

The O'Farrell Charter Schools
Staff Handbook
2019-2020

The O'Farrell Charter School
and
Ingenuity Charter School

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INTRODUCTION

This handbook acquaints employees with The O'Farrell Charter Schools ("Charter School" or "OCS"), which includes The O'Farrell Charter School and Ingenuity Charter School. It explains our philosophies and beliefs, and describes, in general terms, employment guidelines. Although this handbook is not an exclusive or comprehensive guide to policies and procedures, it serves as a useful reference document for employees while employed by OCS. Employees should understand, however, that this handbook is not intended to be a contract (express or implied), nor is it intended to otherwise create any legally enforceable obligations by OCS or its employees.

The handbook does not replace any official plan documents (e.g., health insurance, retirement plan, etc. et al.) or insurance contracts, which will govern otherwise. This handbook supersedes and replaces all previous personnel policies, practices, and guidelines. Because OCS is a growing and changing organization, it reserves full discretion to add to, change, or delete provisions of this handbook, or the policies and procedures on which they may be based, at any time without advance notice. OCS also reserves the right to interpret any of the provisions set forth in this handbook in a manner it deems appropriate.

No individual other than a member of the board of directors has the authority to enter any employment or other agreement that changes OCS policy. Any such modification must be in writing. This handbook is the property of OCS, and it is for personal use and reference by employees of OCS.

Employees must sign the acknowledgment form at the beginning of this handbook and return it to the superintendent or designee. This provides OCS with a record that each employee has received and read this handbook. Please read the staff handbook with care. It is the employee's responsibility to comply with the policies and procedures it describes. This handbook will serve as a useful reference document throughout employment with OCS. However, it cannot anticipate every situation or answer every question regarding OCS.

If you have questions regarding any employment policies, please contact Dr. Jonathan Dean, the superintendent, for further information.

SECURITY OF CAMPUS, INCLUDING SUICIDE, SELF HARM, AND THREAT REPORTING

The safety and security of students and staff is our first priority. Any suspicious person on campus should be immediately reported to the supervision staff. In case of a threatening message or situation, seek immediate help from nearby staff, and then contact the supervision staff, vice principal, and/or principal. 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 by calling 911 and office.

Suicide, Self-Harm, and Threat Reporting

If a student expresses an intent to commit suicide, self-harm, and/or threat to harm others in a written, verbal, or other communication at any time, promptly escort the student to the school's administrator or designee. For the list of designees, please refer to the OCS suicide/threat assessment plan.

Injury on Campus

Students injured at OCS should see the appropriate office staff. If the injury is deemed as serious/severe by the office staff, a written accident/injury form must be completed. If the injury is serious/severe, OCS will contact the parent/guardian, and the student may be picked up by a parent/guardian. If the student is in need of immediate emergency attention, staff will call 911.

Passes are required for all students wishing to be seen in office for health reasons. Please use the official pass forms. The teacher signs the pass, which gives the student permission to leave the class. Please do not allow students to call home from the classroom because of illness; send students to the office for evaluation.

- Consider the age and condition of the student in allowing him/her to walk to the office.
- Ensure kindergarten and first grade students are accompanied.
- Ensure students with head injuries are accompanied.
- Supervision and/or office staff can be contacted to assist with accompanying a student.

Campus Supervision

Campus supervision staff patrols the campus daily. Teachers are required to sign in each morning. Teachers are required to sign out and notify the administration if they leave campus during the school day. Leaving campus during a teacher's "prep period" must be approved by the

site principal and must be school related. Teachers should be at the door of their classrooms by the first bell of the day and during passing periods unless assigned other duties. The principals and vice principals are generally available to staff until 4:00 p.m. daily, with designated back-up administrators. Teachers who leave their rooms during prep periods are expected to return to supervise passing periods. Please make a point of returning early to locked classrooms so that students will not congregate outside the doorway. Early dismissals are not permitted.

Lunchtime

Lunchtime supervision is conducted to maintain acceptable standards of student behavior, promote the cleanliness of the campus, prevent the entry of unauthorized visitors, and enforce a closed campus for the safety of all. Students are required to follow the FALCON Way at all times, remain in the designated lunch area, and dispose of their trash in the appropriate receptacles. They are not permitted to leave campus during lunchtime or have visitors.

Passes from Class

No passes should be issued during the first five (5) minutes of any class. Students should not be permitted to leave class at any time without a properly completed pass containing the student's name, the date, destination, time, and the teacher's signature. Ink should be used to fill out these passes. Lavatory passes should be kept to a minimum, and no more than one student should be released at one time, with appropriate exceptions. Students should be encouraged to use the lavatory during non-class time. If physiological or health problems are used as a reason for frequent lavatory passes, please contact the principal to initiate the appropriate process (e.g., 504). Students and teachers may not call parents/guardians from the classroom to request early pick-up due to illness. This may only be coordinated through the office.

Students going to the library should use a regular pass completed with name, date, time, destination, and teacher's signature. Note time of return, if student is to return to class before the end of the period.

Accessing Campus During Non-School Hours

Any staff member who intends to stay beyond the official closing school hour of 4:00 p.m. must inform their principal and leave the premises before 10:00 p.m. Staff may also have limited access to the campus on Saturdays, Sundays, and certain days during breaks. Please contact the principal/supervisor for specific details. Staff should not be on campus alone and/or without the permission of the principal/supervisor after their normal working hours. Doors should be locked when rooms are not in use or when staff members are working before or after school.

Transitioning to After-School Activities

Staff is responsible for creating a safe and orderly transition from the regular school day to after-school activities, including detention, homework club, and extended day. The goal is to minimize opportunities for students to engage in unsafe behavior, maximize the percentage of students reporting as assigned to extended day or detention, and to increase the number of students participating in supervised after-school activities. It is the responsibility of all staff members to focus on this transition from class to after-school activities and to off campus at the end of each day.

Elementary School Procedures

After-School Procedures for Regular School Days

At 2:55 p.m., release students who report to extended day to the cafeteria

At 3:00 p.m., release all students and maintain supervision in front of or in the classroom until students leave campus or are picked up by a parent/guardian or authorized sibling.

1. Detention will take place in a designated teacher's room. See duty roster.
2. Clubs, tutoring, meetings, and other extracurricular activities (with permission slip) meet in teachers' classrooms.
3. Staff members who are assigned duties from 3:00 to 3:15 p.m. need to ensure they supervise students both outside and inside the classroom.
4. Middle school students who are picking up a younger sibling must enter the elementary school campus from the entrance on 61st Street (the same entrance used by parents/guardians).
5. All students (including those being picked up by an older sibling) exit through the back gate if not staying on campus for a staff-supervised event.
6. Any student not picked up by 3:15 p.m. is escorted to the office by a teacher to wait for parents/guardians.
7. The entrance to the back parking lot is open to pedestrian traffic from 2:45 to 3:15 p.m.

After-School Procedures for Minimum Days (Wednesdays)

1. Any student not picked up by 1:05 p.m. is escorted to the office by a teacher to wait for parents/guardians.
2. Tutoring, after school detention, and clubs are not held on Wednesdays.
3. Extended day students should be dismissed to extended day rooms and then scan in at 12:45 p.m.

4. Students should only walk on the sidewalk and should use the crosswalk on 61st Street.
5. The entrance to the back parking lot is open to pedestrian traffic until 1:15 p.m.

Middle School Procedures

After-School Procedures for Regular School Days

1. Before the 3:05 p.m. bell rings:
 - a. Prepare for the end of class and check on who has extended day passes. Teachers may write passes, if necessary.
 - b. At 3:05 p.m., release all students with passes to the lunch court.
 - i. Extended day activity leaders meet students in the lunch court.
 - ii. Detention will take place in Room 503.
 - iii. Clubs, tutoring, meetings, and other extracurricular activities meet in the lunch court.
 - iv. Staff assigned to supervise 3:05–3:15 p.m. need to make sure that they arrive at the proper areas on time.
 - v. Any teacher holding an after-school activity **MUST** give students a pass to meet in the lunch court at 3:05 p.m. Students **MAY NOT** go directly to the location of their activity. All students must start in the lunch court area.
2. At 3:05 p.m.—End of regular day dismissal
 - a. After the bell rings, classes may line up outside the classroom in single file. Do not keep classes late. A designated student line leader is at the front of the line.
 - b. Lines proceed to the assigned exit gate under the supervision of the teacher.
 - c. Student lines stop at each red line on their exit route. These are at the intersections of hallways where student lines cross. Student lines move forward only at the direction of the teacher.
 - d. Lines stop at a designated point and are then excused by gate supervisors. Lines then proceed all the way to the sidewalk under the supervision of their teachers. Assigned teachers supervise the sidewalk area or other assigned area until 3:25 p.m.
3. Teachers with after-school activities escort the class as far as the gate, then report to either detention or the lunch court to pick up students.

After-School Procedures for Minimum Days (Wednesdays)

1. Hallway supervisors should be in place from 1:00 to 1:05 p.m.
2. There is no early bell. Bell rings at 1:00 p.m. Teachers escort their students following the same route used during the rest of the week.
3. Staff should follow the current supervision maps, which are updated frequently.

High School Procedures

After-School Procedures for Regular School Days

1. At 3:15 p.m., release all students.
2. Detention will take place in designated teacher's room. See duty roster.
3. Clubs, tutoring, meetings, and other extracurricular activities meet in teachers' classrooms or DIVE classroom.
4. Staff assigned to supervise 3:15–3:35 p.m. need to ensure that they arrive at the designated area promptly.
5. Any teachers not holding after-school activities need to be available for students and/or parents until 3:45 p.m. in their classrooms.

After-School Procedures for Minimum Days (Wednesdays)

1. Hallway supervisors should be in place from 12:50 to 1:30 p.m.
2. Bell rings at 12:55 p.m. Detention is not conducted on Wednesdays.
3. The DIVE meets on Wednesdays from 1:00 to 5:00 p.m.

CONDITIONS OF EMPLOYMENT

Equal Employment Opportunity

The O'Farrell Charter Schools (OCS) is an equal opportunity employer. OCS affords equal employment and advancement opportunities to all qualified individuals without regard to creed, color, religion, national origin, ancestry, sex, sexual orientation, age, physical or mental disability, marital status, pregnancy, citizenship status, medical condition, genetic information, military and veteran status, actual or perceived; race, gender, gender identity, gender expression, sex, or sexual orientation or any other legally protected status. This extends to all employees and to all aspects of the employment relationship, including the hiring of new employees and the training, transfer, promotion, compensation, and benefits of existing employees.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, OCS 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 would result.

Any applicant or employee who requires an accommodation to perform the essential functions of the job should contact an OCS representative with day-to-day personnel responsibilities and request such an accommodation. The individual with the disability should specify what accommodation he or she requires to perform the job. OCS then will investigate the situation to identify the barriers that interfere with the equal opportunity of the employee to perform his or her job. OCS will identify possible accommodations that will help mitigate the limitation. If the accommodation is reasonable and will not impose an undue hardship, OCS will make the accommodation.

Employment At-Will

Except if stated expressly otherwise by the employment contract, all employees are "at-will" employees. Either OCS or the employee may terminate the relationship at any time, for any reason, with or without cause, and with or without advance notice.

Nothing in this handbook, employment application, OCS memoranda, or other materials provided to employees regarding their employment shall require OCS to have "cause" to terminate an employee or otherwise restrict the right of OCS to release an employee from at-will employment with OCS. Statements of specific grounds for termination set forth in this handbook or elsewhere are not all inclusive and do not restrict the right of OCS to terminate at will.

No OCS representative, other than the board of directors or its designee, may modify the at-will status of any employee.

No OCS representative, other than the board of directors or its designee, may make any representations to employees or applicants concerning the terms or conditions of employment with OCS that are inconsistent with this handbook.

At-will employment status shall not be modified by any statements in this handbook or employment applications, OCS memoranda, or any other materials provided to employees regarding their employment. Further, none of those documents, whether singly or combined, or any employment practices shall create an express or implied contract of employment for a definite period, nor an express or implied contract concerning any terms or conditions of employment.

Child Abuse and Neglect Reporting

California Penal Code Section 11166 requires any child care custodian who has knowledge of, or observes, a child in his or her professional capacity or within the scope of his or her employment whom he or she 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 twenty-four (24) hours of receiving the information concerning the incident. By acknowledging receipt of this handbook, the employee acknowledges that he or she is a childcare custodian and is certifying that he or she has knowledge of California Penal Code Section 11166 and will comply with its provisions.

All staff must report when they suspect or know a child has been the victim of abuse or neglect. Failure to report is a misdemeanor and punishable by confinement in jail or a fine, or both. Employees must report suspected instances of child abuse by telephone at (858) 560-2191 or by fax at (858) 694-5240.

Staff/Student Interactions

OCS recognizes its responsibility to make and enforce all rules and regulations governing student and employee behavior to create a safe environment that is conducive to learning.

The content of communications, including but not limited to conversations, emails, and/or correspondence via any device, between OCS staff and students should be limited to the educational program, a school activity, and/or related to a school activity.

Corporal Punishment

Corporal punishment shall not be used to discipline any student. Corporal punishment includes the willful infliction of, or causing the infliction of, physical pain on a student. Corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff, or other persons or to prevent damage to property. For clarification, the following examples offer direction and guidance for OCS personnel:

Examples of PERMITTED actions (NOT corporal punishment):

- Stopping a student from fighting with another student.
- Preventing a student from committing an act of vandalism.
- Defending yourself from physical injury or assault by a student.
- Forcing a student to give up a weapon or dangerous object.
- Requiring an athletic team to engage in strenuous physical training activities designed to strengthen or condition team members or improve their coordination, agility, or physical skills.
- Engaging in group calisthenics, team drills, or other physical education or voluntary recreational activities.

Examples of PROHIBITED actions (corporal punishment):

- Hitting, shoving, pushing, or physically restraining a student with the intent to control.
- Making students complete push-ups, run laps, or perform other physical acts that cause pain or discomfort as discipline or punishment.
- Paddling, swatting, slapping, grabbing, pinching, kicking, or otherwise causing physical pain.

Acceptable and Unacceptable Staff/Student Behavior

This section guides all OCS staff in conducting themselves in a way that reflects the high standards of behavior and professionalism required of OCS employees and to specify the boundaries between students and staff.

Although this handbook gives specific, clear direction, it is each staff member's obligation to avoid situations that could prompt suspicion by parents, students, colleagues, or administrators.

One viable standard to apply, when unsure if certain conduct is acceptable, is to ask yourself, “Would I engage in this conduct if my family or colleagues were standing next to me?” The term “boundaries” means acceptable professional behavior by staff members while interacting with a student. Trespassing the boundaries of a student/staff relationship is an abuse of power and a betrayal of public trust.

Some actions may seem innocent from a staff member’s perspective, yet may seem like flirtation or sexual insinuation from a parent’s or student’s point of view. The lists below provide examples of acceptable and unacceptable behavior and are not meant to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to, or may be perceived as, sexual misconduct, or sexually inappropriate.

Staff members must understand their own responsibility for ensuring that they do not cross the boundaries as written in this handbook. Disagreeing with the wording or intent of the established boundaries is considered irrelevant for disciplinary purposes. Thus, it is crucial that all employees understand the handbook and apply the lists of acceptable behavior to their daily activities. Although sincere, competent interaction with students fosters learning, staff interactions with students must have boundaries regarding potential activities, locations, and intentions.

Duty to Report Suspected Misconduct

If any employee notices another staff member crossing the boundaries specified in this handbook, he or she must speak to this staff member if the violation appears minor, or report the matter to an administrator, for example, a vice principal, principal, director, or superintendent. If the observed behavior appears significant, it is the duty of every staff member to report it immediately to an administrator. It is the duty of the administrator to investigate and document the situation. Employees must also report any awareness or concern of student behavior that crosses boundaries or where a student appears to be at risk for sexual abuse.

Unacceptable Staff/Student Behaviors (violations of this handbook)

- Giving gifts to an individual student of a personal and intimate nature.
- Kissing of any kind.
- Any unnecessary physical contact with a student in a private situation.
- Being alone with a student away from OCS.
- Making or participating in sexually inappropriate comments.
- Making sexual jokes.
- Seeking emotional involvement with a student for the teacher’s benefit.
- Listening to or telling sexually oriented stories.

- Discussing inappropriate personal matters or intimate issues with a student while attempting to gain the student's support and understanding.
- Becoming involved with a student so that a reasonable person may suspect inappropriate behavior.
- Setting/planning student activities without prior approval from the principal.

Unacceptable Staff/Student Behaviors Without Parent and Administrator Permission

These behaviors should only be used when a staff member has parent and administrator permission:

- Giving students a ride to/from OCS or OCS-related activities.
- Being alone in a room with a student at OCS with the door closed.
- Inviting students into a teacher's home or other place/activity that is not OCS related.
- Sending emails, text messages, letters, or other correspondence to a student if the content is not about OCS or OCS-related activities.

Cautionary Staff/Student Behaviors

These behaviors should only be used when a reasonable and prudent person, acting as a staff member and educator, cannot use a best practice or behavior. Staff members should inform an administrator of the circumstance and occurrence prior to or immediately after the occurrence:

- Being alone in a room with a student at OCS with the door closed.
- Making remarks about the physical attributes of anyone.
- Paying excessive attention to any particular student.

Acceptable and Recommended Staff/Student Behaviors:

- Obtaining parent's written consent for any after-school activity (staff must obtain prior written permission from an administrator).
- Obtaining formal approval to take students off school property for activities such as field trips or competitions.
- Sending professional email, voicemail, text messages, or other correspondence to students that pertain to OCS and OCS-related activities.
- Keeping the door open when alone with a student.
- Keeping reasonable space between staff and student.
- Stopping and correcting students if they cross your own personal boundaries.
- Keeping parents informed when a significant issue develops concerning a student.
- Keeping after-class discussions with a student professional and brief.

- Asking for advice from fellow staff or administrators if in a difficult situation related to boundaries.
- Involving your principal/supervisor if conflict arises with a student.
- Informing your principal/supervisor about situations that have the potential to become more severe.
- Making detailed notes about an incident that could evolve into a more serious situation.
- Recognizing the responsibility to stop unacceptable behavior of students or coworkers.
- Asking another staff member to be present when a teacher must be alone with a student after regular OCS hours.
- Giving students praise and recognition without touching them, while recognizing that pats on the shoulder, high fives, and handshakes are acceptable.
- Keeping professional conduct a high priority.
- Asking yourself if one's actions are worth jeopardizing a job and career.

STAFF NON-DISCRIMINATION

Staff Non-Discrimination Policy

The O'Farrell Charter Schools (OCS) is an equal opportunity employer. OCS affords equal employment and advancement opportunities to all qualified individuals without regard to creed, color, religion, national origin, ancestry, sex, sexual orientation, age, physical or mental disability, marital status, pregnancy, citizenship status, medical condition, genetic information, military and veteran status, actual or perceived; race, gender, gender identity, gender expression, sex, or sexual orientation or any other legally protected status. This extends to all employees and to all aspects of the employment relationship, including the hiring of new employees and the training, transfer, promotion, compensation, and benefits of existing employees. BP 4003

Staff Non-Discrimination Statement

The O'Farrell Charter Schools prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, immigration status, race or ethnicity, religion, sex, sexual orientation, parental, family, marital status, or association with a person or a group with one or more of these actual or perceived characteristics as applies to all acts related to school activity or school attendance within a school under the jurisdiction of the superintendent of The O'Farrell Charter Schools.

Prohibited discrimination consists of any adverse employment action, including termination or denial of promotion, job assignment, or training, based on any of the prohibited categories of discrimination listed above. Harassment consists of any unwelcome verbal, physical, or visual conduct that is based on any of the prohibited categories of discrimination listed above and that

is so severe and pervasive that it adversely affects an individual's employment opportunities, has the purpose or effect of unreasonably interfering with the individual's work performance, or creates an intimidating, hostile, or offensive work environment.

