and any other state or federal protected characteristic.

Employee Files

At the time of your employment, a personnel file is established for you. Please keep the Human Resources Department advised of any changes that should be reflected in your personnel file. Examples of such changes include:

- Change of contact information
- Number of dependents
- Emergency contact information

Prompt notification of these changes is essential and will enable LAICHS to contact you should the change affect your other records.

You have the right to inspect certain documents in your personnel file, as provided by law, in the presence of the Operations Manager, employee has given the Operations Manager notice to schedule an appointment. No copies of documents in your file may be made except for documents you have previously signed. You may add your comments to any disputed item in the file.

The Operations Manager will restrict disclosure of employee personnel file and only release information with the employee's approval. A request for information contained in the personnel file must be directed to the Business Manager. Only the Operations Manager or Executive Director is authorized to release information about current or former employee.

However, LAICHS will cooperate with requests from authorized law enforcement or local, state or federal agencies conducting official investigations or as otherwise legally required.

Professional Expectations and Guidelines

In order to achieve the mission and vision set forth in the Charter Petition and Handbook, it is essential that all faculty and staff at LAICHS model professionalism and respect. All employees should treat **all individuals** with whom they interact with respect. We expect that you treat all situations as positive learning experiences. Any person(s) violating this code of conduct are subject to disciplinary action that can lead to non-renewal of employment and/or termination.

LAICHS expects that you arrive at work clean, wearing appropriate attire, punctual and prepared to facilitate class.

All employees and volunteers of LAICHS must demonstrate effectiveness when working with adolescents from diverse cultural and economic backgrounds.

Professional Development

Standard Expected Qualifications Staff Development

All employees must have (or demonstrate potential for) effectiveness in working with students and parents from diverse backgrounds. Background investigations including tuberculosis clearance and fingerprinting will be required for all new employees.

All teachers at LAICHS will hold valid California Teaching Credentials. The Operations Manager has a file on all teaching employees that includes up-to-date documentation of credential status in the Los Angeles International Charter High School office.

Staff Development

We want our students to understand that Education continues as a life-long process. LAICHS will provide many opportunities in various formats for our teachers and staff to develop as a professional. This may be accomplished at professional workshops, conferences. It should be understood that Professional Development is on-going and supported by the Executive Director and LAICHS community in general.

Training requests/requirements will be assessed on a case-by-case basis, as each individual's need will differ.

Employees participating in Professional Development outside of LAICHS will not receive additional compensation for attending. Your training (if approved) will be paid for as well as a substitute if needed.

Employees are required to attend all LAICHS professional developments, trainings, and staff meetings unless previously approved to be absent.

Some meetings, trainings, developments may require a staff to be present on some weekends or evenings.

Employees are always required to attend Open House, Back to School nights and have reasonable attendance to school functions/performances.

Employees shall attend at least 2 (two) board meetings per year.

Compensation and Benefits

Payroll

Exempt employees are paid on a monthly basis. Pay checks will be distributed on the last business day of every month with the exception of the last paycheck in which will be distributed to employee on June 25, 2019. Non-exempt employees will be paid twice a month, the 10th and the 25th of every month. Direct Deposit is available to LAICHS employees. Only exempt employees are eligible for payment once a month.

Faculty and Staff Benefits

LAICHS will provide Worker's Compensation insurance, unemployment insurance, Medicare, STRS as applicable. All full-time employees will receive the option of obtaining Medical, Dental, and Vision benefits. Benefits for the year of 2018-2019 will total a \$450.00 contribution from LAICHS.

Social Security

All non-certificated employees will contribute to Social Security according to Federal and State laws with LAICHS matching at the rates prescribed by law.

Lunch

Certificated Staff: Lunch Monday, Tuesday, Thursday & Friday is 40 minutes except for PD Wednesdays and special schedules, where lunch is 30 minutes.

Classified Staff: Lunch is 30 min and time will be assigned by the Office Manager.

Sick Time

a) All full-time employees shall accrue up to **80 paid sick time hours** per fiscal year (July 1 – June 30) beginning immediately upon hire. Teachers will begin accruing sick time hours as of August 1. Throughout the fiscal year, sick time is accumulated in accordance with the attached **Sick Time Accrual Calendar**.

b) All other employees (part-time, temporary) will accrue one sick time hour for every 30 hours worked beginning immediately upon hire.

c) Total sick time accrual for all employees shall be subject to a maximum cap of 160 hours. Once the employee's sick time hours reach the maximum accrual cap, further accrual is suspended until the employee has reduced his or her balance below this limit. In such a case, no sick time will be earned for the period in which the employee's sick time was at the maximum. Sick hours not expended during the current fiscal year shall carry over into the next fiscal year, subject to the maximum accrual of 160 hours.

d) **Eligible employees may use accrued sick time beginning on the 90th day of employment.** If an employee uses sick time that has not been accrued, the employee will not be paid for that time off work. Each fiscal year, employees may only use a maximum of 80 hours of their accrued sick time.