The Board also prohibits retaliation against any employee or job applicant who complains, testifies, assists, or in any way participates in the district's complaint procedures instituted pursuant to Board Policy 4003.

Any employee who engages in prohibited discrimination, harassment, or retaliation or who aids, abets, incites, compels, or coerces another to engage or attempt to engage in such behavior in violation of this policy shall be subject to disciplinary action, up to and including dismissal. For any concerns or complaints regarding discrimination, harassment, intimidation, or bullying please contact the Equity Compliance Officer:

Tiffany DeGraffenreid, Equity Compliance Officer

6130 Skyline Drive

San Diego, CA 92114

(619) 263-3009

tiffany.degraffenreid@ingenuitycharter.org

For any concerns regarding Title IX equity contact the Title IX Compliance officer:

Brian Rainey, Title IX Compliance Officer

6130 Skyline Dr.

San Diego, CA 92114

(619) 266-0112

brian.rainey@ofarrellschool.org

Any employee or job applicant who believes that he/she has been or is being discriminated against or harassed in violation of policy should, as appropriate, immediately contact his/her supervisor, the compliance officer, or the Superintendent who shall advise the employee or applicant about the district's procedures for filing, investigating, and resolving any such complaint.

School personnel will take immediate steps to intervene, when safe to do so, when he or she witness an act of discrimination, harassment, intimidation, or bullying. OCS will protect complainants and witnesses under these policies from further harassment and will work to ensure they do not experience retaliation in any aspect of their employment due to their participation, filing of a complaint or reporting sexual harassment.

OCS investigates complaints promptly and provides a written report of the investigation and decision as soon as practicable. OCS will handle the investigation in as confidential a manner as possible consistent with a full, fair, and proper investigation.

Complaints regarding discrimination or harassment shall immediately be investigated in accordance with the Uniform Complaint Procedures.

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment shall report the incident to the Superintendent as soon as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately.

TRAINING AND NOTIFICATIONS

The Superintendent or designee shall provide training to employees about how to recognize harassment and discrimination, how to respond appropriately, and components of the school's policies and regulations regarding discrimination.

The Superintendent or designee shall regularly publicize, within the school and in the community, the nondiscrimination policy and the availability of complaint procedures. Such publication shall be included in each announcement, bulletin, or application form that is used in employee recruitment.

The district's policy shall be posted in offices including staff lounges and student government meeting rooms.

SEXUAL HARASSMENT

Staff Sexual Harassment Policy (BP 4004)

The Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation.

Education institutions prohibit discrimination on the basis of gender. The O'Farrell Charter Schools (OCS) offers all persons, regardless of gender, equal rights and opportunities and freedom from unlawful discrimination in educational programs or activities conducted by OCS. OCS works to provide a workplace free of sexual harassment and considers such harassment to be a major offense, which may result in disciplinary action up to, and including, dismissal of the offending employee. Sexual harassment includes sexual advances, requests for sexual favors, and other sexual verbal or physical conduct when: (1) submission of the conduct is made explicitly or implicitly a term or condition of an individual's employment; (2) an employment decision is based upon an individual's acceptance or rejection of that conduct; (3) that conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive work environment.

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the district's sexual harassment policy to staff
3. Ensuring prompt, thorough, and fair investigation of complaints
4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions.

Any district employee or job applicant who feels that he/she has been sexually harassed or who has knowledge of any incident of sexual harassment by or against another employee, a job applicant or a student, shall immediately report the incident to his/her supervisor, the principal, district administrator or Superintendent.

A supervisor, principal or other district administrator who receives a harassment complaint shall promptly notify the Superintendent or designee.

Complaints of sexual harassment shall be filed in accordance with AR 4003-Nondiscrimination in Employment, following the UCP for reporting complaints and pursuing available remedies. The UCP procedures (BP 1003) and forms can be found on the school website.

<https://ofarrellschool.edltest.com/UCP%20Procedures.pdf>

An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

Any district employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment against a district employee, job applicant, or student is in violation of this policy and is subject to disciplinary action, up to and including dismissal.

TRAINING

It is also unlawful to retaliate in any way against an employee who has articulated a good-faith concern about sexual harassment against him or her or against another individual. All supervisors will receive sexual harassment training within six (6) months of their assumption of a supervisory position and will receive further training at least once every two (2) years thereafter. All staff will receive sexual harassment training and/or instruction concerning sexual harassment examples of acceptable and unacceptable behavior and are not meant to restrain innocent,

positive relationships between staff and students, but to prevent relationships that could lead to, or may be perceived as, sexual misconduct, or sexually inappropriate. BP 4004

Each employee has the responsibility to maintain a workplace free from any form of sexual harassment. Should any individual, in particular those with supervisory responsibilities, notice any conduct that may constitute sexual harassment or other prohibited behavior, that individual should take immediate action to address such conduct. Employees and students must act in a positive and professional manner and contribute to a productive environment free from harassment or disruptive activity. OCS encourages any employee who believes he or she has been sexually harassed or has witnessed sexual harassment to report such harassment to an administrator. BP 4004

Sexual harassment may include, but is not limited to any of the following:

- Physical assaults of a sexual nature, such as:
 - Rape, sexual battery, molestation, or attempts to commit these assaults.
 - Intentional sexual physical conduct, such as touching, pinching, patting, grabbing, brushing against another's body, or poking another's body.
- Unwanted sexual advances, propositions or other sexual comments, such as:
 - Sexually-oriented gestures, notices, remarks, jokes, or comments about a person's sexuality or sexual experience.
 - Preferential treatment or promises of preferential treatment to an employee for submitting to sexual favors, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward, or deferential treatment for rejecting sexual conduct.
 - Subjecting or threats of subjecting an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of the employee's gender.
- Sexual or discriminatory displays or publications anywhere at the workplace by employees, such as:
 - Displaying pictures, cartoons, posters, calendars, graffiti, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning, or pornographic, or bringing to work or possessing any such material to read, display, or view at work.
 - Publicly reading or otherwise publicizing in the work environment sexually revealing, sexually suggestive, sexually demeaning, or pornographic materials.
 - Displaying signs or other materials purporting to segregate an employee by sex in an area of the workplace (other than restrooms or similar rooms).

The illustrations of harassment and sexual harassment above are not an all-inclusive list of prohibited acts under this handbook or the law.

While in most situations a personal relationship is a private matter, these relationships are not appropriate in a professional setting, particularly where one employee has management or supervisory responsibilities.

School personnel will take immediate steps to intervene, when safe to do so, when he or she witness an act of discrimination, harassment, intimidation, or bullying. OCS will protect complainants and witnesses under these policies from further harassment and will work to ensure they do not experience retaliation in any aspect of their employment due to their participation, filing of a complaint or reporting sexual harassment.

OCS investigates complaints promptly and provides a written report of the investigation and decision as soon as practicable. OCS will handle the investigation in as confidential a manner as possible consistent with a full, fair, and proper investigation.

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

1. Providing training to employees in accordance with law and administrative regulation.
2. Publicizing and disseminating the district's sexual harassment policy to staff
3. Ensuring prompt, thorough, and fair investigation of complaints.
4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments.

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions.

Any employee or job applicant who feels that he/she been sexually harassed or who has knowledge of any incident of sexual harassment by or against another employee, a job applicant or a student, shall immediately report the incident to his/her supervisor, the principal, district administrator or Superintendent.

A supervisor, principal or other district administrator who receives a harassment complaint shall promptly notify the Superintendent or designee.

Complaints of sexual harassment shall be filed in accordance with AR 4003-Nondiscrimination in Employment.

Use the UCP for reporting complaints and pursuing available remedies. The UCP procedures (BP 1003) and forms can be found on the school website.

<https://ofarellschool.edliotest.com/UCP%20Procedures.pdf>

An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

Any employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment against an employee, job applicant, or student is in violation of this policy and is subject to disciplinary action, up to and including dismissal.

Whistleblower

OCS requires its directors, officers, employees, and volunteers to observe a high standard of ethics in the conduct of their duties and responsibilities within OCS. As representatives of OCS, such individuals must practice honesty and integrity in fulfilling all responsibilities and must comply with all applicable laws and regulations. The purpose is to create an ethical and open work environment; to ensure that OCS has a governance and accountability structure that supports its mission; and to encourage and enable directors, officers, employees, and volunteers of OCS to raise concerns about illegal or unethical actions within OCS before referring to outside parties for resolution.

All directors, officers, employees, and volunteers of OCS have a responsibility to report any action or suspected action taken within OCS that is illegal, unethical, or violates any adopted policy of OCS. Anyone reporting a violation must act in good faith, without malice to OCS or any individual at OCS and have reasonable grounds for believing that a violation has occurred. A person who makes a report does not have to prove that a violation has occurred. However, any report which the reporter has made maliciously or any report which the reporter has good reason to believe is false will be viewed as a serious disciplinary offense. No one who in good faith reports a violation, or who in good faith cooperates in the investigation of a violation shall suffer harassment, retaliation, or adverse employment action.

UCP Complaint Investigation

The staff member, position, or unit responsible to receive and investigate UCP complaints and ensure our compliance in our agency is:

Director of Operations
The O'Farrell Charter Schools
6130 Skyline Drive

San Diego, CA 92114
(619) 263-3009
(619) 263-4339 Fax
susan.cuttitta@ofarrellschool.org

The staff member, position, or unit responsible to receive and investigate UCP complaints and ensure our compliance in our agency is knowledgeable about the laws and programs assigned to investigate.

The O'Farrell Charter Schools will investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified in *EC* Section 200 and 220 and Government Code (*GC*) Section section 11135, including any actual or perceived characteristics as set forth in Penal Code (*PC*) Section 422.55 or on the basis or a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity we conduct, which is funded directly by, or that receives or benefits from any state financial assistance.

Unlawful discrimination, harassment, intimidation or bullying complaints shall be filed no later than six months from the date the alleged discrimination, harassment, intimidation or bullying occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation or bullying.

All complainants are protected from retaliation.

We advise complainants of the right to pursue civil law remedies under state or federal discrimination, harassment, intimidation or bullying laws.

UCP Complaint Resolution

If The O'Farrell Charter Schools finds merit in a complaint regarding Pupil Fees, Local Control and Accountability Plans (LCAP), Education of Pupils in Foster Care, Pupils who are Homeless, former Juvenile Court Pupils now enrolled in our school district and pupils in military families, Reasonable Accommodations to a Lactating Pupil, Course Periods without Educational Content (grades nine through twelve), and Physical Education Instructional Minutes (grades one through eight), we shall provide a remedy.

The remedy shall go to the affected pupil in the case of complaints regarding

- Course Periods without Educational Content,
- Reasonable Accommodations to a Lactating Pupil, and/or
- Education of Pupils in Foster Care, Pupils who are Homeless, former Juvenile Court Pupils now enrolled in our school district and pupils of military families.

The remedy shall to go all affected pupils and parents/guardians in the case of complaints regarding

- Pupil Fees,
- Physical Education Instructional Minutes and/or
- Local Control and Accountability Plans.

A pupil fees complaint may be filed with the principal of a school or our superintendent or his or her designee.

A pupil fees complaint and/or an LCAP complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance.

A pupil fees complaint shall be filed no later than one year from the date the alleged violation occurred.

We ensure an attempt shall be made in good faith to engage in reasonable efforts to identify and fully reimburse all pupils, parents and guardians who paid a pupil fee within one year prior to the filing of the complaint.

We will provide an opportunity for complainants and/or representatives to present evidence or information.

Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegations.

Refusal by The O'Farrell Charter Schools to provide the investigator with access to records and/or other information related to the allegation in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

The complaint will be investigated and a written report with a Decision will be issued to the complainant by us within 60 days from the date of the receipt of the complaint, unless the complainant agrees in writing to an extension of time.

This report will contain the following elements:

- i. The findings of fact based on the evidence gathered.
- ii. Conclusion of law.
- iii. Disposition of the complaint.
- iv. The rationale for such a disposition.

- v. Corrective actions, if any are warranted.
- vi. Notice of the complainant's right to appeal our Decision to the CDE.
- vii. Procedures to be followed for initiating an appeal to CDE.

An appeal is a request made in writing to a level higher than the original reviewing level by an aggrieved party requesting reconsideration or a reinvestigation of the lower adjudicating body's decision.

A complainant may appeal our Decision of a UCP complaint regarding all specified federal and state educational programs subject to the UCP.

UCP Complaint Appeal Process

To appeal a UCP complaint Decision the complainant must file a written appeal within 15 days of receiving the Decision to CDE. This appeal to the CDE must fully explain the basis for the appeal, stating how the facts of our Decision are incorrect and/or the law is misapplied.

In addition the appeal shall be sent to CDE with:

1. A copy of the original locally filed complaint; and
2. A copy of our Decision of this original locally filed complaint.

Title IX

Under the law, students shall receive fair and equitable opportunity to participate in all academic opportunities, including athletics. Below we have outlined your rights, the Compliance Officer for The O'Farrell Charter Schools and the process to file a complaint. If you have any questions or concerns, please contact our Compliance Officer:

Brian Rainey
Title IX Compliance Officer
6130 Skyline Dr.
San Diego, CA 92114
(619) 266-0112
brian.rainey@ofarrellschool.org

Drug-Free Workplace

OCS promotes workplace safety, employee health and wellbeing, stakeholder confidence, and an

environment conducive to attaining high work standards. Drug and alcohol use by employees, whether on or off the job, jeopardizes these goals, since it affects health and safety, security, productivity, and public confidence and trust. Therefore, OCS works to provide a drug- and alcohol-free workplace.

OCS prohibits possession or use of intoxicating beverages or drugs on OCS premises and will take disciplinary action against employees not adhering to this handbook, up to and including termination.

No Smoking or Vaping

Tobacco products and/or “vaping” of any product, are prohibited anywhere and at all times on OCS property and in OCS vehicles.

Confidentiality

All information relating to students’ personal information, schools attended, addresses, contact numbers and progress information is confidential and may not be shared with or distributed to unauthorized parties. All records concerning special education students shall be kept strictly confidential and maintained in separate files. Failure to maintain confidentiality may result in disciplinary action, up to and including termination.

Conflict of Interest

All employees must avoid situations involving an actual or potential conflict of interest, and OCS maintains a comprehensive conflict of interest code. An employee involved in any relationships that may create a conflict of interest should disclose the relevant circumstances to the superintendent or the board of directors for a determination as to whether a potential or actual conflict exists. If it is determined that an actual or potential conflict exists, OCS may take whatever corrective action is appropriate according to the circumstances.

Selection of Staff

When a vacancy exists, the superintendent or designee will arrange interviews for and will select staff. The principals, vice principals, and directors may assist the superintendent in coordinating and filling openings in a timely and consistent manner. The superintendent will review the applications, may consider the input of other administrators, and may invite qualified applicants to an informal interview with the superintendent. After the informal interview, the superintendent

may invite qualified applicants to a formal interview. These interviews will take place with a combination of the superintendent and/or other administrator. Some interviews may include a teacher. All interviews must have a minimum of three (3) questions for all interviewees, and rating sheets must be used. An interview schedule, a copy of the questions, and signed rating sheets must be turned in to human resources. No decisions should be discussed with any of the candidates. The superintendent will make the final recommendation of employment to the OCS board of directors.

Requirements of Teachers and other Certificated Employees

According to the Every Student Succeeds Act of 2016 (“ESSA”), the board of directors has approved the following requirements for employment of teachers at OCS.

ESSA requires that teachers of core academic subjects, including English, mathematics, science, history, irrespective of funding source, be “highly qualified.” The State of California reserves the right to audit charter schools for compliance with credentialing of teachers. It is the responsibility of OCS to monitor the credentials of staff and have information on file.

All teachers and other certificated employees, including counselors, school psychologists, speech language pathologists, principals, and vice principals, must have copies of all active credentials on file with OCS. Teachers who received a clear teaching credential after September 1, 2002, must meet the “highly qualified” criteria to fill a vacancy. In addition, currently employed teachers may be considered “highly qualified” for a vacancy if they have recent teaching experience at OCS in that subject area.

To meet the “highly qualified” criteria, teachers teaching one or more core subjects in grades seven through twelve must have a valid California credential and meet one of the following criteria for each subject taught:

- Hold a preliminary or clear single subject credential for the subject area in which they are teaching.
- Pass an academic subject test (e.g., CSET) for the subject area in which they are teaching.
- Have a bachelor’s or master’s degree for the subject area in which they are teaching.

To meet the “highly qualified” criteria to teach one or more subjects in kindergarten through sixth grade, teachers must:

- Hold a preliminary or clear multiple subject credential.
- Hold a preliminary or clear single subject credential and pass the multiple subject CSET or equivalent.

Substitute Teachers

The daily rate for substitute teachers at OCS will be \$160.00 or \$22.86 per hour (if working a partial assignment).

To be eligible for substitute teaching, candidates must:

- Provide proof of passage of the California Basic Educational Skills Test (“CBEST”).
- Hold a valid teaching credential or an Emergency Substitute Permit.
- Provide a photocopy of the Request for LiveScan Service and/or visit the LiveScan Department at the San Diego County Office of Education for fingerprinting services.
- Provide results of a tuberculosis (“TB”) test not older than ninety (90) days.
- Provide documents that establish both identity and employment authorization (e.g., driver’s license and social security card).

THE WORKPLACE

Employment Categories

All employees are either exempt or non-exempt and are designated into full-time or part-time roles.

Exempt	Those employees who are excluded from any applicable state or federal overtime laws. Exempt positions include employees performing administrative, professional, or executive duties.
Non-exempt	Those employees who are covered by the provisions of any applicable state or federal overtime laws. These employees are eligible for overtime pay.
Full-time	Those employees who customarily and regularly work forty (40) hours or more per week as established for a particular position. Full-time employees are entitled to all benefits provided by OCS.
Part-time	Those employees who customarily and regularly work fewer than forty (40) hours per week. Part-time employees are entitled only to those benefits prescribed by state or federal laws.

Work Schedule

Business hours are normally 7:00 a.m. to 4:00 p.m., Monday through Friday.

The workday schedule for non-exempt employees is generally eight (8) hours; the regular workweek schedule is forty (40) hours. Exempt employees are also expected to be present during business hours and to commit whatever additional time is necessary to satisfactorily complete all of their job responsibilities.

Certificated staff members must report for and remain on duty (be physically present on campus) at the following times:

- Classroom teachers: 7:15 a.m. to 3:15 p.m. (middle school), 7:30 a.m. to 3:30 p.m. (elementary school), and 7:45 a.m. to 3:45 p.m. (high school).
- Teachers assigned to morning and/or afternoon supervision: varies by school.
- Principals and vice principals: 7:00 a.m. to 4:00 p.m.

Other employees must report for and remain on duty as determined by the superintendent, principal, or director.

The superintendent may change the start time for a staff member under special circumstances.

Teachers will check in on the sign-in sheet in the office when they arrive and check out by inspecting their mailboxes for special notices or information. The prep period is part of the school day and is on-site time. A teacher's pay is based on an eight (8) hour day.

Site Entry After Hours

OCS's official hours of operation are Monday through Friday, 7:00 a.m. to 4:00 p.m. OCS custodians are on site from 5:30 p.m. to 10:00 p.m. Any staff member who intends to stay beyond 4:00 p.m. must inform his or her principal and must leave the premises before 8:00 p.m., unless attending a meeting. Employees may also have access to the campus on Saturdays when Saturday School is in session (generally 8:00 a.m. to 11:00 a.m.). Occasionally, the campus will be open on both Saturday and Sunday.

Meal and Rest Periods

Non-exempt employees are provided with at least a thirty (30) minute meal period, to be taken approximately in the middle of the workday. The superintendent, principal, or director approves scheduled meal and rest periods. The superintendent, principal, or director may stagger the rest periods to avoid interruption in the flow of work and to maintain continuous operations, or schedule rest periods to coincide with breaks in the flow of work that occur in the course of the workday.

All employees must observe their assigned working hours and the time allowed for meals and rest periods. Employees may not leave the campus during their rest period without giving prior notice to their supervisor and should not take more than ten (10) minutes for each rest period. Employees may leave the campus during meal periods. Meal and rest periods may take place at employer-designated areas. Designated meal and rest period areas are: the staff lounges (behind the cafeteria and in high school office), and the lunch courtyards.

Any employees working six (6) hours or fewer are not required to take a meal period, subject to a mutual agreement of the supervisor and the employee. Any such agreement must be in writing, signed by the employee and supervisor, and kept on file in human resources.

Attendance and Tardiness

All employees, whether exempt or non-exempt, are expected to be punctual. Absenteeism and tardiness affects the ability of OCS to implement its educational program and disrupts consistency in students' learning. When staff members report late for duty, it has a negative impact on coworkers and instruction by making it difficult to enforce the tardy policy for students. However, the policy on tardiness for staff must take into account emergencies such as traffic accidents, childcare problems, and family illness that affect an employee's ability to arrive on time.

An employee is late when arriving five (5) minutes or later than the reporting time. This policy does not distinguish between "excused" and "unexcused" tardies. All employees must notify the front office and/or their supervisor when they arrive late. Principals and directors are responsible for monitoring attendance and reporting to the superintendent.

Employees absent for any reason must contact their principal/supervisor prior to 6:30 a.m. and state the reason for the absence. If they are unable to leave a message before 6:30 a.m., employees must notify the front office as close to 6:30 a.m. as possible.

All salaried (monthly) certificated staff (teachers) must contact substitutes on their own to arrange for substitute coverage. Employees needing to cancel a job must contact both the OCS office and the assigned substitute. OCS will not notify substitutes that an assigned job has been canceled, as this is the responsibility of the employee. Failure to request or cancel substitutes creates a disorganized teaching environment for teachers and a less-than-quality educational experience for students.

As noted in the section of this handbook concerning prohibited conduct, excessive or unexcused absences or tardiness may result in disciplinary action up to and including release from at-will employment with OCS.

Absences prior to or following weekends (Fridays and Mondays) and before or after a holiday or school breaks are discouraged and must be approved by the superintendent, principal, or director prior to the absence. Absence for three (3) or more consecutive days without notifying the superintendent, principal, or director will be considered a voluntary resignation from employment.

Timesheets

By law, OCS keeps accurate records of hours worked by non-exempt employees. Such employees are required to use the OCS timesheet system.

Non-exempt employees must clock in and out of their shifts so the payroll department knows how many hours each employee has worked. The timesheet shows when the employee arrived and when the employee departed. All non-exempt employees must clock in and out for arrival and departure, along with lunch, and absences like medical appointments. All employees must keep the office advised of their departure from and return to the OCS campus during the workday.

Non-exempt employees are responsible for ensuring accurate hours on their timesheets and recording hours worked. If an employee forgets to mark his or her timesheet or makes an error on the timecard, the employee must contact a payroll representative, who will notify the superintendent or designee that a correction needs to be made. Such corrections must be initialed by both the employee and the superintendent.

No one may record hours worked on another individual's timesheet. Any employee who tampers with his or her own timesheet or another employee's timesheet, may receive disciplinary action, up to and including termination of employment..

Staff Meetings

Meetings of certificated and classified staff are conducted on modified days. Staff meetings are scheduled by the superintendent after consultation with the principals and directors. The superintendent may call staff meetings on other days, if necessary. Attendance at staff meetings (e.g., all staff, task forces, departments, and breakout sessions) is required. Failure to attend staff meetings may result in disciplinary action, up to and including termination of employment.

Use of OCS Facilities

All individuals requesting to use OCS facilities for non-school sponsored functions must submit a request and receive approval from the superintendent or designee for a permit.

Use of OCS Equipment

OCS equipment may be checked out and taken off school premises only when being used in connection with OCS projects. Staff removing equipment must ensure that such equipment is

available for school use. OCS equipment should be checked out during regular OCS hours, and the employee must take full responsibility for its safekeeping and return in good working order.

To check out equipment:

- Employee completes application for use and submits to the IT department or designee prior to the requested time for checking out equipment.
- IT department or designee reviews and signs the form indicating approval and retains the form until equipment is returned.
- Upon return of the equipment, the equipment is inspected for damage. If the equipment is returned undamaged, the form is signed and given to the employee who used the equipment. If the equipment is damaged, the completed form is retained until damaged equipment is repaired or replaced, possibly at the expense of the employee.

Use of Videos/DVDs

Videos and DVDs from sources other than the library may not be shown by the teacher in the classroom without prior approval by the principal. This applies to all rented videos and DVDs and those that are the personal property of the student or teacher. The teacher must preview all videos and DVDs in their entirety before using them with students. They are not to be used for rewards or incentives without prior approval from the principal. They must be directly related to the instructional program, and pre- and post-review activities should be part of the instruction. Care should be taken that videos and DVDs are appropriate to the grade level and ages of the students. If used at an inappropriate level, the principal and teacher can be held accountable. PG-13 should not be used below the ninth grade. Exceptions may be made for grades 7 and 8 by the principal if the parent or guardian has given written permission. When the principal or teacher is aware that videos or DVDs used in a course might be considered controversial, parents should be offered the opportunity to preview the videos or DVDs. Alternate assignments should be made available to students when the student or parent objects or is uncomfortable with the video or DVD being screened.

Keys

Room keys are checked out from office personnel and returned upon termination of employment or at the end of each school year. The person to whom a key is issued is held accountable for the replacement of a lost key. In such cases, the room may be re-keyed at the individual's expense, at the discretion of the superintendent. The estimated cost for rekeying is \$150.00 per door.

Employees may not duplicate keys. Keys are district property and OCS adheres to district policy when issuing keys. California Penal Code Section 469 states that any person who knowingly

makes, duplicates, or causes to be duplicated any key to any public school is guilty of a misdemeanor.

Loss of keys should be reported to the principal or director immediately so that school security may be maintained. Employees may not loan keys out at any time. Keys in the office are checked out to substitute teachers on a daily basis.

OCS buildings are protected by an alarm system.

Use of Email, Voicemail, and Internet

Generally, OCS permits employees to use its email, internet, and voicemail systems and subject to the following:

- Cell phones may not be used during work hours except for OCS business, must not interfere with an employee's timely job performance, and must be consistent with the law and appropriate protocols.
- The email, voicemail, and internet systems are not to be used in any way that may be disruptive, offensive to others, or harmful to morale, e.g., sexually explicit images, ethnic slurs, racial epithets, etc. that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, religious beliefs or political beliefs may not be displayed or transmitted.
- Employees should not attempt to gain access to another employee's personal file of email or voicemail messages without the latter's express permission.
- OCS employees will not access an employee's personal email files or voicemail unless there is a verifiable need to do so. OCS retains a copy of all passwords. Passwords unknown to OCS may not be used. System security features, including passwords and delete functions, may restrict the ability of OCS to access any message at any time, and employees must be aware that the possibility of such access exists.

Telephone Calls

The OCS office staff makes every effort to receive outside calls and transmit them courteously and professionally. Telephone calls during teaching time are sent to voicemail unless the call is from an employee or family member who states it is an emergency, or the teacher informs the office that he or she is expecting a call.

Written messages will be taken for those who do not have voicemail. Unless it is an emergency, written messages will be placed in the employee's mailbox or attached to his or her timesheet. Telephone messages for students will only be taken from legal guardians.

Personal Business

OCS facilities are for handling mail and telephone calls for school purposes. Employees should have personal mail directed to their home address, and personal telephone calls should be kept to an absolute minimum. OCS materials, time, and equipment should not be used for personal projects.

Loss of Personal Property

OCS will pay the cost of replacing or repairing the property of an employee such as eyeglasses, hearing aids, dentures, watches, or articles of clothing necessarily worn or carried by the employee when such items are damaged in the line of duty as a result of malicious acts, without fault of the employee. Such items as tape recorders, cell phones, or other teaching aids, or personal belongings of staff members will not be replaced at OCS expense.

Employees seeking reimbursement for the purchase of electronic hardware must have prior written approval and must have the equipment registered with the superintendent, principal, or director when bringing it to OCS. The superintendent, principal, or director must verify that the equipment is in working order and approve the necessity of its use at the site. In addition, an original receipt must be provided at the time the equipment is registered. Reimbursement shall be the lesser of cost of replacement or the depreciated value (15% per year) at the time of the claim unless stated differently in the OCS insurance policy.

In all cases of personal property loss, a police report must be filed.

Social Media

If an employee decides to keep a personal blog or other social media (e.g., Facebook, Instagram, etc.) in a way that discusses any aspect of his or her workplace activities, the following restrictions apply:

- Employees may not use OCS equipment, including its computers and electronics systems, for these purposes.
- Employees must adhere to student and employee confidentiality policies.
- Employees must make clear that the views expressed in their blogs are their own and not those of OCS.
- Employees may not use OCS logos, trademarks and/or copyrighted material and may not speak on behalf of OCS.
- Employees may not publish any confidential information maintained by OCS.

- Employees are prohibited from making discriminatory, defamatory, libelous, or slanderous comments when discussing OCS, the employee's supervisors, coworkers, and competitors.
- Employees must comply with all OCS policies, including, but not limited to, rules against sexual harassment and retaliation.

OCS reserves the right to take disciplinary action against any employee whose blog and/or use of social media violates any OCS policies.

Dress Code

OCS recognizes that teachers and other staff have the discretion to select clothing appropriate to an educational setting. The dress of teachers and staff affects the classroom learning environment and the quality of interactions with parents. Parents expect teachers to dress in a professional manner. The dress of OCS employees should communicate OCS's focus on learning. Clothing should promote respect for the teaching profession and OCS and minimize distractions to learning. Please note the following exceptions:

- No beach attire: thong-style sandals must have a strap around the ankle.
- Collared shirts and/or blouses (women) required.
- No jeans or jean skirts Monday through Thursday.
- No shorts (full-time P.E. teachers excepted).
- Skirts/dresses for staff must be no shorter than the top of two (2) inches above the knees.
- Capris are acceptable. Capris extend below the knees, usually to calf length.
- Visible tattoos, body piercings, and gauges are not allowed, with the exception of earrings.

Only standard earrings with a pinhole size opening/post may be worn, with not more than three on each ear. Plugs may be used to replace visible body piercings or gauges and must be clear or match the employee's skin color. All tattoos, including temporary tattoos must be covered. Bandages to cover visible tattoos or body piercing holes must be plain and neutral-colored.

Health and Safety

OCS works to provide and maintain a healthy and safe work environment for all employees. All employees must know and comply with OCS's general safety rules and must follow safe and healthy work practices at all times. All employees must report to the superintendent, principal, or director any potential health or safety hazards and all injuries or accidents. In compliance with

Proposition 65, OCS will inform employees of any known exposure to a chemical known to cause cancer or reproductive complications.

Criminal Background Checks

As required by law, all individuals working at OCS are required to submit to a background criminal investigation, which includes completing Live Scan fingerprinting. If costs are incurred during the process of obtaining a Live Scan test, OCS will reimburse individuals, if hired, for these costs if the employee submits a receipt to human resources showing the cost of Live Scan fingerprinting within the first five (5) days of employment at OCS in an amount not to exceed fifty (50) dollars.

No condition or activity will be permitted that may compromise the commitment of OCS to the safety and wellbeing of students. Conditions that preclude working at OCS include conviction of a controlled substance or sex offense, or a serious or violent felony. Should an employee, during his or her employment with OCS be convicted of a controlled substance or sex offense, or serious or violent felony, the employee must report such a conviction to the superintendent immediately.

Tuberculosis

All newly hired employees must submit written proof from a licensed healthcare practitioner of an examination for tuberculosis (TB) within the last ninety (90) days showing they are free of active TB. The examination for TB is an approved TB test, which, if positive, will be followed by an X-ray of the lungs, which can also be used in the absence of results from skin testing. If costs are incurred during the process of obtaining a TB test, OCS will reimburse individuals, if hired, for these costs if the employee submits a receipt to human resources showing the cost of TB testing within the first five (5) days of employment at OCS in an amount not to exceed fifty (50) dollars. All employees are required to undergo TB examination at least once every four (4) years. Employees shall not be permitted to report for duty with an expired TB test result. Volunteers are also required to undergo a TB examination and submit evidence of having done so prior to volunteer placement in classrooms. Food handlers are required to have annual TB exams. OCS will keep documentation of employee and volunteer compliance with TB exams on file. This requirement also includes contract food handlers, substitute teachers, and student teachers serving under the supervision of an educator. Any entity providing student services to OCS will be required contractually to ensure that all contract workers have had TB testing that confirm they are free of active TB prior to contact with students.

Security

OCS has developed guidelines to help maintain a secure workplace. Employees are asked to be aware of unknown persons loitering in parking areas, walkways, entrances, exits, and service areas. Employees should report any suspicious persons or activities to the superintendent. All employees must secure desks, classrooms, or offices at the end of the day. When called away from their work area for an extended length of time, employees must not leave valuable or personal articles accessible at their workstations. The security of facilities and the welfare of all employees depend upon the alertness and sensitivity of every individual to potential security risks. Employees should immediately notify the superintendent when keys are missing or if security access codes or passes have been breached.

Visitation

OCS maintains an open-door policy for parents wishing to visit their child's classroom; however, they must sign in at the main office first. Parents must make an appointment at least 24 hours in advance with the teacher(s) if they wish to discuss their child's progress or behavior. Teachers should notify the office when expecting visitors so they may be directed appropriately because visitors may not remember with whom they are meeting or where. All visitors must wear name tags.

Adults and students wishing to know more about OCS's programs for the purpose of enrollment should be directed to the appropriate office staff.

OCS gets many visitation requests from people from other districts and other educational related organizations around the country and the world. These requests should be referred to the principal, who will determine the visitor's specific interests and set up a visiting schedule with appropriate staff.

Students may not have friends, relatives (other than parents or guardians), or guests of any kind attend OCS with them for any part of the school day. Brothers, sisters, relatives, or friends who walk with them to or from school must remain off-campus. Alumni are not allowed to visit at any time during the school day without arranging the visit prior to the visitation day and gaining approval from the superintendent, principal, or director.

Occupational Safety

OCS is committed to the safety of its employees, vendors, contractors, and the public and to provide a clear safety goal for management. Accident prevention is the responsibility of every

OCS employee. It is also the duty of all employees to accept and promote the established safety regulations and procedures. Every effort is made to provide adequate safety training. If an employee is in doubt about how to perform a job or task safely, he or she must seek assistance. Unsafe conditions must be reported to the employee's direct supervisor immediately.

Accident prevention shall be considered of primary importance in all phases of operation and administration. OCS administrators are required to provide safe and healthy working conditions for all employees and to establish and require the use of safe practices at all times. Failure to comply with or enforce OCS safety and health rules, practices, and procedures could result in disciplinary action leading up to and including possible termination of employment.

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 work or on OCS premises so that arrangements can be made for medical or first aid treatment, as well as for investigation and follow-up purposes.

Employees injured at work should report their accident to the human resources according to the following procedures:

- After receiving first aid, notify human resources, who will record the details of the accident necessary to complete the Workers' Compensation Call-In Script. This report is maintained by human resources, and a copy is kept in the personnel files at OCS.
- If medical attention is needed, human resources will make arrangements for the individual to go to a medical center most convenient and notify the workers' compensation insurance company. If the employee wishes to go to his or her own doctor, OCS must have on file with the workers' compensation insurance company at the time of the accident a Physician's Designation for Workers' Compensation form. To obtain this form, contact human resources.
- Each time an employee sees a doctor, a work status form from the physician must be given to human resources.

If time off is necessary, the employee must:

- Give human resources a note from the physician stating the length of time the employee will be absent
- Complete an Absence Leave Form for all time missed due to the industrial accident, including doctors and/or physical therapy appointments
- Provide human resources a written release from the physician stating when a return to work is expected

If time off is not necessary, the employee must:

- Give human resources a note from the physician stating when a return to work is expected.

Return to Work

OCS operates a return-to-work program. Its purpose is to return employees to employment at the earliest date possible following any injury or illness. OCS desires to speed recovery from injury or illness and reduce insurance costs. This applies to all employees and will be followed whenever appropriate.

Employee's physical condition:

- If professional medical treatment is sought, the employee should inform the attending physician that OCS has a return-to-work program with light duty/modified assignments available.
- The employee should obtain a Return-To-Work form and completed job description form from human resources, provide it to the treating physician, and return it to human resources following the initial medical treatment.
- If the attending physician releases the employee to return to work, as evidenced by completion of a Release to Return-to-Work form and job description form, the form(s) must be returned to human resources within twenty-four (24) hours for assignment of light duty/modified work. The employee must report for work at the designated time.
- The employee cannot return to work without a release from the attending physician.
- If the employee returns to a transitional/temporary job, the employee must make certain he or she does not extend beyond either the duties of the job or the physician's restrictions. If the employee's restrictions change, he or she must notify his or her supervisor at once and give the supervisor a copy of the new medical release.

EMPLOYEE WAGES AND HEALTH BENEFITS

Payment of Wages

Unless otherwise noted, paychecks are issued on a monthly basis for salaried employees and on a semi-monthly basis for hourly employees. For more information on this schedule, please see payroll. If a payday falls on a holiday or weekend, checks will be issued on the last working day before that weekend or holiday. Paychecks can be delivered directly to any employee or may be automatically deposited into the employee's checking account, when authorized by the employee through payroll.

The earnings statement attached to the paycheck will itemize payroll deductions. As required by law, for each pay period, OCS will deduct from employees' payroll checks the following: federal and state withholding taxes, federal social security taxes, Medicare taxes, and State Disability Insurance (when applicable). If a garnishment, tax levy, or an order to withhold child support payments should be delivered, OCS must comply with that order and cannot postpone this payroll deduction for any reason.

OCS prohibits improper deductions from pay and provides a process whereby employees who believe their paycheck is inaccurate must notify human resources. In the event that an improper deduction has taken place, OCS is committed to resolving the issue as soon as possible. In the case of a reimbursement for an improper deduction, OCS will make a good faith effort to rectify the error on all future paychecks. OCS will not retaliate against an employee who complains or notifies OCS about improper pay deductions.

Voluntary deductions must be authorized in writing by the employee and may include retirement plans, employee portion of insurance premiums, or other benefits made available to the employee.

Overtime Pay

Whether an employee is exempt from or subject to overtime pay will be determined on a case-by-case basis and will be indicated in the employee's job description. Generally, teachers, administrators, human resources and IT, are exempt. Non-exempt employees may be required to work beyond the regularly scheduled workday or workweek as necessary. Only actual hours worked in a given workday or workweek can apply in calculating overtime for non-exempt employees. OCS will attempt to distribute overtime evenly and accommodate individual schedules. All overtime work must be authorized in advance by the superintendent. OCS

provides compensation for all overtime hours worked by non-exempt employees in accordance with state and federal law.

For employees subject to overtime, all hours worked over eight (8) hours in one workday or forty (40) hours in one workweek will be treated as overtime. Compensation for hours over forty (40) for the workweek or over eight (8) and not more than twelve (12) for the workday, and for the first eight (8) hours on the seventh consecutive day in one workweek, will be paid at a rate of one and one-half times the employee's regular rate of pay. Compensation for hours over twelve (12) in one workday and over eight (8) on the seventh consecutive workday of the workweek will be paid at double the regular rate of pay. Exempt employees may have to work hours beyond their normal schedules as work demands require. Overtime compensation will not be paid to exempt employees.