- e) Sick time will not be paid out upon termination of employment.
- f) The use of sick time shall be governed by LAICHS employment policies. LAICHS does not honor sick time accrued with previous employers or districts.
- g) All at-will employees that exceed sick/vacation time are subject to termination or non-renewal of employment.

Substitute Request

- a) A substitute **must** be requested within 48 hours advanced notice. **The request does not mean an automatic approval, you must receive written approval before you can take the day off work.** You must leave a copy of your lesson plans in your classroom, as well as with Ms. Duarte (Administrative Assistant) in the main office. **You are responsible for making all necessary copies of student work and handouts.**
- b) In the case of a same day emergency, you must notify the need for a substitute via text message to Ms. Ramirez and Ms. McKee no later than 6:00 am. This allows time to arrange the substitute. You must follow up with an email that contains the lesson plans for the day (on the lesson plan template) or use one of your pre-made emergency sub plans. Please ensure this is work that does not require office staff to prepare copies for you.
- c) If you request a substitute and one has been arranged, you may not change your mind. Only LAICHS office and administrative staff may order and/or cancel substitutes.
- d) A substitute cannot be requested unless it is for the full day of service.

Vacation Time

- a) Full-time employees, except teachers, shall accrue up to 80 vacation hours in a fiscal year (July 1 – June 30). Teachers are not eligible to accrue vacation hours.
- b) Total vacation accrual shall be subject to a maximum accrual cap of 160 hours. Once the employee's vacation time reaches the maximum vacation accrual, further accrual is suspended until the employee has reduced his or her balance below this limit. In such a case, no vacation time will be earned for the period in which the employee's vacation time was at the maximum. Accrued vacation hours not expended during the current fiscal year shall carry over into the next fiscal year, subject to the 160 hour cap. Eligible employees may cash out up to 80 hours of vacation time, once 160 hours have accrued, **if funding permits at that time.** Employees will not be able to cash out again until 160 hours have been re-accrued; or no longer employed.
- c) Upon termination of employment, vacation hours will be paid out at the employee's final rate of pay at the time of the employee's separation.
- d) The use of vacation time shall be governed by LAICHS employment policies. LAICHS does not honor vacation time accrued with previous employers or districts.
- e) No approval for time off the day before a holiday or day after will be granted.

Position Descriptions

Position descriptions are available for inspection for each LAICHS employee. At a minimum, the descriptions will include the job title and description, the minimum qualifications, and the essential functions of the position.

Employees must be able to perform the essential functions of the job description. However, performance is not limited to the position description. The Executive Director reserves the right to increase or decrease job duties as applicable to the job.

Severance from Employment

An employee's employment relationship shall be broken and terminated by:

- a) Termination pursuant to the terms of this Handbook and the employee's individual contract;
- b) voluntary resignation;
- c) retirement;
- d) nonrenewal of the employee's contract;
- e) failure to return to work following recall from layoff within fourteen (14) calendar days of receipt of notice to do so only applicable to employees where layoff rights are expressly provided for in other sections of this Handbook;
- f) the employee having been on layoff for twelve (12) consecutive months only applicable to employees where layoff rights are expressly provided for in other sections of this Handbook.
- g) failure to return to work the day following the expiration of an authorized leave of absence; and
- h) job abandonment.

Paid Legal Holidays

Holidays will be in accordance to the approved annual calendar. An example of Holidays to be celebrated includes the following: Labor Day, Thanksgiving, Winter Break, MLK Day, etc. See school calendar. Hourly employees do not receive pay for time off; however, are able to use sick time/vacation (if applicable).

Leave Policy

A leave is defined as an absence of at least twenty-one (21) consecutive days in duration.

Employees who have been granted a voluntary permissive leave (opportunity leave) may return to the Charter School within twenty-four (24) months, should a position for which the employee is qualified becomes available. This does not apply to any LAICHS employee who has already been granted the maximum amount of Charter School leave pursuant to his or her respective collective bargaining agreement.

1. Pregnancy-Related Leaves (Unpaid)

- Post-delivery leaves shall be granted for up to twelve (12) consecutive weeks.

2. Pregnancy Disability Leave

- Employer will provide up to four months disability leave for a woman who is disabled due to pregnancy, childbirth, or a related medical condition.

Teamwork

Providing a quality education for students and a quality work experience for employees involves teamwork among

all employees in the LAICHS. Some important actions are:

- a) Getting to know co-workers and their capabilities.
- b) Helping to create a pleasant, caring and enjoyable work atmosphere.
- c) Making use of LAICHS technology to effectively communicate with all employees in the LAICHS.
- d) Making use of LAICHS technology to perform all job functions well.

Teamwork is demonstrated by showing respect, cooperation and leadership at all times. Serving as an effective team member is a key component in accomplishing the LAICHS' mission.