Expense Reimbursement

Instructional supplies purchased out-of-pocket by staff members must have prior written approval from the principal, director, or superintendent before reimbursement can be made. Employees may obtain a reimbursement request form from the financial office. The original receipt signed by the staff member requesting reimbursement must be submitted along with the reimbursement request form to the office/purchasing clerk. Expenses greater than 60 (sixty) calendar days old will not be reimbursed.

The following is a guideline for submitting receipts for reimbursement:

- Receipts must be original and itemized. The names of the items must be listed, not just the prices.
- Receipts must be clear and legible. Receipts that are faint, smudged, or otherwise unreadable will be returned unpaid. If handed an illegible receipt by a vendor, employees should ask for a legible one.
- Receipts must contain the vendor name, date of purchase, description of item, cost of each item, and payment confirmation.
- Receipts should be for reimbursable items only. If buying both OCS and personal items, employees must ask the vendor for two separate receipts.
- If payment was made by credit card, an original, itemized receipt is required. The credit card slip alone is not sufficient.
- As indicated on the reimbursement request form, a signature is required prior to and after the purchase to ensure the item was received at OCS. Items may not be delivered to a location other than 6130 Skyline Drive or approved Ingenuity resource center.

Extra-Duty Pay

“Extra duty” will be defined as the additional responsibility assigned to a certificated teacher by the superintendent which shall be performed at a time or times other than during the regular workday. The regular workday consists of the teacher's responsibilities and tasks expected to be completed per the agreed-upon at-will employment agreement. When budgets allow, OCS will reimburse personnel for approved extra duty assignments at a flat rate of \$30.00 per hour, regardless of the type of extra duty performed, including summer school, or the specific salary amount delineated within the at-will employment agreement. Please note that OCS may temporarily or permanently suspend all or part of this arrangement.

Compensated Time

Compensated time is at the discretion of the superintendent.

Wage Attachments and Garnishments

Under normal circumstances, OCS will not assist creditors in collecting personal debts from its employees. However, creditors may resort to certain legal procedures such as garnishments, levies, or judgments that require OCS, by law, to withhold earnings in their favor. All employees are encouraged to avoid such wage attachments and garnishments. If OCS is presented with a garnishment request, the superintendent will discuss the situation with the employee.

ASB Reimbursement Requests

See section on Associated Student Body (“ASB”).

Medical Benefits

OCS provides an employer-sponsored group health insurance program for all full-time employees. New employees are eligible for health benefits the first of the month following the first thirty (30) days of employment.

Health benefits extend to various medical, dental, and vision insurance options. For more information regarding healthcare providers and health benefit plan options, please contact to human resources.

Part-time employees are not covered by any of OCS’s health benefit plan options.

Insurance coverage ends on the last day of the month following the date of termination of employment.

Most employees are eligible to continue health insurance coverage under the Consolidated Omnibus Budget Reconciliation Act (“COBRA”). COBRA requires a covered employee or dependent (qualified beneficiary) who loses insurance coverage under a specific circumstance, such as termination of employment (other than for gross misconduct), a prolonged layoff, leave of absence without pay, or retirement, to be offered the right to continued health coverage, at his or her own partial expenses from the date of that event. In order to ensure conformity of coverage and compliance with the law, the COBRA election forms must be processed promptly.

Please note that The American Recovery and Reinvestment Act of 2009 provides for a temporary extension of COBRA and creates a premium reduction for certain individuals. It provides for an employer-paid subsidy of 65 percent of the COBRA premium for eligible participants for nine (9) months. For more information, please see human resources.

Dependents (if covered) are offered the right to continue healthcare coverage at their own expense, for the following events: death of the employee; employee’s legal separation or divorce; eligibility of active employee (or retiree) for Medicare coverage, while dependents are not Medicare eligible; dependent child’s loss of status due to age limit, marriage, etc.

Life Insurance and Other Benefits

Please contact human resources for complete information on OCS’s life insurance policy, employee assistance program, and flexible spending accounts.

California State Teachers Retirement System (“STRS”)

Teachers and other eligible certificated staff are automatically enrolled in the California State Teachers Retirement System (“STRS”). Additional information regarding this retirement program may be obtained from human resources.

California Public Employees’ Retirement System (“PERS”)

Classified staff are automatically enrolled in the California Public Employees’ Retirement System (“PERS”). Additional information regarding this retirement program may be obtained from human resources.

State Disability

State Disability Insurance provides benefits when an employee is off work due to a non-work-related illness or injury (work-related illnesses/injuries are covered by workers' compensation insurance). All employees have State Disability Insurance coverage from their date of hire. Employees pay the premium costs, through payroll deduction, for State Disability Insurance according to state laws. To file for benefits, an employee should call the Employment Development Department ("EDD") nearest his or her home and ask for the Disability Section. The state then sends a claim form that must be filed within twenty (20) days of disability. If an employee fails to file a claim within the required time, California State Disability Insurance benefits may be forfeited. Specific information on disability benefits can be obtained at www.edd.ca.gov on the EDD website.

Workers' Compensation Insurance Policy

Workers' compensation insurance provides for medical treatment and temporary compensation for loss of work due to work-related injuries or accidents. All employees are covered by workers' compensation insurance from their date of hire according to California state law. On-the-job injuries, no matter how minor, should be treated and must be reported immediately to human resources. Failure to promptly report any injury could result in denial of a claim.

OCS carries workers' compensation insurance for all employees and pays the entire cost of the insurance program. In addition to disability payments, necessary hospital, medical, and surgical expenses are also covered under workers' compensation, with payments being made directly to the hospital or physician.

An employee who suffers an injury or illness while at work may be eligible to receive partial payment for lost work time. Workers' compensation is not paid until the employee has been absent for three (3) days, and has been treated by a physician or has been hospitalized, whichever comes first. The employee would have to use earned and accrued sick leave benefits, if available, in order to be paid for those three (3) days.

Unemployment Insurance

All employees are covered by unemployment insurance from their date of hire. Unemployment insurance provides benefits, according to legislated standards, to eligible individuals. OCS pays all premium costs for unemployment insurance.

Additional Retirement Programs (Self-Funded)

OCS offers two Tax Advantaged Retirement programs: 403(b) and 457 Plans. All eligible employees may participate in these plans by making voluntary salary reduction contributions. Contributions can be made on a pre-taxed basis or by an after-tax contribution (Roth 403(b)). The 403(b) account can be invested in either a tax-sheltered annuity (TSA) or a custodial account composed of mutual funds. The 457 plans can be invested in a custodial account only. For more information about the plans or to view the Summary Plan Descriptions, please call our plan representative, Vered Justin of The Legend Group at (310) 204-6439.

COBRA

When coverage under OCS medical and/or dental plans ends, the employee or the employee's dependents may continue coverage for up to eighteen (18) or up to thirty-six (36) months, depending on the reason benefits ended. To continue coverage, the employee must pay the full cost of coverage, their employee contribution, OCS's previous contribution, plus an administrative charge.

Medical coverage for the employee, employee's spouse, and eligible dependent children can continue for up to 18 months:

- When employment ends, voluntarily or involuntarily, for any reason other than gross misconduct.
- When hours of employment are reduced below the amount required to be considered a full-time employee or part-time, making an employee ineligible for the plan.

This 18-month period may be extended an additional eleven (11) months if an employee is disabled at the time of termination or reduction in hours, if the employee meets certain requirements. This 18-month period may be extended if other events (such as a divorce or death) occur during the 18-month period.

The employee's spouse and eligible dependents may continue health coverage for up to 36 months after coverage ends under the following conditions:

- The employee dies while covered by the plan.
- The employee and spouse become divorced or legally separated.
- The employee becomes eligible for Medicare coverage, but the spouse has not yet reached age 65.
- A dependent child reaches an age that makes him or her ineligible for coverage under the plan (age 19, or if a full-time student, age 25).

Rights similar to those described above may apply to retirees, spouses, and dependents if the employer begins a bankruptcy proceeding and those individuals lose coverage.

OCS will notify the employee or the dependents if coverage ends due to termination or a reduction in work hours. If the employee becomes eligible for Medicare, becomes divorced or legally separated, dies, or when a child no longer meets the eligibility requirements, the employee or designated family member is responsible for notifying OCS within thirty (30) days. OCS will then notify the employee or dependents of their rights. Employees must elect health coverage continuation within sixty (60) days after receiving notice of the end of coverage, or within sixty (60) days after the event causing the loss, whichever is later.

The following are circumstances under which coverage will end automatically:

- Premiums for continued coverage are not paid within thirty (30) days of the due date.
- The employee (or spouse or child) becomes covered under another group health plan which does not contain any exclusion or limitation to any pre-existing condition the employee (or employee's spouse or child, as applicable) may have.
- OCS stops providing group health benefits.
- The employee (or spouse or child) is entitled to Medicare.
- The employee extends coverage for up to twenty-nine (29) months due to disability, and there has been a final determination that the employee is no longer disabled.

Salary Placement and Advancement

For salary placement and advancement purposes, degrees, units, academic degrees, and creditable upper division or graduate units must be earned from accredited institutions of higher education. "Accredited institution of higher education" means an institution of higher education in the United States that is fully accredited by a United States regional accrediting association that awards accreditation to institutions of higher education for training in a specified profession.

Qualifying coursework must be posted on an official transcript as semester, quarter, or trimester units and received in human resources by June 30 of the current school year in order for the employee to be eligible for advancement in placement for the upcoming school year. To be creditable, coursework must be completed after the employee has already earned his or her bachelor's degree.

Upper division and graduate coursework is creditable if it is a course taken for credit at an accredited institution, within the major or minor or reasonably related to the unit member's OCS assignment, or related to a potential future certificated assignment and posted as semester or

quarter units on an official transcript in the institution's regular upper division or graduate course number series.

Employees are not eligible to receive salary credit for workshops, seminars, or conferences unless they are posted as semester/quarter units on official transcripts from an accredited college or university. Once employees complete the classes, they must submit official transcripts to receive salary credit.

OCS will transfer up to a maximum of ten (10) years of experience from a public school system toward a teacher's years of service. (Special consideration may be given at the discretion of the superintendent in other cases.)

All eligible OCS employees with a preliminary credential must earn a clear teaching credential within a five (5) year period through a Commission-approved induction program. OCS will support and pay for the induction program if taken exclusively through El Dorado Charter SELPA. The following conditions must be met:

- The program and employee's admittance into the program must be pre-approved by the superintendent.
- The employee must begin the program in his or her third year of teaching. El Dorado will provide one (1) year of induction credit for the first two (2) years of teaching. Therefore, El Dorado's program is one (1) year in length. Any units obtained through an induction program are not eligible for salary advancement.

PERSONNEL EVALUATION AND RECORD KEEPING

Performance Evaluations

The purpose of performance evaluations at OCS is to enhance the total learning environment and to strive for expert instruction in the classroom. Since these ends will be best served through personal and professional growth of individual staff members, the performance evaluation is the foundation of the OCS evaluation system.

The performance evaluation is a process established to ensure that all teachers and other staff meet the performance standards set forth by the charter and applicable law. The successful implementation of the evaluation depends on effective oral and/or written communication between the evaluators and staff. Open, candid, and specific dialogue must occur throughout the process to encourage and assist the employee in meeting the professional standards.

Evaluation Responsibility

The board of directors shall evaluate the superintendent when the board of directors deems necessary. All other employees shall be evaluated by the positions listed below in the table.

Evaluator	Positions
Superintendent	Principals Director of Operations Director of Special Education Human Resources Finance Payroll Information Technology (“IT”)
Principals	Vice Principals Teachers Counselors Aides, AVID, and Extended Day High School Office (HS principal) Ingenuity Office
Director of Operations	K-8 Office Library Warehouse Custodial EL Coordinator

Director of Special Education	School Psychologist Speech Language Pathologists Speech Language Pathology Assistants
Vice Principals	Supervision Teacher assistants

Process

This system rests upon the opportunities for individual employees to set and realize professional goals consistent with OCS’s mission, vision, charter, and applicable laws. This evaluation system shall be implemented in a fair, equitable, and positive manner, and in an environment that fosters mutual respect and provides encouragement to staff. Implementation of the procedure and process of evaluation shall recognize unique characteristics and circumstances associated with staff members’ assignments, experiences, expertise, and site/environmental factors affecting performance behaviors.

Both certificated and classified staff will be evaluated every year. A classified staff member who is designated as less than a full-time employee at OCS also will be evaluated every year.

The superintendent reserves the right to evaluate any OCS employee as he or she deems necessary and appropriate at any time.

Step 1: Self-Evaluation

In the fall (September/October), teachers complete a self-evaluation. The principal or designee meets with each teacher individually to set goals.

Other employees may be directed to complete self-evaluation, per their principal/supervisor.

Step 2: Observation

The principal or designee observes teachers. Formal observations may last between twenty (20) and sixty (60) minutes. Teachers complete the Teacher Observation Form prior to scheduled observation. Teachers provide a written lesson plan. The observer collects the lesson plan and the Teacher Observation Form. After the observation, the principal and/or superintendent meets with the teacher to debrief.

Teachers in their first or second year of employment with OCS may be observed two or more times per year.

Teachers in their third or subsequent year of employment with OCS may be observed once every other year (e.g., last names A-K in 2019-2020 and last names L-Z in 2018-2019).

Other employees (e.g., aides) may be observed by their principal/supervisor.

Step 3: Evaluation

In the spring (April/May), the principals/supervisors write the evaluations, which are reviewed by the superintendent.

Teacher evaluations are written using the Standards and Indicators of Effective Teaching Practices Rubric. Information may be gathered from vice principals, department chairs, team leaders, and/or others.

The principal/supervisor meet with each employee by June 15 to review their evaluation.

Informal Walk-Through

In addition to formal observations, one or more informal walk-through of a teacher may be conducted by the vice principal, principal, department chair, team leader, and/or superintendent.

Performance Standard

Staff will be rated on the performance standards as follows:

- Unsatisfactory (1): Performance is inadequate. Employee has demonstrated an inability or unwillingness to improve or to meet standards. Performance is not acceptable for the position held. Written explanations or documentation must accompany an unsatisfactory rating.
- Requires Improvement (2): Performance periodically or regularly falls short of normal standards. Specific deficiencies must be noted. This evaluation indicates the evaluator's belief that the employee can and will make the necessary improvements. Specific deficiencies must be noted on the evaluation form.
- Meets Standards (3): Indicates consistently competent performance in meeting standards for the position. If standards are barely met, or if standards are above average, there must be an accompanying written explanation.

Each numbered performance standard describes the expected behaviors and/or abilities in that performance area. An employee will be judged to have met a performance standard by demonstrating the expected behaviors and/or abilities stated in that performance standard. The indicators under each standard are to be used to determine whether the employee has met the performance standard. The overall performance rating will be an average of the combined scores of all of the standards, from 1 to 3.

Assisted Learning Plan

Assistance may be provided to an employee in cases where the evaluator has reason to believe that an employee is experiencing difficulties demonstrating satisfactory performance with respect to one or more of the performance standards. In such cases, the evaluator, superintendent, and/or principal will discuss the concern with the employee. Next, the employee will be referred to the evaluator or designee to prepare an Assisted Learning Plan.

The Assisted Learning Plan may include a timeline for improvement, the areas identified as needing improvement, and/or the resources that will be provided to assist the employee in meeting the performance standards. Resources provided as part of the Assisted Learning Plan may include, but are not limited to, working with another employee, receiving peer coaching, taking additional coursework, and/or being provided various materials.

If an employee does not agree that he or she is experiencing difficulties demonstrating satisfactory performance as suggested by the evaluator, either party may request that the superintendent observe and evaluate the employee's performance.

The evaluator or designee is responsible for documenting whether the Assisted Learning Plan has been completed successfully.

Failure to correct those areas deemed deficient in the Assisted Learning Plan may result in the employee being terminated from OCS. The superintendent determines whether to terminate the employment of any employee. All employees are employed on an at-will basis and are subject to termination at the discretion of OCS.

Beginning Teacher Assistance Process (Induction)

A beginning teacher is defined as an individual entering his or her first or second year of employment at OCS or any employee with a preliminary teaching credential. All beginning teachers shall be provided support (e.g., principal or vice principal) for the first year of employment if one is deemed necessary and/or is requested. The purpose of this process is to

help the beginning employee understand the OCS culture, and to help the beginning employee develop and enhance competence, performance, self-confidence, and belief in one's ability to make good decisions and be responsible in order to understand and assume the responsibilities of the profession.

To accomplish this purpose, principal or designee (e.g., vice principal) is expected to meet regularly with the beginning teacher, both formally and informally; guide the beginning teacher through the daily operation of OCS; arrange for beginning teachers to visit other employees at OCS; observe the beginning teacher's performance and provide feedback; act as a role model in all aspects of the profession; attend and participate in in-service training as may be required to develop his or her skills as a coach; and support and counsel the beginning teacher. The beginning teacher is expected to cooperate in the development and implementation of activities associated with the process and demonstrate an awareness and acceptance of the OCS mission, vision, and charter.

The principal or designee will help teachers requiring support to identify potential support with whom the teacher would feel comfortable among those who are willing to fulfill the responsibilities of support.

Data Collection for Teachers Performance

Data collected to evaluate staff shall include observation of a teacher's performance, walk-through observations, and data and information received from evaluators and/or other sources. One means of data collection for certificated classroom teachers shall be through a formal observation of the teacher's performance. Teachers in their first or second year at OCS may be observed two more more times per academic year.

- Prior to each scheduled observation, there shall be a conference to identify and discuss the job activities to be observed, as well as the objectives, strategies, and processes to be used by the evaluator during the observation.
- Each required observation, excluding walk-through observations, shall be followed by a conference with the employee.
- Following each conference, a written report documenting the observation and summarizing the conference using the Post-Observation Conference Worksheet shall be provided to the teacher within five (5) school days.

Classroom teachers' performance inside or outside the classroom or workstation that are applicable to the performance standards may be used for data collection. Such observations need not be for a specific minimum time period, do not require a pre- or post-conference and do not need to be scheduled. Such observations shall be conducted within the bounds of professional

propriety. A walk-through observation form may be used to document brief classroom visits. Data collected for evaluation during any observation(s), other than those required above, shall be provided to the employee as well as to the evaluator in writing.

Other evaluative data and information applicable to the performance standards, not generated as a result of the observation, shall be provided to the employee in writing. Other data may include, but is not limited to, employee attendance records, comments from parents, department chair observations, documents from parent conferences, testing results, grades, evidence of pacing outlines, assessments, and/or posted grading criteria.

If any data or information gathered leads the evaluator to believe that an employee may have performance deficiencies concerning one or more of the performance standards, a conference with the superintendent, principal, and/or designee shall be conducted with the employee to discuss the matter following the identification of the data or information.

The employee will be given reasonable opportunity to respond to the data or information. A written summary of the conference using the performance observation worksheet or a memo shall be provided to the employee within ten (10) school days following the conference.

Personnel Files

At the time of employment, a personnel file is established by human resources. Employees must keep human resources staff advised of changes that should be reflected in their personnel file. Such changes may include a change in address, telephone number, marital status, dependents, and/or contact information of individuals to notify in case of an emergency. Prompt notification of these changes is essential and will enable OCS to contact the employee should the change affect other records.

All employees have the right to inspect documents in their personnel file, as provided by law, in the presence of an OCS representative, at a mutually convenient time. Employees may submit comments to any disputed item in the file. OCS will restrict disclosure of personnel files to authorized individuals within OCS. A request for information contained in the personnel file must be directed to the superintendent. Only the superintendent or designee may release information about current or former employees. Disclosure of information to outside sources will be limited. However, OCS will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations or as otherwise required by law.

HOLIDAYS, VACATIONS, AND LEAVES

Holidays

Full-time classified employees receive pay for holidays. Part-time classified employees do not receive pay for holidays. OCS observes thirteen (13) scheduled holidays each year, as follows:

1. New Year's Eve
2. New Year's Day
3. Martin Luther King, Jr. Day
4. Abraham Lincoln's Birthday
5. President's Day (George Washington's Birthday).
6. Memorial Day
7. Independence Day
8. Labor Day
9. Veterans Day
10. Thanksgiving Day
11. Day After Thanksgiving
12. Christmas Eve
13. Christmas Day

Vacation

While OCS recognizes the importance of vacation time as a period of rest and rejuvenation, vacations must be scheduled with consideration for "peak traffic periods" for school operations. Employees should take vacations when school is not in session.

Teachers, and other certificated staff (e.g., counselors, speech language pathologists, school psychologists, principals, directors, etc.) do not qualify for paid vacation time.

Full-time classified employees accrue paid vacation time. Full-time classified employees accrue ten (10), eleven (11), or twelve (12) days of paid vacation per year. Vacation is accrued on a monthly basis at a rate of one (1) vacation day per month. Frontloading vacation time is permitted with pre-approval by a principal/supervisor. Vacation time may be carried over.

A full-time classified employee may accrue a maximum of fifteen (15) days (120 hours) of unused vacation time. If the employee reaches the vacation maximum, the employee shall not accrue additional vacation time unless he or she uses vacation time to reduce the amount of

accrued unused vacation time below the fifteen (15) day maximum. The employee will then resume earning vacation time until he or she again reaches the vacation maximum.

Employees will receive pay at their normal base rate for vacation time taken. Full-time, non-exempt employees will be paid for vacation based on an eight (8) hour workday. An eligible full-time employee who has accrued vacation days may not receive pay in lieu of vacation except upon termination, at which point any accrued and unused vacation time will be paid to the employee. Vacation time must be requested at least ten (10) school days in advance. Requests for vacation time must be approved in advance. To request vacation, employees must fill out the appropriate time-off form, which are available in the staff mailrooms.

In the event that two (2) or more employees within the same area of responsibility (e.g., office) have requested vacation days covering the same period, and it has been deemed that they may not be absent simultaneously, preference shall be given to the employee with the greater length of service.

Unpaid Leave of Absence

OCS recognizes that special situations arise when employees may need to leave temporarily. At its discretion, the superintendent or designee may approve an employee a leave of absence. OCS must approve any unpaid leave of absence in advance. The granting of a leave of absence always presumes the employee will return to active work by a designated date or within a specific period. For currently covered employees, medical and dental coverage will remain in force during a medical or workers' compensation leave of absence, provided the employee pays the appropriate premiums. Whether employees are required to pay their own premiums will depend upon the length of the leave of absence. During a family/medical leave, medical and dental benefits will remain in force provided the employee pays the appropriate premiums. Benefits are terminated the day that another type of leave begins. If an employee fails to return from a leave and is subsequently terminated, the employee is entitled to all earned but unused vacation pay, provided that the vacation pay was earned prior to leave. Vacation time is not accrued during any type of unpaid leave of absence.

Sick Leave

Part-Time Employees

Employees will receive one (1) hour of paid, earned sick leave for every thirty (30) hours worked at the same hourly rate or other measure of compensation that the employee earns.

Full-Time Employees

Full-time employees shall accrue eight (8) hours of sick leave for those months they are scheduled to work. OCS provides paid sick/personal necessity leave to full-time employees for periods of temporary absences due to illness, injury, disability, or personal necessity.

Planned Absence

Employees shall notify their principal/supervisor of any planned absence. Absences other than illness require prior approval from your supervisor. Any absence more than two days requires a note from a healthcare practitioner or prior written approval from your principal/supervisor.

Accrual

Earned sick leave will accrue when employment starts. However, OCS employees have a ninety (90) day waiting period before accrued sick leave can be used. OCS limits the use of the leave to forty (40) hours in a consecutive twelve (12) month period; however, accrual will be capped and unused leave will be carried over, not to exceed eighty (80) hours.

Employees will receive pay at their normal base rate for any sick leave taken. Employees will not receive pay in lieu of sick leave, and employees will not receive pay for unused sick leave at the end of the academic year (per the above accrual statement) or upon termination of employment. However, sick leave will accrue year to year.

Employees may use sick leave for personal illness, injury, disability, or personal necessity. Eligible employees may use up to half of their accrued sick leave to care for an ill child (including a biological, foster, or adopted child, stepchild, or legal ward of the employee), parent (including a biological, foster, or adoptive parent, stepparent, or legal guardian), spouse, or domestic partner. Time off for medical and dental appointments counts as sick leave. OCS retains the right to request verification from a licensed healthcare practitioner for any absence due to illness, injury, or disability. Excessive personal necessity/sick leave days taken before or after weekends (Fridays and Mondays) without prior written approval from an employee's supervisor will be noted in the employee's evaluations.

OCS will pay sick leave benefits (to the extent they have been accrued) to an eligible employee during the normal waiting period, if applicable, before the employee is paid workers' compensation benefits pursuant to the applicable state and federal law governing industrial injury or illness. Similarly, OCS will pay sick leave benefits during the normal waiting period, if applicable, before the eligible employee is paid benefits from either state unemployment

disability or other insured unemployment disability plan. It is the employee's responsibility to apply for any disability benefits for which he or she may be eligible due to illness or disability, including California State Disability Insurance, workers' compensation insurance, and/or any short-term disability insurance benefits for which the employee qualifies.

Upon an employee's separation from OCS, OCS does not pay out unused leave, but OCS will reinstate accrued sick leave if the employee returns to OCS within six (6) months.

Family and Medical Leave Act ("FMLA")

This policy explains how OCS complies with the federal Family and Medical Leave Act ("FMLA") and the California Family Rights Act ("CFRA"), both of which require OCS to permit each eligible employee to take up to 12 workweeks of FMLA leave in any twelve (12) month period for the birth or adoption of a child, the employee's own serious illness, or to care for certain family members who have a serious illness. For purposes of this section, all leave taken under FMLA or CFRA will be referred to as "FMLA leave."

Employee Eligibility Criteria

To be eligible for FMLA leave, an employee must have been employed by OCS for the last twelve (12) months and must have worked at least one thousand two hundred fifty (1,250) hours during the twelve (12) month period immediately preceding the commencement of FMLA leave.

Events That May Entitle an Employee To FMLA Leave

The twelve (12) week FMLA allowance includes any time taken (with or without pay) for any of the following reasons:

- To care for the employee's newborn child or a child placed with the employee for adoption or foster care. Leaves for this purpose must conclude twelve (12) months after the birth, adoption, or placement. If both parents are employed by OCS, they will be entitled to a combined total of twelve (12) weeks of leave for this purpose.
- Because of an employee's own serious health condition (including a serious health condition resulting from an on-the-job illness or injury) that makes the employee unable to perform any one or more of the essential functions of his or her job (other than a disability caused by pregnancy, childbirth, or related medical conditions, which is covered by a separate OCS pregnancy disability policy).
- To care for a spouse, domestic partner, child, or parent with a serious health condition or military service-related injury.

- For any “qualifying exigency” because the employee is the spouse, son, daughter, or parent of an individual on active military duty, or an individual notified of an impending call or order to active duty in the Armed Forces.
- A “serious health condition” is an illness, injury, impairment, or physical or mental condition that involves:
 - In-patient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such in-patient care.
 - Continuing treatment by a healthcare provider.

Amount of FMLA Leave That May Be Taken

Employees may take FMLA leave in one or more periods, but may not exceed twelve (12) workweeks total for any purpose in any twelve (12) month period, as described below, for any one, or combination of the above- described situations. “Twelve (12) workweeks” means the equivalent of twelve (12) of the employee’s regularly scheduled workweeks. For a full-time employee who works five (5) eight (8)-hour days per week, “twelve workweeks” equals sixty (60) working and/or paid eight (8)-hour days.

An employee who is the spouse, son, daughter, parent, or next of kin of a covered Armed Forces member shall be entitled to twenty-six (26) workweeks of FMLA leave during a twelve (12) month period to care for the Armed Forces member. The “12-month period” in which twelve (12) weeks of FMLA leave may be taken is the twelve (12) month period immediately preceding the start of any FMLA leave.

If a holiday falls within a week taken as FMLA leave, the week is counted as a week of FMLA leave. If, however, OCS business activity has temporarily ceased and employees are generally not expected to report for work for one or more weeks, such as the winter break, spring break, or summer vacation, those days during which OCS activity has ceased do not count against the employee’s FMLA leave entitlement.

Pay During FMLA Leave

An employee on FMLA leave because of his or her own serious health condition must use all accrued paid sick leave and may use any or all accrued paid vacation time at the beginning of any otherwise unpaid FMLA leave period. An employee on FMLA leave for childcare or to care for a spouse, domestic partner, parent, or child with a serious health condition may use any or all accrued paid leave at the beginning of any otherwise unpaid FMLA leave. All other FMLA leaves are unpaid leaves. The receipt of vacation pay, sick leave pay, or State Disability

Insurance benefits will not extend the length of the FMLA leave. Vacation pay and sick pay accrue during any period of unpaid FMLA leave only until the end of the month in which unpaid leave began.

Health Benefits

OCS's various employee benefit plans govern continuing eligibility during FMLA leave; however, these provisions may change from time to time. The health benefits of employees on FMLA leave will be paid by OCS during the leave at the same rate and under the same conditions as coverage would have been provided if the employee had been continuously employed during the leave period. When a request for FMLA leave is granted, OCS will give the employee written confirmation of the arrangements made for the payment of insurance premiums during the leave period.

OCS may recover the health benefit costs paid on behalf of an employee during his or her FMLA leave if:

- The employee fails to return from leave after the period of leave to which the employee is entitled has expired. An employee is deemed to have "failed to return from leave" if he or she works fewer than thirty (30) days after returning from FMLA leave; and
- An employee's failure to return from leave is for a reason other than the continuation, recurrence, or onset of a serious health condition that entitles the employee to FMLA leave, or other circumstances beyond the control of the employee.

Medical Certifications

An employee requesting FMLA leave because of his or her own or a relative's serious health condition must provide medical certification from the appropriate healthcare provider on a form supplied by OCS. Failure to provide the required certification in a timely manner (within fifteen (15) days of the leave request) may cause denial of the leave request until such certification is provided. If OCS has reason to doubt the medical certification supporting a leave, OCS may request a second opinion by a healthcare provider of its choice (paid for by OCS). If the second opinion differs from the first, OCS will pay for a third, mutually agreeable, healthcare provider to provide a final and binding opinion. Recertifications are required if leave is sought after expiration of the time estimated by the healthcare provider. Failure to submit required recertifications may cause termination of the leave.

Procedures for Requesting and Scheduling FMLA Leave

An employee should request FMLA leave by completing a Request for Leave Form and submitting it to the superintendent. An employee asking for a Request for Leave Form will be given a copy of OCS's then-current FMLA leave policy. Employees should provide not fewer than thirty (30) days' notice or as much notice as is practicable, for foreseeable childbirth, placement, or any planned medical treatment for the employee or his or her spouse, domestic partner, child, or parent. Failure to provide appropriate notice is grounds for denial of a leave request, except if the need for FMLA leave was an emergency or was otherwise unforeseeable. When possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to disrupt OCS operations.

If FMLA leave is taken because of the employee's own serious health condition or the serious health condition of the employee's spouse, domestic partner, parent, or child, the leave may be taken intermittently or on a reduced leave schedule when medically necessary, as determined by the healthcare provider of the person with the serious health condition.

If FMLA leave is taken because of the birth of the employee's child or the placement of a child with the employee for adoption or foster care, the minimum duration of leave is two (2) weeks, except that OCS will grant a request for FMLA leave for this purpose of at least one (1) day but fewer than two (2) weeks' duration on any two (2) occasions.

If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment for the employee or a family member, the employee may be transferred temporarily to an available alternative position for which he or she is qualified, which has equivalent pay and benefits and better accommodates recurring periods of leave than the employee's regular position.

In most cases, OCS will respond to an FMLA leave request within two (2) days of acquiring knowledge that the leave is being taken for an FMLA-qualifying reason and within ten (10) days of receiving the request. If an FMLA leave request is granted, OCS will notify the employee in writing that the leave will be counted against the employee's FMLA leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.

Return to Work

Upon timely return at the expiration of the FMLA leave period, an employee (other than a key employee whose reinstatement would cause serious and grievous injury to OCS operations) is entitled to the same or a comparable position with the same or similar duties, pay, benefits, and

other terms and conditions of employment unless the same position and any comparable position(s) have ceased to exist because of legitimate business reasons unrelated to the employee's FMLA leave. (A key employee is an exempt salaried employee who is among the highest paid 10% of OCS employees residing within seventy-five (75) miles of the employee's worksite.) When a request for FMLA leave is granted to an employee (other than a key employee), OCS will give the employee a written guarantee of reinstatement at the termination of the leave (with the limitations explained above). Before an employee will be permitted to return from FMLA leave taken because of his or her own serious health condition, the employee must obtain certification from his or her healthcare provider that he or she is able to resume work. If an employee can return to work with limitations, OCS will evaluate those limitations and, if possible, accommodate the employee as required by law. If accommodation cannot be made, the employee will be separated from OCS.

Limitations on Reinstatement

OCS may refuse to reinstate a key employee if the refusal is necessary to prevent substantial and grievous harm to OCS operations. A key employee will be advised in writing at the time of a request for, or if earlier, at the time of commencement of, FMLA leave, that he/she is categorized as a key employee and the potential consequences regarding reinstatement and maintenance of health benefits if OCS determines that substantial and grievous injury to OCS operations will result if the employee is reinstated from FMLA leave. At the time it determines that refusal is necessary, OCS will notify the key employee in writing (by certified mail) of its intent to refuse reinstatement and will explain the basis for finding that the employee's reinstatement would cause OCS to suffer substantial and grievous harm. If OCS realizes after the leave has started that refusal of reinstatement is necessary, it will give the key employee at least ten (10) days to return to work following the notice of its intent to refuse reinstatement.

Employment During Leave

An employee on FMLA leave may not accept employment with any other employer without written permission from OCS. An employee who accepts such employment will be deemed to have resigned from employment at OCS.

Paid Family Leave ("PFL")

Senate Bill 1661 established the Paid Family Leave ("PFL"), also known as Family Temporary Disability Insurance program, to be administered by the State Disability Insurance ("SDI") program. For California workers covered by SDI, PFL provides up to six (6) weeks of benefits

for individuals who must take time off to care for a seriously ill child, spouse, parent, or registered domestic partner, or to bond with a new child.

Beginning July 1, 2014, California workers may be eligible to receive PFL benefits when taking time off of work to care for a seriously ill parent-in-law, grandparent, grandchild, or sibling. For more information, employees may view Senate Bill 770 (Chapter 350, Statutes of 2013). Claimants filing a PFL claim to care for a newly eligible family member should select the “other” field and enter the relationship using one of the following: parent, parent-in-law, grandparent, grandchild, or sibling.

California Pregnancy Disability Act

This section explains how OCS complies with the California Pregnancy Disability Act, which requires OCS to give each female employee an unpaid leave of absence of up to four (4) months, as needed, for the period(s) of time a woman is disabled by pregnancy, childbirth, or related medical conditions.

Employee Eligibility Criteria

To be eligible for pregnancy disability leave, the employee must be disabled by pregnancy, childbirth, or a related medical condition and must provide appropriate medical certification concerning the disability.

Events That May Entitle an Employee to Pregnancy Disability Leave

The four-month pregnancy disability leave allowance includes any time taken (with or without pay) for any of the following reasons:

- The employee is unable to work or is unable to perform any one or more of the essential functions of her job without undue risk to herself, the successful completion of her pregnancy, or to other persons because of pregnancy or childbirth, or because of any medically recognized physical or mental condition that is related to pregnancy or childbirth (including severe morning sickness).
- The employee needs to take time off for prenatal care.

Duration of Pregnancy Disability Leave

Pregnancy disability leave may be taken in one or more periods, but not to exceed four months total. “Four months” means the number of days the employee would normally work within four months. For a full-time employee who works five eight-hour days per week, four months means

eighty-eight working and/or paid eight-hour days of leave entitlement based on an average of twenty-two working days per month for four months. Pregnancy disability leave does not count against the leave which may be available as Family Care and Medical Leave.

Pay During Pregnancy Disability Leave

- An employee on pregnancy disability leave must use all accrued paid sick leave and may use any or all accrued vacation time at the beginning of any otherwise unpaid leave period.
- The receipt of vacation pay, sick leave pay, or state disability insurance benefits will not extend the length of pregnancy disability leave.
- Vacation pay and sick pay accrue during any period of unpaid pregnancy disability leave only until the end of the month in which the unpaid leave began.

Health Benefits during Pregnancy Disability Leave

The provisions of OCS's various employee benefit plans govern continued eligibility during pregnancy disability leave, and these provisions may change from time to time. When a request for pregnancy disability leave is granted, OCS will give the employee written confirmation of the arrangements made for the payment of insurance premiums during the leave period.

Medical Certifications

1. An employee requesting a pregnancy disability leave must provide medical certification from her healthcare provider on a form supplied by OCS. Failure to provide the required certification in a timely manner, within fifteen (15) days of the leave request, may result in a denial of the leave request until such certification is provided.
2. Re-certifications are required if leave is sought after expiration of the time estimated by the healthcare provider. Failure to submit required recertifications may result in termination of the leave.

Requesting and Scheduling Pregnancy Disability Leave

1. An employee should request pregnancy disability leave by completing a Request for Leave Form and submitting it to the superintendent. An employee asking for a Request for Leave Form will be referred to OCS's current pregnancy disability leave policy.
2. An employee should provide no fewer than thirty (30) days or as much notice as is practicable, if the need for the leave is foreseeable. Failure to provide such notice is

grounds for denial of the leave request, except if the need for pregnancy disability leave was an emergency and was otherwise unforeseeable.

3. Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to disrupt OCS operations.
4. Pregnancy disability leave may be taken intermittently or on a reduced leave schedule when medically advisable, as determined by the employee's healthcare provider.
5. If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment, the employee may be transferred temporarily to an available alternative position for which the employee is qualified and has equivalent pay and benefits that better accommodate recurring periods of leave than the employee's regular position.
6. In most cases, OCS will respond to a pregnancy disability leave request within two (2) business days of acquiring knowledge that the leave qualifies as pregnancy disability and, in any event, within ten (10) days of receiving the request. If a pregnancy disability leave request is granted, OCS will notify the employee in writing and leave will be counted against the employee's pregnancy disability leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.

Return to Work

1. Upon timely return at the expiration of the pregnancy disability leave period, an employee is entitled to the same position unless the employee would not otherwise have been employed in the same position at the time reinstatement is requested. If the employee is not reinstated to the same position, she must be reinstated to a comparable position unless there is no comparable position available, but filling that position with the returning employee would substantially undermine OCS's ability to operate the business safely and efficiently. A comparable position is a position that involves the same or similar duties and responsibilities to the employee's original position in terms of pay, benefits, and working conditions.
2. When a request for pregnancy disability leave is granted to an employee, OCS will give the employee a written guarantee of reinstatement at the end of the leave, with the limitations explained above.
3. Before an employee will be permitted to return from pregnancy disability leave of three (3) days or more, the employee must obtain a certification from her healthcare provider that she is able to resume work.
4. If the employee can return to work with limitations, OCS will evaluate those limitations and, if possible, will accommodate the employee as required by law. If accommodation cannot be made, the employee will be medically separated from OCS.