Employee (Whistleblower) Protection

- a) **Complaint Procedure:** If any employee of the LAICHS reasonably believes that some policy, practice, or activity of LAICHS is in violation of law, a written complaint must be filed by that employee with the Executive Director. If the complaint is about a practice or activity of the LAICHS Administrator (Executive Director), the complaint must be filed with the Board President. If the complaint is about a practice or activity of any other LAICHS Administrators/Staff, the complaint must be filed with the Executive Director.
- b) **Purpose:** It is the intent of the LAICHS to adhere to all laws and regulations that apply to the LAICHS, and the underlying purpose of this provision is to support the LAICHS' goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations.
- c) **Anti-Retaliation:** An employee is protected from retaliation only if the employee brings the alleged unlawful policy, practice, or activity to the attention of the LAICHS and provides LAICHS with a reasonable opportunity to investigate and correct the alleged unlawful policy, practice, or activity pursuant to the LAICHS' chain of command or complaint policies. The protection described below is only available to employees who comply with this requirement. The protection against retaliation that is described below does not limit the LAICHS from taking disciplinary or other employment action, including termination, against an employee where that discipline or employment action is not based on the employee's filing of a good faith complaint under this policy. The LAICHS will not retaliate against an employee who in good faith has made a protest or raised a complaint against some policy, practice, or activity of the LAICHS, or of another individual or entity with whom the LAICHS has a business relationship, on the basis of a reasonable belief that the policy, practice, or activity is in violation of law or a clear mandate of public policy. The LAICHS will not retaliate against an employee who discloses or threatens to disclose to a supervisor or a public body any policy, practice, or activity of the LAICHS that the employee reasonably believes is in violation of law or a rule or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment. Nothing herein shall limit or diminish an employee's protections against retaliation for filing a complaint, or participating in an investigation or legal proceeding, if such actions are protected by state and/or federal law.

BTSA Policy

LAICHS will contribute \$1500.00 toward the BTSA program rather the candidate chooses the 1 year or 2-year program. LAICHS will only make this contribution for teachers entering the program after employment with LAICHS. LAICHS will not make the contribution if you are already in the program. Candidates in which LAICHS offers the contribution to must be committed to working with LAICHS for two consecutive

school years. If an employee does not return after one year of work, and/or is dismissed due to disciplinary actions, the BTSA fee of \$1500.00 must be returned to the school.

California Family Rights Act (CFRA)

The California Family Rights Act (CFRA) (Gov. Code, § 12945.2) was established to ensure secure leave rights for the following:

- Birth of a child for purposes of bonding
- Placement of a child in the employee's family for adoption or foster care
- For the serious health condition of the employee's child, parent or spouse
- For the employee's own serious health condition

Family and Medical Leave Act

The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

Twelve workweeks of leave in a 12-month period for:

- the birth of a child and to care for the newborn child within one year of birth;
- the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- to care for the employee's spouse, child, or parent who has a serious health condition;
- a serious health condition that makes the employee unable to perform the essential functions of his or her job;
- any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" **or**
- Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

Military Leave

Employees whose participation in the armed forces services or other military duty is mandatory will be granted time off without pay. Employees may elect to substitute accrued vacation days during any unpaid leave due to military duty. Employees should inform the HR Director of any military obligations as soon as they know the required dates of service. If requested, employees must provide the HR Director with a copy of any official orders or instructions. Upon return from an excused military leave, the employee will be reinstated to his or her former position, or another position, to the extent required by applicable law.

Bereavement Leave

Full time employees **may be** granted up to three (3) days of paid bereavement leave if they suffer the loss of an immediate family member, which includes: spouse, parent, sibling, and must travel. Employee **must**

bring in appropriate documentation to verify the loss. This time may also be used for handling death-related personal affairs. The employee **may** also be granted up to one full day of paid leave to attend the funeral of a relative; when there is no travel, and there must be documentation to verify the loss. Employees who work less than 20 hours per week are entitled to unpaid leave to attend the funeral of an immediate family member or other relative. Any employee who requires more than three (3) days of bereavement leave must submit a written request to the HR Director and must receive written approval from the Executive Director prior to the taking of any leave. Non-family member bereavement leaves will not be approved; thus, the employee may use sick time/vacation time, or a non-paid work day leave.

Jury Duty / Witness

Regular full-time and part-time non-exempt employees will be excused from work for required duty as a juror or witness, **but this time shall be unpaid**. All employees should notify the HR Director and the Executive Director immediately when they receive notice to report for jury or witness duty. Employees must show **proof of jury or witness service**.

Standards for Conduct

Punctuality and Attendance

LAICHS expects all employees to report to work on a reliable and punctual basis. Absenteeism, early departures from work and late arrivals are disruptive to your colleagues, students, and the LAI community.