Employment During Leave

An employee on pregnancy disability leave may not accept employment with any other employer without written permission from OCS. An employee who accepts such employment will be deemed to have resigned from employment.

Industrial Injury Leave (Workers' Compensation)

OCS, in accordance with state law, provides insurance coverage for employees in case of work-related injuries. The workers' compensation benefits provided to injured employees may include:

- Medical care.
- Tax-free cash benefits to replace lost wages.
- Vocational rehabilitation to help qualified injured employees return to suitable employment.

To ensure receipt of workers' compensation benefits to which they may be entitled, employees must:

- Immediately report any work-related injury to the superintendent.
- Seek medical treatment and follow-up care, if required.
- Complete a written Employee's Claim Form (DWC Form 1) and return it to the superintendent
- Provide OCS with a certification from their healthcare provider regarding the need for workers' compensation disability leave as well as their eventual ability to return to work from the leave. It is OCS policy that when there is a job-related injury, the first priority is to ensure that the injured employee receives appropriate medical attention. OCS, with the assistance of its insurance carrier, has selected medical centers to meet this need. Each medical center was selected for its ability to meet anticipated needs with high quality medical service at a location that is convenient to OCS operations.
- If an employee is injured on the job, he/she is to be taken to an approved medical center for treatment. If injuries are such that they require the use of emergency medical systems ("EMS") such as an ambulance, the choice by the EMS personnel for the most appropriate medical center or hospital for treatment will be recognized as an approved center.
- All accidents and injuries must be reported to the superintendent and to the individual responsible for reporting to the OCS insurance carrier. Failure by an employee to report a work-related injury by the end of his/her shift could result in loss of insurance coverage

for the employee. An employee may choose to be treated by his/her personal physician at his/her own expense, but he/she is still required to go to an OCS-approved medical center for evaluation. All job-related injuries must be reported to the appropriate State Workers' Compensation Bureau and to the insurance carrier.

- When there is a job-related injury that results in lost time, the employee must have a medical release from an OCS-approved medical facility before returning to work.
- Any time there is a job-related injury, OCS requires drug/alcohol testing along with any medical treatment provided to the employee.

Military and Military Spousal Leave of Absence

OCS shall grant a military leave of absence to any employee who must be absent from work due to service in the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 ("USERRA"). All employees requesting military leave must provide advance written notice of the need for such leave, unless prevented from doing so by military necessity or if providing notice would be unreasonable.

If military leave is for thirty (30) or fewer days, OCS shall continue the employee's health benefits. For service of more than thirty (30) days, an employee shall be permitted to continue health benefits at his or her option through COBRA. Employees are entitled to use accrued vacation or paid time off as wage replacement during time served, provided such vacation/paid time off is accrued prior to the leave. OCS will reinstate employees returning from military leave to their same position or one of comparable seniority, status, and pay if they have a certificate of satisfactory completion of service and apply within ninety (90) days after release from active duty or within such extended period, if any, as required by law. Exceptions shall occur whenever necessary to comply with applicable law.

OCS shall grant up to ten (10) days of unpaid leave to employees who work more than twenty (20) hours per week and who are spouses of deployed military servicemen and servicewomen. The leave may be taken when the military spouse is on leave from deployment during a time of military conflict. To be eligible for leave, an employee must provide OCS with: (1) notice of intention to take military spousal leave within two business days of receiving official notice that the employee's military spouse will be on leave from deployment; and (2) documentation certifying that the employee's military spouse will be on leave from deployment during the time that the employee requests leave.

Bereavement Leave

Eligible full-time employees may take up to three (3) days paid leave per rolling 12-month period following the death of a parent, parent-in-law (including parent of a domestic partner), spouse, domestic partner, child (including step child or the child of a domestic partner), or sibling. Paid bereavement leave is available only to a full-time employee who has been working at OCS for twelve (12) consecutive months (for administrative/classified employees) or one (1) full academic year (for teachers). Upon request, and at the superintendent's discretion, employees not eligible for paid bereavement leave may take up to five (5) days unpaid leave per rolling 12-month period as bereavement leave. However, OCS may require that the employee substitute accrued vacation days (pursuant to OCS's vacation policy), or accrued compensated time off (discussed below) to cover all or part of any unpaid bereavement leave. OCS retains the right to request verification from a funeral home or similar entity for any absences taken under OCS's bereavement leave policy.

Jury Duty

For all exempt employees, OCS will pay for time off for employees serving on a jury. For all non-exempt employees, OCS will pay for up to three (3) days for jury service. Employees released from jury duty prior to 11:30 a.m. must report back to school. A stamped timecard must be attached to the employee's jury form and include "time checked in" and "time checked out."

Time Off to Vote

If an employee does not have sufficient time outside of working hours to vote in an official state-sanctioned election, the employee may take off sufficient working time to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time, and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two (2) hours. Under these circumstances, an employee will be allowed a maximum of two (2) hours of time off during an election day without loss of pay. When possible, an employee requesting time off to vote shall give the superintendent at least two (2) days' advance written notice.

Other Absence for School Business

OCS believes in staff development for its employees and promotes professional growth activities. However, the needs of students and the time spent in the classroom teaching students are of primary importance.

Full-Day Absence for School Business

For a full-day absence on OCS business (e.g., all-day conference, workshop, or training), the employee must receive written approval from the superintendent at least one week prior to the absence, whether or not a substitute is needed. Classroom teachers must request a substitute if the absence involves one or more days of instruction. On the day of the absence, classroom teachers attending local conferences in town must check with the office by 7:15 a.m. to find out if a substitute teacher has arrived to cover their classes. If a substitute has not been provided, the classroom teacher should be prepared to return to the site.

Less Than Half-Day Absence

When leaving campus on OCS business for just a few hours, employees are required to inform their principal/supervisor and sign out at the front office. Class coverage must be handled within OCS and indicated accordingly on the sign-out sheet.

Lesson Plans for Substitute Teachers

When a teacher's absence from duty is necessary, well-planned procedures will enable the substitute teacher to provide instruction with as little interruption as possible. Teachers will be furnished with a folder containing forms and basic information for use by substitute teachers. Forms should be completed by the teacher and filed in the main office within two weeks after school starts, or whenever changes occur. Substitute teacher folders must contain the class schedule, the location of class materials, and how to seek assistance, if needed.

Returning from Leave Absence

Employees cannot return from a medical leave of absence without first providing a doctor's return-to-work authorization. An employee should give the superintendent thirty (30) days' notice before returning from leave. Whenever OCS is notified of an employee's intent to return from a leave, OCS will attempt to place the employee in his or her former position or in a comparable position with regard to salary and other terms and conditions for which the employee is qualified. However, re-employment cannot always be guaranteed. If further information regarding Leaves of Absence is required, consult the superintendent.

DISCIPLINE AND TERMINATION OF EMPLOYMENT

Prohibited Conduct

The following conduct is prohibited and will not be tolerated by OCS. This list of prohibited conduct is illustrative only and applies to all employees of OCS; other types of conduct that threaten security, personal safety, employee welfare, and OCS operations may also be prohibited. Further, the specification of this list of conduct in no way alters the at-will employment relationship with OCS. If an employee is working under a contract with OCS that grants procedural rights prior to termination, the procedural terms in the contract shall apply.

1. Insubordination, or refusing to perform a task or duty assigned or act according to instructions provided by an employee's supervisor or other proper authority.
2. Inefficiency, including deliberate restriction of output, carelessness or unnecessary waste of time or material, neglect of job duties or responsibilities.
3. Unauthorized soliciting, collecting of contributions, distribution of literature, written or printed matter is prohibited on OCS property by non-employees and employees alike. This rule does not cover periods of time when employees are off their jobs, such as lunch periods and break times. However, employees properly off their jobs are prohibited from such activity with other employees performing their work tasks.
4. Damaging, defacing, unauthorized removal, destruction, or theft of another employee's property, OCS property, or San Diego Unified School District property.
5. Fighting or instigating a fight on OCS premises.
6. Consuming or being under the influence of a controlled substance and/or alcohol on campus and/or while on duty.
7. Using or possessing firearms, weapons or explosives of any kind on OCS premises.
8. Gambling on OCS premises.
9. Tampering with or falsifying any report or record including, but not limited to, personnel, absentee, sickness or production reports or records, specifically including applications for employment and timecards.
10. Clocking in for another employee or permitting or arranging for another employee to record a timecard.
11. Use of profane, abusive, or threatening language in conversations with other employees, and/or intimidating or interfering with other employees.
12. Conducting personal business during business hours and/or unauthorized use of an OCS telephone, computer, printer, fax, or other equipment for personal communications.
13. Excessive absenteeism or tardiness, excused or unexcused.
14. Posting any notices on OCS premises without prior approval of the principal, unless posting is on an OCS bulletin board designated for employee postings.

15. Immoral or indecent conduct.
16. Conviction of a criminal act.
17. Engaging in sabotage or espionage (industrial or otherwise).
18. Violations of the sexual harassment policy.
19. Failure to report a job-related accident to the employee's supervisor or failure to take or follow prescribed tests, procedures, or treatment.
20. Sleeping during work hours.
21. Release of confidential information without authorization.
22. Any other conduct detrimental to other employees or OCS's interests or its efficient operation.
23. Refusal to speak to or interact with supervisors or other employees.
24. Dishonesty or theft.
25. Leaving students unattended in a vehicle, classroom, or building.

For employees who possess an employment contract that provides for other than at-will employment, the procedures and process for termination during the contract shall be specified in the contract.

Off-Duty Conduct

While OCS does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with OCS's legitimate business interests. Employees are expected to conduct their personal affairs in a manner that does not adversely affect OCS or the employee's own integrity, reputation, or credibility. Illegal or immoral off-duty conduct by an employee that adversely affects OCS's legitimate business interests or the employee's ability to perform his or her work will not be tolerated. OCS employees must devote their energies to their jobs with OCS. Additional employment is strongly discouraged. The following types of additional employment elsewhere are strictly prohibited:

- Additional employment that conflicts with an employee's work schedule, duties, and responsibilities at OCS.
- Additional employment that creates a conflict of interest or is incompatible with the employee's position at OCS.
- Additional employment that impairs or has a detrimental effect on the employee's work performance at OCS.
- Additional employment that requires the employee to conduct work or related activities on OCS property during the employer's working hours or using OCS facilities and/or equipment.
- Additional employment that competes with the business or the interests of OCS.

Employees who wish to engage in additional employment that may create a real or apparent conflict of interest must submit a written request to OCS explaining the details of the outside employment. If the additional employment is authorized, OCS assumes none of responsibility. OCS shall not provide workers' compensation coverage or any other benefit for injuries occurring from, or arising out of outside employment. Authorization to engage in outside employment can be revoked at any time.

Termination of Employment

Should it become necessary for an employee to terminate at-will employment with OCS, the superintendent must be notified as far in advance as possible. At least two (2) weeks' notice is expected whenever possible as a professional courtesy. When employees terminate at-will employment, they are entitled to all earned but unused vacation pay. If an employee is participating in the medical and/or dental plan, they will be provided information on their rights under COBRA. Should it become necessary for OCS to terminate an employee, only the superintendent or designee shall make the final decision.

DISPUTE RESOLUTION

This section outlines the process for employees to resolve OCS-related disputes and/or concerns.

Step 1: Contact the staff member involved. Discuss on the telephone or have a face-to-face conference at a time that is mutually agreeable. Such meetings should not interfere with either staff member's job duties.

Step 2: If the problem is not resolved at Step 1, contact the administrator who supervises the staff member. The administrator or designee may meet with the staff member one-on-one and/or conduct a joint meeting.

Step 3: If the issue is not resolved at Step 2, contact the superintendent. The individual may indicate in writing why the issue was not resolved. The written information may include a specific recommendation for resolution that would be acceptable to the staff member who is contacting the superintendent. The superintendent or designee will investigate and respond following completion of the investigation. The response will indicate the superintendent's decision, including the acceptance, rejection, or modification to the proposed resolution to the issues. The staff member requesting resolution will have five (5) school/business days to respond to the superintendent's decision. If there is agreement, the superintendent will move forward to resolve the issues.

If the dispute is with the superintendent, the staff member is to complete Step 1. If there is no resolution at Step 1, the staff member is to contact human resources. The human resources representative will review the matter and address the issue with the superintendent. If the matter requires further attention, the human resources representative will contact the board chair who may seek outside counsel and/or a third party to address the issue as appropriate.

Out of respect for the staff member's privacy rights, and to avoid causing disruption or division in the workplace, all staff members are encouraged to keep matters related to employee disputes confidential.

If an employee pursues dispute resolution under this section in good faith, the employee will not be disciplined or otherwise penalized. If an employee believes that he or she is being retaliated against, the employee should notify the superintendent or board chair immediately.

AMENDMENT TO STAFF HANDBOOK

This staff handbook (“handbook”) describes the practices of OCS in effect at the time of publication. OCS reserves the right to amend, delete, or otherwise modify this handbook at any time provided that such modifications are in writing and approved by the board of directors of OCS. Any written changes to the handbook will be posted on the school website and distributed to employees. No oral statements shall in any way alter the provisions of this handbook.

FISCAL INFORMATION

The board of directors of OCS (“board”) has reviewed and adopted the following fiscal policies and procedures to ensure the most effective use of funds and to ensure that all funds are budgeted, accounted for, and maintained.

1. The board formulates financial policies and procedures, delegates administration of the policies and procedures to the superintendent, and reviews operations and activities on a regular basis.
2. The superintendent has responsibility for all operations and activities related to financial management.
3. Financial duties and responsibilities must be separated so that no one employee has sole control over cash receipts, disbursements, payroll, and reconciliation of bank accounts.
4. All documentation related to financial matters will be completed by computer or word processor, or in ink.
5. The board will commission an annual financial audit by an independent third-party auditor who reports directly to them. The board will approve the final audit report, and a copy will be provided to the San Diego Unified School District (“SDUSD”) as the charter granting authority. Any audit exceptions and/or deficiencies will be resolved to the satisfaction of the board and the SDUSD.
6. The board may appoint another party to perform the superintendent’s responsibilities in the case of absence.

Annual Financial Audit

1. The board selects an auditor by March 1 or prior to the end of the fiscal year (June 30).
2. The board will annually contract for the services of an independent certified public accountant to perform an annual fiscal audit.
3. The audit shall include, but not be limited to:
 - a. Accuracy of the financial statements.
 - b. Attendance accounting and revenue accuracy practices.
 - c. Internal control practices.

Purchasing

The superintendent may authorize expenditures and may sign related contracts within the approved budget.

The board must review all expenditures. This will be done via approval of a check register that lists all checks written during a set period of time and includes check number, payee, date, and amount. The board must also approve all contracts over \$15,000.

The superintendent must approve all purchases. Purchase requisitions, authorizing the purchase of all items (forms to be provided by business office), must be signed by the superintendent and submitted to the business office with the related invoice.

1. When approving purchases, the superintendent must determine:
 - a. If the expenditure is budgeted.
 - b. If funds are currently available for expenditures, i.e., cash flow.
 - c. If the expenditure is allowable under the appropriate revenue source.
 - d. If the expenditure is appropriate and consistent with the vision, approved charter, OCS policies and procedures.
 - e. If the expenditure complies with any related laws or applicable regulations.
2. Any individual making an authorized purchase on behalf of OCS must provide the business office with appropriate documentation.
3. Individuals other than those specified above are not authorized to make purchases without pre-approval.
4. Individuals who use personal funds to make unauthorized purchases will not be reimbursed. Authorized purchases will be promptly reimbursed by a bank check upon receipt of appropriate documentation of the purchase.
5. The superintendent may authorize an individual to use an OCS credit card to make an authorized purchase on behalf of OCS, consistent with guidelines provided by the superintendent and/or board of directors.
 - a. Authorized individuals will be issued a credit card(s) on an annual basis. Related documentation of all purchases will be reconciled on a monthly basis and authorized by the superintendent.
 - b. If receipts are not available or are missing, refer to the superintendent.
 - c. Credit cards will bear the names of OCS and the superintendent and/or designee.
 - d. Credit cards will be board-approved.
 - e. Debit cards are not permitted or issued.

Contracts

1. Consideration will be made of in-house capabilities to accomplish services before contracting for them.
2. Competitive bids will be obtained where required by law or otherwise deemed appropriate and in the best interests of OCS.
3. OCS may opt to use contracts negotiated by SDUSD, where appropriate.
4. Written contracts clearly defining work to be performed will be maintained for all contract service providers, i.e., consultants, independent contractors, subcontractors. Contract service providers must show proof of being licensed and bonded, if applicable, and of having adequate liability insurance and workers' compensation insurance currently in effect. The superintendent may also require that contract service providers list OCS as an insured party.
5. If the contract service provider is a sole proprietor or a partnership (including LP and LLP), the business office will obtain a W-9 from the contract service provider prior to submitting any requests for payments to business office.
6. The superintendent will approve proposed contracts and modifications in writing.
7. Contract service providers will be paid in accordance with approved contracts as work is performed.
8. The superintendent will be responsible for ensuring the terms of the contracts are fulfilled.
9. Potential conflicts of interest will be disclosed upfront, and the superintendent and/or member(s) of the board with conflict will excuse themselves from discussions and from voting on the contract in accordance with the board-approved conflict of interest code.

Accounts Payable

Bank Check Authorization

1. All original invoices will be forwarded immediately to the superintendent for approval.
2. The superintendent will review each invoice, attach all supporting documentation, and verify that the specified services and/or goods were received. When receiving tangible goods from a vendor, the person designated to receive deliveries should verify the merchandise with the packing list and note any items that were not in the shipment.
3. Once approved by the superintendent, he/she will stamp a check authorization on the invoice and complete all required information, including noting the specific budget line item that is to be charged for the specified expenditures. The invoice will be sent to business office on a weekly basis. The superintendent should be aware of invoice due

dates to avoid late payments. The business office will then process the invoices with sufficient supporting documentation.

4. The superintendent may authorize the business office to pay recurring expenses (e.g., utilities) without the superintendent's formal approval on the invoice when dollar amounts fall within a predetermined range. A list of the vendors and the dollar range for each vendor must be provided to business office in writing and updated annually.

Bank Checks

1. The board will approve, in advance, the list of authorized signers on the OCS account. The superintendent, board chair, and any other employee authorized in writing by the board may sign bank checks within established limitations.
2. The board will be authorized to open and close bank accounts.
3. The business office and superintendent will be responsible for all blank checks and will keep them secured.
4. When there is a need to generate a bank check, the superintendent will send appropriate approved documentation to the business office.
5. Once approved by the superintendent, the business office processes checks based on the check authorization, and the vice president, finance, and accounting at the business office assigned to the school checks with the superintendent's facsimile signature stamp for purchases not to exceed \$20,000.
6. The superintendent and the designated board member will co-sign checks in excess of \$50,000 for all non-recurring items.
7. Checks may not be written to cash or bearer. Under no circumstances will any individual sign a blank check.
 - a. The business office will record the check transaction(s) into the appropriate checkbook and in the general ledger.
 - b. The business office will distribute the checks and vouchers as follows:
 - i. Original: Mailed or delivered to the payee.
 - ii. Duplicate or voucher: Attached to the invoice and filed by vendor name by a business office accountant, with a duplicate copy to be sent to the OCS site.
 - iii. Canceled checks: Filed numerically with bank statements by a business office accountant.
 - c. Voided checks will have the signature line cut out and will have "VOID" written in ink. The original check will be attached to the duplicate and forwarded to the business office, which will attach any other related documentation as appropriate.

Bank Reconciliation

1. Bank statements will be received and opened by the business office and forwarded to finance and accounting at the business office assigned to OCS.
2. The business office will examine all paid checks for date, name, cancellation, and endorsement. Any discrepancies regarding paid checks or any checks outstanding for more than ninety (90) days will be researched and, if applicable, deleted from the accounting system.
3. A business office accountant will prepare the bank reconciliation, verifying the bank statements and facilitating any necessary reconciliation.
4. The business office accountant will compare the reconciled bank balance to the cash in the bank account and to the general ledger, reporting immediately any material discrepancies to finance and accounting at the business office assigned to OCS and the superintendent.
5. The business office accountant will prepare a monthly summary report to be approved by the superintendent.

Accounts Receivable

1. Documentation will be maintained for accounts receivable and forwarded to the business office.
2. Accounts receivable will be recorded by the business office in the general ledger and collected on a timely basis.

Cash Receipts (Cash and Checks)

OCS will continue to use these financial policies and procedures for accountability and consistency where the operation of Associated Student Body (“ASB”) is concerned. At no time will ASB funds be distributed for the sole purpose of staff benefit.

Donations

In most circumstances, all donations made to OCS will be managed by the Friends of O’Farrell, 501(c)(3) foundation. In the rare occasion that a donation is made directly to OCS, a deposit will be made to the OCS general fund.

Personnel

1. Human resources will be responsible for all new employees completing or providing all items on the Personnel File Checklist.
2. The superintendent will be responsible for maintaining this information.
3. An employee's hiring is not effective until the employment application, Form W-4, Form I-9, and health insurance forms have been completed.
4. A position control list will be developed during budget season. The business office will notify the board of any variances to the position control throughout the year.

Payroll

Timesheets

1. All hourly classified employees will be responsible for completing a timesheet including vacation, sick, and holiday time (if applicable). The employee and the appropriate supervisor will sign the completed timesheet.
2. Completed timesheets will be submitted to the business office on the last working day of the designated payroll period.
3. Incomplete timesheets will be returned to the signatory supervisor and late timesheets will be held until the next pay period. No employee will be paid until a correctly completed timesheet is submitted.
4. If an employee is unexpectedly absent and therefore prevented from working the last day of the pay period or turning in the timesheet (such as an employee calling in sick), the employee is responsible for notifying the signatory supervisor or for making other arrangements for the timesheet to be submitted. However, the employee must still complete and submit the timesheet upon return.

Overtime

1. Advanced approval in writing by the authorized supervisor is required for compensatory time and overtime.
2. Overtime only applies to classified employees and is defined as hours worked in excess of forty (40) hours within a five-day period of time. Any hours worked in excess of an employee's regular work schedule must be pre-approved by the superintendent, unless prompted by an emergency. No overtime will be paid without the approval of the employee's supervisor. Overtime will not be granted on a routine basis and is only reserved for extraordinary or unforeseen circumstances.

Payroll Processing

1. For hourly employees, employees must sign timesheets to verify appropriate hours worked, resolve absences and compensation, and monitor the number of hours worked versus budgeted. The superintendent will approve these timesheets. No overtime hours should be listed on timesheets without the supervisor's initials next to the day on which overtime was worked. The signatory supervisor will submit a summary report of timesheets to the business office, which will verify the calculations for accuracy.
2. For salaried employees, employees must sign a daily sign-in sheet to verify working days for accuracy. The human resources coordinator or purchasing/payroll clerk will provide the designated OCS employee with any payroll-related information such as sick leave, vacation pay, and/or any other unpaid time.
3. For substitute teachers, the purchasing/payroll clerk will maintain a log of teacher absences and the respective substitutes who work for them. The OCS purchasing/payroll clerk will verify that the substitutes initial the log next to their names before they leave for the day and that teachers, upon returning to work, initial next to their names. This form will be verified and signed by the appropriate supervisor and submitted to the business office.
4. The superintendent will notify the business office of all authorizations for approved stipends.
5. The business office will prepare a payroll worksheet based on the summary report from the designated OCS employee.
6. The payroll checks (if applicable) will be delivered to OCS. The superintendent or designee will document receipt of the paychecks and review the payroll checks prior to distribution.

Payroll Taxes and Filings

1. The business office will prepare payroll check summaries, tax and withholding summaries, and other payroll tracking summaries.
2. The business office will prepare the state and federal quarterly and annual payroll tax forms, review the forms with the superintendent, and submit the forms to the appropriate agencies.

Record Keeping

1. The designated OCS employee will maintain written records of all full time employees' use of sick leave, vacation pay, and other unpaid time.

2. The designated OCS employee will immediately notify the superintendent if an employee exceeds the accrued sick leave or vacation pay, or has any other unpaid absences.
3. Records will be reconciled when requested by the employee. Each employee must maintain personal contemporaneous records.

Expenses

Expense Reports

1. Employees will be reimbursed for expenditures within thirty (30) days of presentation of appropriate documentation.
2. Employees will complete expense reports monthly, as necessary, to be submitted to the business office.
3. Receipts or other appropriate documentation will be required for all expenses over \$5.00 to be reimbursed.
4. The employee and the superintendent must sign expense reports.
5. Expenses greater than two (2) months old will not be reimbursed.

Travel

1. Employees will be reimbursed for mileage when pre-approved by the superintendent. Mileage will be reimbursed at the government-mandated rate for the distance traveled, less the distance from the employee's residence to the OCS site for each direction traveled.
2. The superintendent must pre-approve all out of town travel.
3. Employees will be reimbursed for overnight stays at hotels/motels when pre-approved by the superintendent and the event is more than fifty (50) miles from either the employee's residence or the OCS site. Hotel rates should be negotiated at the lowest level possible, including the corporate, nonprofit, or government rate if offered, and the lowest rate available. Employees will be reimbursed at the established per diem rate for any breakfast, lunch, or dinner that is not included as part of the related event.
4. After the trip, the employee must enter all of the appropriate information on an expense report and submit it to the superintendent for approval and then on to the business office for processing.
5. If the advance exceeds the amount of the receipts, the employee will pay the difference immediately in the form of a check.
6. If the advance is less than the amount of the receipts, the difference will be reimbursed to the employee in accordance with the expense report.
7. If given prior approval, employees are permitted to seek reimbursement for meals and incidental expenses. If any meal is not provided, please note the per diem rates below:

Breakfast = \$11.00

Lunch = \$12.00

Dinner = \$23.00

The provider of the conference/workshop often provides one or more meals. If a meal is provided, employees will not be reimbursed for expenditures(s) relating to that meal (e.g., if lunch is provided, then the employee will not be reimbursed for lunch expenditure.)

Alcohol, tobacco products, and room service are not reimbursable or paid for by OCS.

Board Expenses

The individual incurring authorized expenses while carrying out the duties of OCS will complete and sign an expense report. The superintendent will approve and sign the expense report, and submit it to the business office for payment.

Telephone Usage

Employees shall not make personal long distance calls without prior approval from a supervisor. Employees will reimburse OCS for all personal telephone calls.

Finance

Financial Reporting

1. In consultation with the superintendent, the business office will prepare the annual financial budget for approval by the board.
2. The business office will submit a monthly balance sheet and monthly revenue and expense summaries to the superintendent including a review of the discretionary accounts and any line items that are substantially over or under budget (\$5,000 or plus or minus 10% of established budget, whichever is greater). The report will be reviewed at a scheduled board meeting and action will be taken, if appropriate.
3. The business office will provide the superintendent and/or board with additional financial reports, as needed.

Loans

1. The superintendent and the board will approve all loans from third parties. In the case of a long-term loan, approval may also be required from SDUSD, in accordance with the terms of the charter and/or other lenders in accordance with the loan documents.
2. Once approved, a promissory note will be prepared and signed by the superintendent before funds are borrowed.
3. Loans to employees are not allowed.

Financial Institutions

1. All funds will be maintained at a reputable financial institution.
2. All funds will be maintained or invested in reputable short-maturity and liquid funds.
3. Physical evidence will be maintained on site for all financial institution transactions.

Retention of Records

1. Financial records, such as transaction ledgers, canceled/duplicate checks, attendance and entitlement records, payroll records, and any other necessary fiscal documentation will be retained for a minimum of seven (7) years. At the discretion of the board of directors or superintendent, certain documentation may be maintained for a longer period of time.

2. The business office will retain records onsite for a minimum of two (2) years. After that period the remaining five (5) years of storage will be the responsibility of OCS.
3. Financial records will be shredded at the end of their retention period.
4. Appropriate backup copies of electronic and paper documentation, including financial and attendance accounting data, will be regularly prepared and stored in a secure offsite location.

Funds Balance Reserve

A funds balance reserve of a minimum of six percent (6%) of the total unrestricted General Funds revenues will be maintained, and in addition, a contingency of three percent (3%) of the unrestricted General Fund revenues must be set aside within a given fiscal year.

The business office provides the superintendent with balance sheets on a monthly basis. It is the responsibility of the superintendent and the board to understand OCS's cash situation. It is the responsibility of the superintendent to prioritize payments as needed. The superintendent has responsibility for all operations and activities related to financial management.

Insurance

1. The business office will work with the superintendent to ensure that appropriate insurance is maintained at all times with a quality insurance agency.
2. The superintendent and the business office will maintain the files of insurance policies, including an up-to-date copy of all certificates of insurance, insurance policies and procedures, and related claim forms.
3. The superintendent and the business office will carefully review insurance policies on an annual basis, prior to renewal.
4. Insurance will include general liability, workers' compensation, student accident, professional liability, and directors' and officers' coverage. Supplementary coverage will cover after-hours and weekend activities. Coverage will be in line with the limits listed in OCS's approved charter.

Asset Inventory

1. An asset is defined as any item, purchased or donated, with a value of five thousand dollars (\$5,000.00) or more and with a useful life of more than one (1) year.
2. The business office will file all receipts for purchased assets.
3. The business office will maintain an inventory or log of all assets. The log will include the original purchase price and date, a brief description, serial numbers, and other information appropriate for documenting assets.
4. The business office will take a physical inventory of all assets at least ninety (90) days before the end of each fiscal year, indicating the condition and location of assets.
5. The superintendent will immediately be notified of all cases of theft, loss, damage, or destruction of assets.
6. The superintendent will submit to the business office written notification of plans for disposing of assets with a clear and complete description of assets and the dates of disposal.

Parking Lot Liability

1. Parking lot-related incidences are not covered under any insurance policy. OCS assumes no liability for damage to cars/vehicles:
 - a. Parked in the parking lot during school hours.
 - b. Parked in the parking lot after school hours.
2. The only exception will be when a student is observed by an adult causing damage to a vehicle while engaged in a school activity, such as physical education equipment breaking a window (e.g., with a ball).
3. Otherwise, liability is as follows:
 - a. If a student willfully causes damage (i.e., not an accident as described above), the student's parent/guardian is responsible.
 - b. If a parent or other visitor causes damage, that individual is responsible.
 - c. If an employee causes damage, the employee is responsible.
 - d. If an unknown person causes damage and there is no witness, the affected individual will determine if he/she has applicable coverage through his/her individual insurance policies.

DESCRIPTION OF SCHOOL

OCS opened in the fall of 1990 as a result of the San Diego Unified School District's commitment to restructuring. It is the first middle-level magnet school in San Diego City Schools whose focus and instructional program were determined through the collaborative efforts of teachers, administrators, and the community. In the fall of 1990, OCS opened with approximately 450 seventh-grade students. The following year, OCS expanded to 1,350 students in grades 6 through 8. Revisions to OCS curriculum and structure occur with input from the OCS staff and community. As a result in part of community support for OCS's program, OCS has expanded and is now a TK through 12th grade school, serving students at three facilities: elementary, middle, and high. OCS decisions are made by the board of directors, which meets once a month and consists of a teacher, a parent, and community representatives. OCS became a California Charter School in January 1994. The Charter was renewed in 1999, 2004, 2009, and 2014. In addition, OCS is a member of the Coalition of Essential Schools and the Consortium of High Performance Learning Communities. To strengthen its curriculum, social/emotional supports, and technology, OCS has received SB1274, SB620, and AB1510 grants and worked collaboratively with the Kauffman and Edna McConnell Clark Foundations.

Mission

The O'Farrell Charter School is a community-oriented institution dedicated to fostering high academic standards, ensuring emotional and social growth, and maintaining a safe and secure learning environment for all its students.

The O'Farrell Charter School's academic and extracurricular programs draw on the sustained efforts of motivated students, a talented and well-prepared faculty, and the ongoing commitment of supportive parents or guardians-all committed to the Falcon Way-such that all students are empowered to become critical learners and thinkers, and responsible, contributing citizens.

The O'Farrell Charter School provides a multi-cultural, linguistically and racially diverse learning environment in which students experience educational equity and are encouraged to celebrate their own individuality. Each year, all students are expected to have acquired the fundamental tools and skills needed to move seamlessly onto the next grade level.

Vision Statement

The O'Farrell Charter School will achieve academic excellence, build strong relationships with students and families, and develop students with exceptional character.

Academic Excellence:

Academic excellence will be reached through a highly qualified and innovative staff who teaches to the highest standard in a safe learning community that enables students access to top colleges and careers.

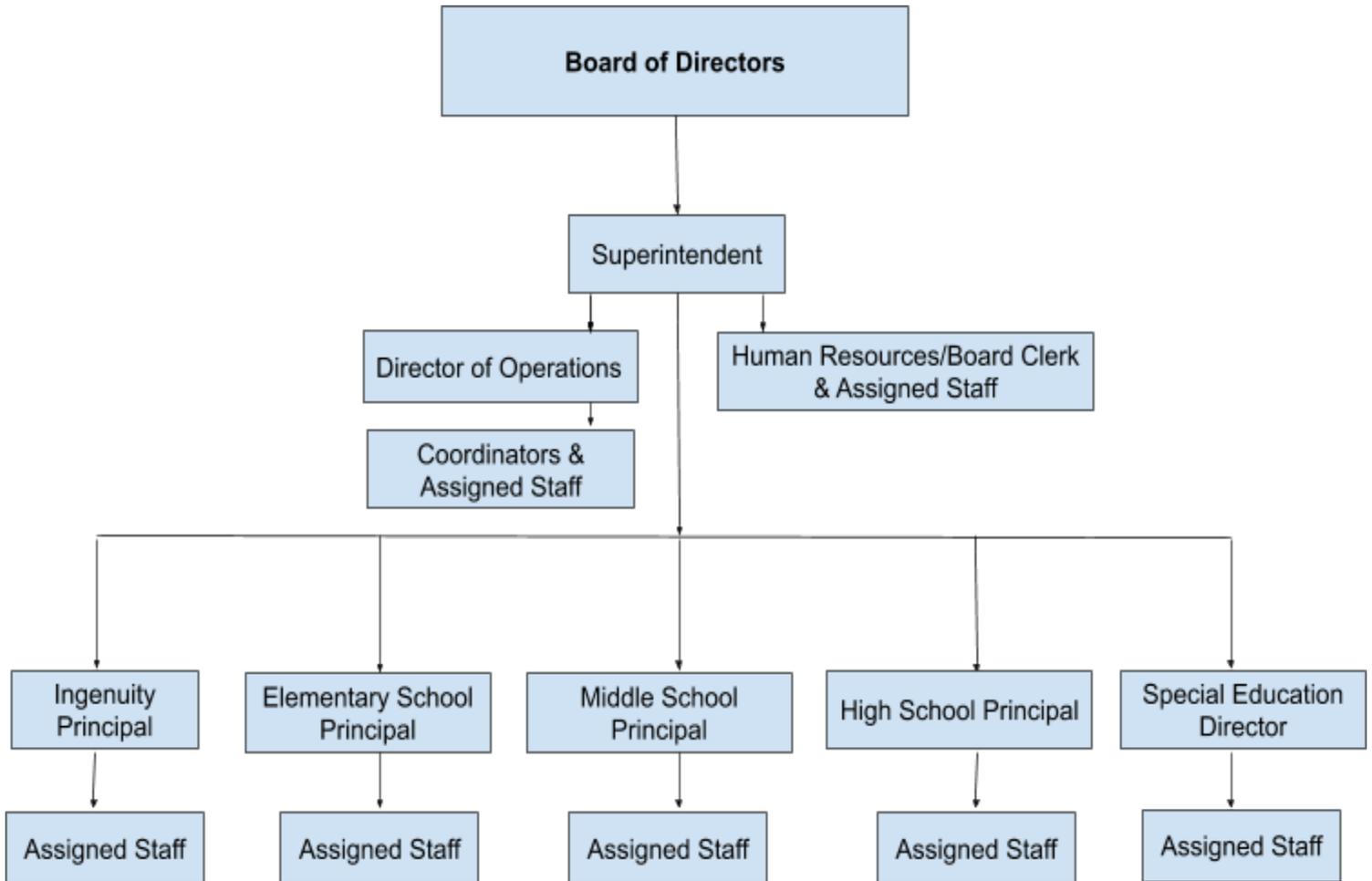
Relationships:

Our dedicated staff will motivate students to succeed by building relationships with students and families and fostering unity between all stakeholders.

Character Development:

Staff will teach students to act with integrity, treat others with respect, be resilient in the face of obstacles, and take responsibility for their actions.

The O'Farrell Charter Schools Organizational Chart



The board of directors (“board”) is the governing board of the OCS. The board may have between five and seven members, with paid staff making up less than 49% of the total membership. The board generally meets on the second Monday of each month from September to June, beginning at 5:00 p.m. in the Charter School library.

Board Members

Name	Description	Term
1. Christian Scott	Chair	January 2019-2021
2. Linda Logan	Vice Chair	June 2018-2020
3. Agn�s Barrelet	Secretary	January 2018-2020
4. Sharlette Dela Cruz	Community Member	January 2018-2020
5. Cristina Mendoza	Parent Member	June 2018-2020

Board members may be reached by contacting boardofdirectors@ofarrellschool.org.

BOARD MEMBER INFORMATION

Qualifications:

- Endorse and support the charter, mission, and vision of the Charter School.
- Understand the operations of the Charter School.
- Understand each board member serves all of the Charter School and that service on the board does not constitute a representation by any one constituency of the Charter School.
- Provide resources, expertise, and/or experience in support of the Charter School.

Responsibilities:

- Ensure the Charter School operates according to the charter, bylaws, and applicable federal and state laws.
- Oversee the charter renewal process, ensuring compliance with student achievement guidelines as identified in applicable laws.
- Participate in short- and long-range strategic planning, in collaboration with staff, establishing the direction of the schools and achievable performance goals, which ensure the success of every child.
- Select, evaluate, and provide direction and support for the superintendent.
- Monitor and approve personnel policies and procedures.

Fiduciary Oversight:

- Approve realistic, achievable, and measurable financial goals for the Charter School.
- Approve the annual budget for the Charter School
- Authorize the independent annual audit and approve any corrective actions taken as a result of the audit.
- Oversee all action plans connected to categorical and/or restricted funding, ensuring that all funds are managed and allocated according to stated intent and/or goals.
- Monitor and approve financial policies and procedures.

Philanthropic Leadership:

- Identify needs of the Charter School that require philanthropic support.
- Participate in programs and special events.
- Assist in resource development via identification of potential donors or funding sources.

Advocacy and Outreach:

- Articulate, advocate, and promote the mission and vision of the Charter School in the local community.
- Represent the Charter School in meetings with the SDUSD Board of Education, SDUSD staff, and local community.
- Cultivate and enlist the support of parents and key community leaders for the Charter School's programs.
- Identify and recruit volunteer board leadership and committee members.

Other Responsibilities:

- Attend board meetings regularly, including the annual board retreat.
- Participate in board training activities.

OPERATING INFORMATION

Volunteers

Parents/guardians are encouraged, but never required, to volunteer. Before any volunteers, including interns, are allowed on the OCS campus or interact with students, they must be screened and processed by OCS. All candidates must complete application paperwork and provide negative tuberculosis (“TB”) test results. The TB test is valid for four years from the testing date. All volunteers must sign in daily in the office. Volunteers may come in contact with sensitive and/or personal information. Volunteers are prohibited disclosing this information, with the exception of imminent danger or suspicion of child abuse or neglect. In these cases, volunteers must notify an OCS staff member immediately.