If you cannot avoid being late to work or are unable to work as scheduled, you must call or leave a message with the Ms. Ramirez (Operations Manager and/or designee) as soon as possible. **It is your responsibility to arrange coverage for your class when you are tardy or leaving early.**

Any employee who is unable to report for work on any particular day must notify the Operations Manager and designee at least the day prior to the day of absence by filling out and submitting a Personal Request Form.

Excessive absenteeism may lead to disciplinary action, up to and including termination of employment.

We expect our students to be on time and come prepared to school every day, it's only fair that we model the same expectations as staff.

All staff is required to sign in and out daily. You MUST also sign out and back in when leaving campus during contractual hours: including lunch, personal or work appointments, and/or errands.

Work Spaces, Including Desks, Lockers, etc.

Employees shall have no expectation of privacy with respect to any item or document stored in or on LAICHS - owned property, which includes, but is not limited to, desks, filing cabinets, mailboxes, lockers, tables, shelves, and other storage spaces in or out of the classroom. Accordingly, LAICHS administration may at any time and in its sole discretion conduct a search of such property, regardless of whether the searched areas or items of furniture are locked or unlocked.

Work Made for Hire

Occasionally an employee has questions regarding the use of materials to be included in books or other commercial materials. Such materials created by the employee may include lesson plans, staff development presentations or tests/test items. Any work prepared by an employee within the scope of his/her employment is owned by the LAICHS. Under federal copyright laws, this is called “work made for hire.” An employee with questions regarding ownership or copyrights on materials prepared within the scope of his/her employment should consult with his/her supervisor.

Work Hours

LAICHS employees must report to work at 7:30 am and sign in, in the administrative office. Employees are contracted until 4:00 pm. Teachers are expected to be on campus until 3:30 pm Monday, Tuesday, Thursday and Friday **if all work is completed**; and must have a mandatory office hour one day per week with the exception of Wednesday. All employees are expected to be on campus each Wednesday until 4:00 pm for Professional Development. **Employees must sign out each day in the administrative office. Employees may not sign in and out in the morning.** Any employee that does not sign in/out as proof of work, will not be paid for that time or may use any accrued sick/vacation hours for that time.

Policy on Personal Appearance and Conduct

Employees are expected to wear **proper business attire**. Since each employee is a representative of LAICHS and the local community and in the eyes of the public, each employee must report to work properly groomed, modeling good personal hygiene, wearing appropriate clothing and maintaining a professional appearance that sets a good example for LAICHS’ students. You may wear jeans and/or school spirit shirts on Wednesdays **only**.

Policy on Protocol and Personnel Discipline

Employees are expected to adhere to all deadlines, policies and expectations. Employees that are not in compliance will receive a verbal warning (via email or face-to-face meeting), a written warning, and consideration for termination and or non-renewal of employment. For those needing immediate assistance with performance will receive an employment improvement plan (as considered necessary by administration). If the improvement is not made by deadline, the employee may be considered for non-renewal of employment or immediate termination. Employees may be disciplined for filing false reports or statements including but not limited to the following: accident reports, attendance reports, insurance reports, physician’s statements, pre-employment statements, sick leave requests, student records, tax withholding forms and work reports.

Teacher Expectations for Deadlines and Submissions

- Teachers are expected to submit at least 2 to 3 grades per subject, per week in to PowerSchool, and ensure Citizenship is properly entered.
- Teachers are expected to ensure final grades by quarter and semester are entered by deadline.

- Teachers are expected to ensure their lesson plans are up to date weekly/unit and are in a Lesson Plan binder (kept on the teacher's desk), that can be viewed by any stakeholder at any time. These binders will be collected at the end of Semester 1 (in January and Semester 2 (in June).
- Emergency Substitute binders are due no later than September 7.
- Teachers/Staff are expected to attend all back to school nights, open houses, evening performances/ceremonies and Saturday events if applicable, unless the non-participation has been pre-approved by administration.
- Teachers/Staff are expected to attend all Wednesday PD's, meetings and collaborations unless non-participation has been pre-approved by administration.
- Teachers/Staff are expected to work the full contractual hours until 4:00 pm when there is a deadline to ensure the deadline is met.
- Teachers that leave campus during a non-lunch period (ie prep period), must sign out and in during that time. LAICHS will hold no liability for staff off campus during paid work hours.

Prohibited Conduct

Unlawful Harassment

LAICHS is committed to providing a workplace and school environment in which all individuals are treated with respect and dignity. Our expectations are such that all relationships among persons in the workplace and in the classroom will be free of bias, prejudice, and harassment.

LAICHS specifically prohibits harassment of any kind, whether verbal, physical or visual, that is based on an individual's race, color, religion, national origin, ancestry, age, physical or mental disability, marital status, medical condition, sex, pregnancy, childbirth, or related medical condition, sexual orientation, veteran status or any other category protected by state or federal law.

The Los Angeles International Charter High School **will not tolerate** harassment, discrimination, or retaliation directed towards anyone.

All harassment can be reported to Ms. Ramirez, Operations Manager, immediate Supervisor and/or Executive Director.

Prohibited harassment includes unwelcome verbal, physical, and/or visual conduct that creates an intimidating, offensive, or hostile working/classroom environment or that interferes with work/class performance. Harassing conduct can take many forms. This includes (but is not limited to) slurs, jokes, statements, gestures, pictures regarding the victim's sex, race, color, national origin, religion, age, physical or mental disability, ancestry, marital status or any other category protected by applicable federal or state law.

Sexually harassing conduct may include all of these prohibited actions, as well as other unwelcome conduct, such as requests for sexual favors, conversation containing sexual comments, and unwelcome sexual advances. Sexual harassment can be by a person of either the same or the opposite sex.

Conduct constitutes sexual harassment when:

- (1) submission to the conduct is made either an explicit or implicit condition of employment;
- (2) submission to or rejection of the conduct is used as the basis for an employment decision; or
- (3) harassment interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

Any harassment, regardless of form, that violates LAICHS policies will lead the harasser to disciplinary action, including possible termination. The harassment also may violate state and federal laws, which may subject the harasser to personal liability for such conduct. Harassing behavior is unacceptable in the workplace itself, in the classroom, in other work-related settings such as professional conferences, and school-related social events. This type of environment takes away from the mission and vision of the school and will not be tolerated by students, teachers, or any other LAICHS community member.

Policy Concerning Violence in the Workplace

LAICHS has adopted a general policy regarding workplace violence to help maintain a secure workplace.

Acts or threats of physical violence, including intimidation, harassment, and/or coercion, that involve or affect LAICHS or that occur on school property or in the conduct of business off school property, will not be tolerated.

Workplace violence includes threats of any kind; threatening, physically aggressive, or violent behavior, such as intimidation, or attempts to instill fear in others; other behavior that suggests a propensity toward violence, including belligerent speech, excessive arguing or swearing, defacing school property, bringing weapons or firearms including handguns, hunting knives, bows and arrows, and grenades, onto school premises.

Be aware of persons loitering for no apparent reason in parking areas, walkways, entrances and exits. Always ensure that all visitors have signed in the visitor log. It is your duty to report any suspicious people or activities to the Administrative Office. Secure your desk or office at all times. When called away from your work area for an extended length of time, do not leave valuables and/or personal articles in or around your workstation that may be accessible. The security of facilities as well as the welfare of our students and employees depends upon the alertness and sensitivity of every individual to potential security risks.

Violations of this policy, by any individual, will lead to disciplinary and/or legal action as appropriate.

Policy on Drug-Free Workplace

To promote and maintain safe, healthy and efficient working conditions for its employees, to protect the school, school grounds, equipment, and operations, and in compliance with government requirements, the use of drugs are prohibited on school grounds and around the local community. As a condition of continued employment with LAICHS, each employee must abide by this policy.

Smoking

Smoking of any kind and E-cigarettes are prohibited on school grounds as well as other facilities that

LAICHS occupies.

Illegal Drugs

An "illegal drug" is any drug or substance that is not legally obtainable, is legally obtainable but has not been legally obtained, or has been legally obtained but is being sold or distributed unlawfully.

Any employee who uses, possesses, purchases, sells, manufactures, distributes, transports, or dispenses any illegal drug will be subject to immediate termination. "Possesses" means that the employee has the substance on his or her person or otherwise under his or her control.

Legal Drugs

LAIHCS recognizes that employees may be prescribed legal drugs that, when taken as prescribed or according to the manufacturer's instructions, may result in their impairment. Employees may not work while impaired using legal drugs if the impairment might endanger the employee, students or someone else, pose a risk of significant damage or substantially interfere with the employee's job performance. If an employee is so impaired by the appropriate use of legal drugs, he or she may not report to work.

A "legal drug" is any drug, including any prescription drug or over-the-counter drug, that has been legally obtained and that is not unlawfully sold or distributed. Any employee who abuses a legal drug will be subject to discipline up to and including termination.

"Abuse of a legal drug" means the use of any legal drug for any purpose other than the purpose for which it was prescribed or manufactured, or in a quantity, frequency, or manner that is contrary to the instructions or recommendations of the prescribing physician or manufacturer. Any employee who purchases, sells, manufactures, distributes, transports, or dispenses any legal prescription drug in a manner inconsistent with law will be subject to discipline up to and including termination.

Any employee who works while impaired using a legal drug will be subject to discipline up to and including termination whenever such impairment might:

- (1) Endanger the safety of the employee, students or some other person;
- (2) Pose a risk of significant damage to LAICHS property or equipment; or
- (3) Substantially interfere with the employee's job performance or the efficient operation of the school or LAICHS equipment.

Confidentiality

Information about LAI Charter School, its employees, students, suppliers, and vendors are to be kept confidential and divulged only to individuals within the LAI community with both a need to receive and authorization to receive the information. If in doubt as to whether information should be divulged, or on the side of caution of not divulging information and discuss the situation with the Executive Director.

Conflict of Interest

A conflict of interest is defined as any judgment, action or relationship that may benefit an employee or another party the employee is affiliated with because of the employee's position with LAICHS. Employees are asked to avoid outside activity that may compete or conflict with the best interests of the school. Employees must disclose to their immediate supervisor information of any transaction that may be considered a conflict of interest as soon as they know the facts. No employee may use his or her position to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated.

Contracts and Conflict of Interest

No employee may negotiate or bid for or enter into a contract in which the employee has a private pecuniary interest, direct or indirect, if at the same time the employee is authorized or required by law to participate in the employee's capacity as an employee in the making of that contract or to perform regarding that contract some official function requiring the exercise of discretion on the employee's part. No employee may, in the employee's capacity as an employee, participate in the making of a contract in which the employee has a private pecuniary interest, direct or indirect, or performs in regard to that contract some function requiring the exercise of discretion on the employee's part. All negotiation of contracts can only be performed with authorization of the board of directors/executive director.

Copyright

A variety of machines and equipment for reproducing materials to assist staff in carrying out their educational assignments are available to staff in both the school and home setting. Infringement on copyrighted material, whether prose, poetry, graphic images, music audiotapes, video or computer-programmed materials, is a serious offense against federal law, a violation of Board policy and contrary to ethical standards required of staff. All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as "fair use" under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form. Employees are further advised that copyright provisions apply to all forms of digital media.

Complaint Procedure

Any incidents of harassment, including work-related harassment by any LAICHS personnel or any other person, should be reported to the Business Manager and/or Executive Director. Prompt reporting of any harassing conduct enables the LAICHS Administration to respond rapidly and take appropriate action, and helps LAICHS maintain a healthy, safe environment free of harassment for all employees.

Every reported complaint of harassment will be investigated by the Executive Director and/or designee thoroughly, promptly, and objectively. During the investigation, employees' confidentiality will be maintained to the extent consistent with applicable law. If the investigation confirms a violation of this policy, the LAICHS Administration will take appropriate disciplinary action up to and including termination.

Delineation of Rights Management

Administration retains all rights of possession, care, control and management that it has by law, and retains the right to exercise these functions. The exercise of such powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only to the precise extent such functions and rights are explicitly, clearly and unequivocally restricted by the express terms of this Handbook/individual contracts and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of California and the United States.

These rights include, but are not limited by enumeration to, the following rights:

- a) To direct all operations of the school system;
- b) To establish and require observance of reasonable work rules and schedules of work;
- c) To hire, promote, transfer, schedule and assign employees in positions within the school system;
- d. To suspend, discharge and take other disciplinary action against employees;
- e. To relieve employees from their duties because of lack of work or any other legitimate reason;
- f. To maintain efficiency of school system operations;
- g. To take whatever action is necessary to comply with state or federal law, or to comply with state or federal court or agency decisions or orders;
- h. To introduce new or improved methods or facilities;
- i. To select employees, establish quality standards and evaluate employee performance;
- j. To determine the methods, means and personnel by which school system operations are to be conducted;
- k. To take whatever action is necessary to carry out the functions of the school system in situations of emergency;
- l. To determine the educational policies of LAICHS; and
- m. To contract out for goods and services.

Financial Controls and Oversight

The employee shall adhere to all internal controls that deter and monitor all fraud or financial impropriety in the school. Any person who suspects fraud or financial impropriety at LAICHS shall report the suspicions immediately to the Executive Director, and when not available, the Lead Administrator or Office Manager. Reports of suspected fraud or financial impropriety shall be treated as confidential to the extent permitted by law. Limited disclosure may be necessary to complete a full investigation or to comply with law. Each employee who supervises or prepares financial reports or transactions shall set an example of honest and ethical behavior and shall actively monitor his or her area of responsibility for fraud and financial impropriety. Neither the Board of Directors, nor any LAICHS employee, shall unlawfully retaliate against a person who in good faith reports perceived fraud or financial impropriety.

Fraud and Financial Impropriety

LAICHS prohibits fraud and financial impropriety, as defined below, in the actions of its Board members, employees, vendors, contractors, consultants, volunteers, and others seeking or maintaining a business relationship with the school.

A. Fraud and financial impropriety shall include but is not be limited to the following:

1. forgery or unauthorized alteration of any document or account belonging to LAICHS;
2. forgery or unauthorized alteration of a check, bank draft, or any other financial document;
3. misappropriation of funds, securities, supplies, or other LAICHS assets, including employee time;
4. impropriety in the handling of money or reporting of LAICHS financial transactions;
5. profiteering as a result of insider knowledge of LAICHS information or activities;
6. unauthorized disclosure of confidential or proprietary information to outside parties;
7. unauthorized disclosure of investment activities engaged in or contemplated by LAICHS;
8. accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to LAICHS, except as otherwise permitted by law or LAICHS policy.
9. inappropriately destroying, removing, or using records, furniture, fixtures, or equipment;
10. failure to provide financial records required by state or local entities;
11. failure to disclose conflicts of interest as required by law or LAICHS policy;
12. disposing of LAICHS t property for personal gain or benefit and,
13. any other dishonest act regarding the finances of LAICHS.

Fraud Investigations

If an employee is found to have committed fraud or financial impropriety, the LAICHS Administrator or designee shall take or recommend appropriate disciplinary action, which may include termination of employment. When circumstances warrant, the Board, LAICHS Administrator, or designee may refer matters to appropriate law enforcement or regulatory authorities. In cases involving monetary loss to LAICHS, LAICHS may seek to recover lost or misappropriated funds.

Honesty

Honesty is a core value of LAICHS. Employees shall not create any intentional inaccuracies verbally or on official LAICHS documents such as time sheets, job applications, pupil records, etc.

Investigations

A. Expectation of Cooperation: In the event of a LAICHS investigation or inquiry, every LAICHS employee

has an affirmative duty to provide to his/her supervisor(s) or any other LAICHS official assigned to investigate all relevant and factual information about matters inquired except as provided for below in paragraph “B”. Employees failing to volunteer such information shall receive a directive from an administrator to provide a statement. The employee’s failure to comply with the directive may constitute “insubordination,” a violation that will be grounds for disciplinary action up to and including termination.

B. Investigation interplay with potential criminal conduct: If the alleged misconduct may constitute criminal conduct by the employee, the employee may be provided a Garrity warning. *Garrity v. New Jersey*, 385 U.S. 493 (1967).

C. Administrative Leave: The Executive Director may place an employee on administrative leave, paid or unpaid, during an investigation into alleged misconduct by the employee. The Board of Directors have the authority to place the ED on administrative leave, paid or unpaid, during an investigation into alleged misconduct by the employee.

Policy on Student Money

Any employee assisting students with fundraisers may not collect, store or keep any money in their personal possession, in their classroom or any place other than the Student Activities Coordinator. No money can be kept overnight with any employee. Money must be turned in with a receipt to the Student Activities Coordinator to be deposited.

No student activity, field trip or movie request will be approved without the proper request form and within 3 weeks advanced notice. Turning in of a form does not automatically grant notice. An approval or non-approval will be placed in your box, once granted or denied. If money is needed to be collected for any reason please advise the Student Activities Coordinator, and only the coordinator will collect the money.

Policy on Gifts and Sale of Goods and Services

Gifts: Any employee or member of employee’s immediate family may not accept, directly or indirectly, any gift, money, gratuity, or other consideration or favor of any kind from anyone other than the LAICHS, that any reasonable person would understand was intended to influence official action or judgment of the employee in executing decision-making authority affecting the school, its employees or students. It shall not be considered a violation of this policy for an employee to receive entertainment, food, refreshment, meals, health screenings, amenities or non-alcoholic beverages that are provided in connection with a conference sponsored by an established or recognized association. Exceptions to this policy are acceptance of gifts of token value from students.

Sale of Goods and Services: No employee may receive for his or her personal benefit anything of value from any person other than LAICHS to sale, promote the sale of or act as an agent or solicitor for the sale of any goods or services.

Policy on Food Purchases in the Classroom

At no time may a teacher/staff or student purchase outside food that replaces lunch (according to the School Lunch Program) to be eaten in the classroom or on campus between the hours of 7:30 am and 3:30 pm, on school days. Teachers/staff may purchase snack items that are individually wrapped/boxed to share with students if part of an academic project that has been pre-approved by administration and approval received from parents.

Students that do not receive free/reduced lunch options may bring a lunch, or parents may bring an individual lunch to the main office for the student. Lunches via a delivery service are not permissible (i.e. ordering pizza).

It is the recommendation of the school that at no time students are provided with food or snacks outside of the lunch program, as not knowing a student's food tolerance, and/or allergies can pose a liability to the employee and the school.

Health and Safety

Tuberculosis Test

Before the first day of employment, all employees must have a current tuberculosis test as described in Education Code 49406. As mentioned in the employee qualifications section of the Handbook, a Tuberculosis Test is required of all employees working with students and must be renewed every 4 years.

Criminal Background Check

LAICHS recognizes the importance of maintaining a safe workplace with employees who are honest, trustworthy, qualified, reliable, and nonviolent, and do not present a risk of harm to students, coworkers or others. LAICHS will perform applicant background checks and employee investigations as required by Education Code section 47605[b][F], which states that "each employee of the school furnish the school with a criminal record summary."

All employees must have Live Scan fingerprints on file with LAICHS prior to first day of work. Proof of Live Scan fingerprinting is a requirement of employment. Live Scan fingerprinting will be required of all job applicants, employees, and volunteers as required by California and federal law.

Background checks may also be required of employees whose job duties involve the handling of money, valuables or confidential information, or as otherwise deemed prudent by the school. These background checks are performed through a fingerprinting service coordinated by the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI).

First-Aid

All individuals working unsupervised with children or in a classroom setting (i.e. core teachers, non-core teachers, staff and Executive Director) must receive, renew, and maintain basic first-aid and CPR certification by the first day of school.

Compliance with Child Abuse Reporting Law

California Penal Code section 11166 requires any child care custodian who has knowledge of, or observes, a child in his professional capacity or within the scope of his employment whom he knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident.

By executing this Agreement, the Employee acknowledges he or she is a childcare custodian and is certifying that he has knowledge of California Penal Code section 11166 and will comply with its provisions.

False Reports

Employees may be disciplined for filing false reports or statements including but not limited to the following:

accident reports, attendance reports, insurance reports, physician's statements, pre-employment statements, sick leave requests, student records, tax withholding forms and work reports.

Security Protocols

LAICHS has developed guidelines to maintain a secure school site. Be aware of unknown people loitering in walkways, entrances, and exits of the school. Employees must report any suspicious people or activities to Administration staff.

Secure your classroom or office at the end of each day. When called away from your classroom for an extended length of time, do not leave students, valuable or personal articles unattended. The security of our facility is directly related to the health and safety of our students and our colleagues.

Employees must immediately notify a school administrator when school facilities keys are missing or if security access or codes have been breached.

Emergency Plans

Appropriate fire exit and earthquake preparedness drills will be administered at least two times per year. Two random dates will be chosen each semester. In the case of an actual emergency, teachers are responsible for staying at the school site (or evacuation staging area) until they are released by the Executive Director. During an emergency, teachers must always have a roster of students under their direct supervision.

Accident/Incident Reporting

It is the duty of every employee to immediately or as soon as is practical report any accident or injury occurring during school activities or on school premises to the HR Director so that arrangements can be made for medical or first aid treatment, as well as for investigation and follow-up purposes.

Reporting Fires and Emergencies

It is the duty of every employee to know how to report fires and other emergencies quickly and accurately. Employees should report any such emergency to office staff. In addition, all employees should know the local emergency numbers.

Guests and Visitors

- a) All guests and visitors must report to the main office to sign in the visitor's log and wear a visitor's badge. Report any person not wearing a visitor's badge to the office immediately.
- b) Classroom guest speakers must be pre-approved with an Activities Request Form, three weeks prior to guest appearing in class.
- c) Personal guests, including children, may come before school, after school or during lunch; however, they must check-in the office. During instruction time, personal guests should not be on campus as it poses a liability.

- d) At no time are employees, students/parents allowed to have pets on the campus during the instructional day. This poses a liability is someone is harmed by the pet or have specific pet allergies.

LAICHS Property

All Los Angeles International Charter High School property-including desks, storage areas, work areas, file cabinets, computer systems, office telephones, cellular telephones, modems, facsimile machines, duplicating machines, and vehicles-- must be used properly and maintained in good working order. They must be kept clean and are to be used only for work-related purposes **only**. All equipment must be secured and locked up at the end of the work day. Any missing or damaged equipment/school property will be the responsibility of the employee. If a student damages school equipment or property that is in the care of the employee, must be reported within 24 hours so that the student may be properly billed.

LAICHS Personal Property and Parking Non-Liability Notice

LAICHS is not responsible for damage, theft of loss of any personal property including but not limited to: automobiles, electronics, money etc. If it is found that property is damaged due to the negligence of the school or a malfunction of the school property, LAICHS will determine what, if any, will be compensated.

LAICHS School Business

All LAICHS business should be conducted using school laptops or desktops. No employee should use their own electronics to conduct school business. All files regarding LAICHS (business, academic etc.), should be done using LAICHS electronics. No employee shall use their personal email to send or receive information pertaining to LAICHS. Student /Employee communication should be done via an employee's school email, not personal email account.

Personnel -Handbook Acknowledgement

By my signature below, I acknowledge that I have received a copy of LAI Personnel Handbook on the date indicated below.

I acknowledge that it is my responsibility to read and review the Handbooks carefully. I also acknowledge that it is my responsibility to ask for clarification if I do not understand any of the policies included in the Personnel Handbook.

I understand that the Personnel and Parent-Student Handbooks contain important information regarding the LAI expectations, policies and guidelines and that I am expected to comply with these expectations, policies and guidelines at all times.

Other than the Human Resources Director of the school, no other entity or person has the authority to modify the Personnel.

Employee Name (printed):	
Employee Signature:	
Date:	

Executive Director Signature:		Date:	
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Appendix

Useful Forms- Google Drive

Student Handbook- Google Drive

PD and Meeting Agendas/Handouts/Materials- Google Drive

Board Meeting Calendar- Google Drive

Employee Contact List- Google Drive

Calendar

Bell Schedule

Master Schedule