Student Study Team (“SST”)

Any student who is at risk or not achieving should be referred to the vice principal for an SST. A referral to an SST is mandatory for any student at risk for any three (3) consecutive marking periods during the school year or earlier, as recommended by the teaching team.

An SST is used to identify student academic, social/emotional or health issues that interfere with learning and achievement in the classroom. To refer a student for an SST, obtain a referral form from the vice principal or designee.

Section 504 of the Rehabilitation Act of 1973 (“Section 504”)

Section 504 is a federal law that protects qualified individuals from discrimination based on their disability and provides students with disabilities a free appropriate public education (“FAPE”). Under Section 504, no student shall, on the basis of race, religion, creed, color, marital status, sex, sexual orientation, national or ethnic origin, or disability, be excluded from participation in, or be denied the benefits of, any local educational agency (“LEA”) program or activity.

A written 504 plan may be developed to make changes as appropriate to the general delivery of instruction so that students with disabilities have equal access to the classroom curriculum. Section 504 requires that student plans be uniquely designed to meet his or her individualized disability-related needs. Section 504 focuses on the notion that students with disabilities should not be denied equal opportunity to access and benefit from programs and activities

A student can be referred to the 504 team for consideration of a 504 plan by anyone. This includes, but is not limited to a parent/guardian, teacher, or OCS staff who suspects that a

student has a disability and may need specialized supports in order to access and benefit from their education.

To refer a student to the 504 team, obtain a referral form from the vice principal or designee.

Student Records

Cumulative files are available for teachers and other designated staff to review in the K-8 office and high school office. Documents contained in cumulative files may not be removed unless approved by principal. All student information is confidential and should be treated as such. Under no circumstances should students, friends, or relatives of employees have access to student information. It is prohibited by law to release any student information to anyone other than an officer of the law without parent permission, a court order, or other applicable exception.

Auditorium, High School Gym, and Other Facilities

To request the use of the auditorium, high school gym, and/or other school spaces, check the Facility Calendar on the Google Drive for availability and then request to reserve it with the registrar. Sign out the key, if applicable, from K-8 office and microphones, if needed, from IT. Keys and microphones are signed out on a daily basis and must be returned by the end of the school day. If access to the control room is necessary, contact with the custodial staff.

Cafeteria

Staff and students may purchase breakfast, lunch, and other items from the cafeteria. Breakfast is served to students and staff in the cafeteria from 7:00 to 7:30 a.m., and to elementary school students in the classroom through the Breakfast in the Classroom (“BIC”) program. Students may eat outside in designated areas or inside the student lunchroom. Staff may eat in the staff lounge or on the patio just outside the lounge.

Staff Cell Phone Use

Staff is to refrain from using personal cell phones during paid work hours, with the exception of emergencies and school-related activities. Staff may use cell phones on their scheduled breaks and duty-free lunches. Staff may not use cell telephones or other mobile electronic devices while operating a motor vehicle, even if a hands-free device is used.

Check Cashing

Personal checks cannot be cashed in the cafeteria or the office.

Class Coverage

Teachers requiring class coverage for less than half-day personal absences must be handled by the Charter School. If all-day coverage is needed, teachers should request a substitute and contact their principal. Teachers may not leave an unsupervised aide/paraprofessional in the classroom with students.

Maintain Grade and Attendance Records

Teachers are required to keep accurate and timely grade and attendance records. Documentation is important should cases of civil or legal dispute arise. Grade and attendance records will be collected on an ongoing basis throughout the year.

Credentials

Teachers and other certificated staff members (e.g., principals, vice principals, counselors, school psychologists, speech language pathologists, etc.) are required to maintain active status on their credentials, certifications, licenses and/or other applicable documents. It is the employee's responsibility to provide human resources with active credentials and/or other documents.

Field Trips and Other Off-Campus Events

The following required forms are available in K-8 office:

1. Field Trip Notification.
2. Parent Authorization (Permission Slips).
3. Cafeteria Lunch Form.
4. Student's Release from Class Form.
5. Vehicle Order Form.

Participation

An Authorization for Student Participation Form (Parent Permission Slip) and a Field Trip Notification Form must be signed by the superintendent. A parent or guardian must provide signed permission authorizing their child to participate in all school-sponsored activities off-campus during school or non-school hours, vacation periods, weekends, or holidays. Parent

permission slips must be signed and returned prior to the activity. Verbal permission is not acceptable. Field trips must be planned to contribute to the educational experience. Every school-sponsored field trip must be supervised at all times by a certificated Charter School employee. All persons participating in the field trip, including chaperones, shall be deemed to have waived all claims against the Charter School for injury, accident, illness, or death occurring during or by reason of the field trip. Students are required to follow the uniform policy on ALL school-sponsored field trips that take place on school days unless an exception has been made by the principal.

Before departure, a list of participating students must be given to the office manager so necessary medications can be prepared. This must occur at least five (5) school days prior to the field trip.

On the day of the field trip, a backpack containing medical supplies should be checked out from the office manager and checked back in upon return.

Field Trip Attendance—The Day Of

EACH TEACHER IS RESPONSIBLE FOR HIS/HER CLASS. Teachers must take attendance in homebase, print an attendance list on a CHECKLIST ROSTER ONLY, and advise the registrar where (room number) a student will be if he/she is staying at school. Take attendance for EVERY PERIOD and check in ALL PRESENT. The registrar will mark each student accordingly, for the balance of the day. Please provide your home base list to the registrar before departing for the field trip. Permission slips must be given to the registrar. They must be retained at the school site for three (3) years. For assistance, please call the registrar. If it is not an all grade-level trip, teachers must provide the registrar with a list of the specific students participating in the field trip.

Buses

Please reserve buses for field trips at three (3) weeks in advance. Please see the principal for instructions on how to arrange for a bus and use the “Vehicle Order Form.”

Private Vehicles

Prior written approval must be received from the superintendent to transport students in a private vehicle. The principal must verify that all drivers possess a valid California driver’s license and maintain liability insurance coverage. The recommended amount of liability insurance is \$100,000/\$3000,000. The Charter School insurance coverage takes effect after the vehicle owner’s insurance has been paid. If the driver is negligent, the Charter School may pay medical

expenses for injured passengers. Laws must be followed for use of child restraint systems for children in the appropriate age groups.

Lunches

Please notify the cafeteria at least two (2) weeks in advance if students will be away at lunchtime and/or if lunches are needed for the trip.

Instructions to Drivers of Private Vehicles for Field Trips and School-Related Events

Instructions for parents and students who use personal vehicles for transportation to field trips and other school-related events:

1. Confirm a valid California driver's license.
2. Check safety of the vehicle: tires, brakes, lights, horn, suspension, etc. A safety check of the type conducted by the California Highway patrol is recommended. The School Safety Division of the San Diego Police Department may be of assistance.
3. Check the adequacy of liability insurance. The driver is liable in the event of illness, accident, injury, or death resulting from the use of a private vehicle. Pursuant to Education Code section 35330(d), "All persons making the field trip or excursion shall be deemed to have waived all claims against the district, a charter school, or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion.
4. Transport only the number of passengers for which the vehicle was designed. The number of occupants in a sedan, passenger vehicle, station wagon, or van, including the driver, may not exceed ten (10) per Education Code section 39830.
5. Each passenger is required to use a safety belt per Vehicle Code section 27315.
6. The number of occupants in a pickup or motor truck may not exceed the number of persons than can be seat belted in the passenger compartment. Motorhomes may not be used to transport students. Students are expressly forbidden to ride in the cargo area of pickups or motor trucks, whether or not these areas are enclosed by camper shells or other protective covering per Education Code section 39830.
7. Travel "caravan style" if more than one vehicle is used for the trip.
8. The principal or designee will make a copy of staff/parent's valid California driver's license and liability insurance policy and return it with the Field Trip Request.

HEALTH INFORMATION

The following mandated screenings are completed as follows:

Vision	Grades K, 2, 5, and 8. Special education initial and three-year reviews Initial entry to a California school.
Hearing	Grades K, 2, 5, 8, and 10/11. Special education initial and three-year reviews Initial entry to a California school.

A confidential student Health Concerns document will be distributed by the principal to designated staff. Please become familiar with the names and keep the information in a safe place that is not viewable by other students or undesignated staff. Please use distributed first aid kits for minor first aid issues.

Medications for students, INCLUDING INHALERS, are to be stored with the office manager, unless otherwise ordered by a physician. Requests to administer medication require a physician's order. Recommendation forms signed by a physician and parent/guardian must be kept on file with the office manager. Over-the-counter medications, such as Tylenol, Motrin, and Calamine lotion, may not be administered to a student. Only a certificated school nurse may administer over-the-counter medication. We do not have a nurse on campus.

If a student has any physical limitations in meeting physical education ("PE") requirements, a written explanation for excusal with a parent/guardian's signature must be presented to the PE teacher. Excusals from the parent/guardian are good for a maximum of two (2) school days. Excusals for a longer period of time require a physician's note.

Lesson Plans for Substitute Teachers

When a teacher's absence is necessary, well-planned procedures will enable the substitute teacher to provide instruction with minimal interruption. Teachers will be provided with a folder containing forms and basic information for use by substitute teachers. Forms should be completed by the teacher and filed in the office within two weeks after school starts, or whenever changes occur. Substitute teacher folders must contain the class schedule, the location of class materials, and how to seek assistance, if needed.

Mailboxes

Staff mailboxes are maintained by the office. Mailboxes are assigned only to permanent employees and are grouped alphabetically. Staff should not change the location of a mailbox. Please do not place items of value in a mailbox or use mailboxes for storage. Staff are held responsible for notices placed in mailboxes, so it is important that mailboxes be checked regularly before school, frequently during the day, and before leaving school. Please do not send students to the office to pick up mail or distribute anything into staff mailboxes.

Repair

If there is something that is in need of repair (e.g., plumbing, electrical, locks, etc.) report the problem as soon as practicable to the principal so a work order can be submitted.

If it is an emergency or safety concern, report it to the principal, director of operations, or office manager immediately.

Hazardous Waste Disposal

The following items that may not be thrown in the trash:

- Fluorescent lamps and tubes, including fluorescent tubes, compact fluorescent lamps.
- Batteries, including AAA, AA, C, D, button cell, 9-volt, and rechargeable and single use.
- Computer and television monitors. Most monitors are considered hazardous waste and are ready for recycling or disposal, including cathode ray tube (“CRT”), liquid crystal diode (“LCD”), and plasma monitors.
- Electronic devices, including computers, printers, VCRs, cell phones, telephones, radios, and microwave ovens.
- Paint latex or oil-based.
- Aerosol or solvent cans.
- Solvents, including materials such as paint thinners, fingernail polish remover, etc.
- Needles and sharps.
- Mercury thermometers.

Please contact custodial staff to ensure items are disposed of in an appropriate manner. For any questions, contact the principal.

Notification of Dangerous or Threatening Students

The principals will provide teachers with information received from the court and/or probation department regarding any student who previously committed a violent or dangerous crime. Such information will be made available to teachers, counselors, administrators, and other designated staff with direct supervisory responsibilities with the student in order to enable staff to (a) work with the student in the appropriate fashion; (b) avoid being vulnerable; and (c) protect other persons from being vulnerable. Staff must ensure this information is confidential and not be disseminated further. Teachers will also have access through PowerSchool and/or other student information systems to view prior disciplinary actions or incidents of their assigned students.

Outside Interests

All employees are expected to devote their workday to the duties and responsibilities of the position they hold. Any outside personal or professional interests must be handled entirely outside the scheduled workday. The workday includes the prep period for teachers. It shall be the responsibility of the principal and director of operations to discuss with employees concerning limitations of outside activities that interfere with satisfactory performance of assigned duties.

Personal Emergency Information

All employees are required to keep on file with human resources their current address, cell/home phone number, and emergency contact information. It is important that employees can be reached when necessary, so it is imperative that this information be updated. Please report any changes as soon as they occur.

Postage Stamps

Postage stamps for school business can be obtained from the financial office.

Photocopiers

The large photocopier that is operated by the warehouse technician in Room 402 staples, collates, punches holes, and produces two-sided copies. It can also reduce and enlarge images. Staff may also request laminating and transparencies. Please submit all copy requests to the designated mailbox or to Room 402. Requests should be made on the appropriate form, provide the necessary information, and submitted at least two (2) school days prior to the date needed. Please plan ahead with regard to high volume dates. Copied items are delivered to the teacher. For smaller jobs, teachers will be provided with a code to use the smaller photocopiers located in

the library. Teachers may contact a principal with questions. The photocopier in the K-8 office is for office use only.

Records Disposal

Please ensure records with confidential and/or sensitive information is shredded when disposed.

Staff Lounge

The staff lounge is located in the cafeteria building. Unless a staff member is urgently needed, please refrain from sending students to the staff lounge. A soda vending machine, refrigerator, and microwave are available for staff use in the staff lounge. Staff may also use the soda vending machine in the K-8 office. Students may **not** use any of these machines and appliances.

Supply Room

The warehouse technician maintains the supply room. In order to receive supplies, please send an email to the warehouse technician. Please be specific. When requesting paper, be specific as to the kind of paper. Indicate what items are required, and the order will be filled and delivered. Stock items kept in the supply room are basic instructional supplies, including pencils, ballpoint pens, whiteboard markers, paper clips, construction paper, staples, writing paper, composition books, glue, tape, etc. Items not in the current inventory can be ordered.

Visitors

All visitors must first show identification and sign in at the K-8 office or high school office. All visitors must wear a name badge while on campus. The Charter School encourages parents/guardians to observe their child's classroom. Parents and guardians must make an appointment with the teacher, principal, or other certificated staff member at least one school day in advance if they wish to discuss their child's progress or behavior or observe a class. Staff should notify the appropriate office when expecting visitors, including alumni, so they may be directed appropriately. Families wishing to know more about the Charter School for enrollment purposes should be directed to a principal or vice principal. Other individuals or organizations seeking information or requesting to visit the Charter School should be referred to a principal. Students are not allowed to have friends, relatives (other than parents/guardians), or guests of any kind attend school with them for any part of the school day. Siblings, other relatives, or friends may accompany students to or from school but must remain off campus.

COMMUNICATIONS

Staff must check their email and voicemail regularly to ensure they are receiving important information. It is expected that all emails and voicemails are responded to within 24 hours of a regular work day.

Please contact Information Technology (“IT”) for telephone/voicemail set-up instructions.

The website address for The O’Farrell Charter School is: <http://www.ofarrellschool.org>

The website address for Ingenuity is: <http://www.ingenuitycharter.org>

PUPIL ACCOUNTING

EACH TEACHER MUST TAKE ATTENDANCE and sign their attendance sheet in ink.

It is extremely important that students are encouraged to attend school every day, attendance is kept accurately, and absences are monitored.

*****IT IS STRICTLY PROHIBITED FOR STUDENTS TO TAKE ATTENDANCE*****

Attendance must be posted within the first fifteen (15) minutes of each period. If a teacher cannot access PowerSchool, notify the registrar and paper copies will be printed for you. If a teacher receive notes or calls pertaining to student absences, please refer/provide them to the registrar.

PE teachers must post morning classes by 11:30 a.m. and afternoon classes by 2:50 p.m.

Tardies

Students arriving at 8:20 a.m. (grades K-5), 8:00 a.m. (grades 6-8), or 8:20 a.m. (grades 9-12) or later **SHOULD NOT BE ADMITTED TO CLASS UNLESS THEY HAVE AN ADMIT CARD FROM THE OFFICE**. This confirms that the student has checked in. Tardiness to any class (in seat or lined up when bell rings) should be handled with the Charter School tardiness discipline protocol.

Leaving School Grounds/Blue Slips

Under no circumstances are students to be directed or authorized to leave the grounds during the school day unless the parent/guardian approves and the student is released by the office with a Blue Slip. Only the parent/guardian or their designee may pick up a student. Identification is required. If a teacher is aware that a student is leaving early, please have the student come to the office to complete a Blue Slip. It is the responsibility of the requesting teacher or staff member to notify a parent/guardian before sending a student to the office. The office is not responsible for contacting parents/guardians.

Independent Study Contracts

If a student will have a planned absence (e.g., family trip), it is important that an independent study contract be prepared and signed before the absence. Independent study contracts must be arranged through the office. Completing independent study contracts help the student keep up

with the schoolwork and ensure the Charter School receives funds. Review and approval by designated special education staff is required for students with IEPs to go on an independent study contract. The principals will provide teachers with independent study contract procedures.

Schedule Changes

Changes to a student's schedule requires approval by a principal or counselor.

Transfers

Students transferring out of the Charter School should notify the office at least two (2) school days in advance. The registrar will prepare a transfer form that should be picked up from the office on or before the student's final day of attendance. On the final day of attendance, the student should give the transfer form to each teacher to state the current grade, go to the library to return all assigned books, and submit the completed form to the registrar.

Absences

If a student is absent for more than five (5) days, without contact from the parent/guardian, the student risks disenrollment. Students absent for more than thirty (30) days within a school year (grades K-8) will be retained at their current grade level for the following year. An absence is defined as not being present for part or all of any school day. For the high school attendance policy, see "Loss of Academic Credit." When a student is showing attendance issues, the teacher should contact the vice principal who may coordinate with Family Support Services ("FSS") for grades K-8 and the counselors for grades 9-12. FSS and counselors may contact the family through notices, phone calls, and/or other actions. Parents/guardians may be asked to attend a meeting at the Charter School to identify the root cause of the attendance issues and problem solve together. Additional actions may include a referral to other appropriate agencies.

THE LAW REQUIRES CHILDREN WHO ARE BETWEEN THE AGES OF 6 - 16 TO ATTEND SCHOOL

Loss of Academic Credit

Students may not accumulate more than fifteen (15) absences per class, per semester (at the high school level) or more than thirty (30) absences per year (at the elementary level and middle school level). Students who accumulate excessive absences will be automatically retained or will receive an F (no credit) for the course. Independent study contracts or long-term health issues are the exceptions.

GRADES, PROMOTION, RETENTION, AND GRADUATION

Please see the Parent Handbook.

SPECIAL EDUCATION

OCS implements an inclusive model of education that is based on the needs of the whole student. Incorporated within this model is the underlying philosophy that education should be genuine and relevant for each student for academic achievement, social and emotional health, and personal and collective responsibility and citizenship. OCS believes all children can learn. Inclusion at OCS does not focus exclusively on students with special needs. It is a framework about valuing the full diversity that exists in society and ensuring that all members belong and are valued as full, contributing citizens of OCS and larger community. It means OCS strives to marry the best of general and special education strategies and practices to benefit all students. Inclusion is also about avoiding the harmful effects of exclusion. Inclusion recognizes diversity as a strength, made stronger when no one is left out. An inclusive school is a place where everyone belongs, is accepted, supports, and is supported by his or her peers and other members of the school community in the course of having his or her educational needs met. We recognize that treating students equally does not mean treating students the same.

In compliance with the Individuals with Disabilities Education Act (“IDEA”), the staff at OCS ensure a free appropriate public education through the Individualized Education Program (“IEP”) process. The director of special education ensures compliance and collaborates with the principals to ensure general education and special education programs are connected and support student success.

Grading

It is important for general education teachers to communicate with the student’s assigned special education teacher case manager to be aware of and implement all accommodations and modifications, if applicable, in the IEP. Students meeting their IEP goals should receive at minimum a passing mark on their report card. Composite grading is allowed. Attendance, participation, effort, progress, completion of modified homework, behavior, attitude, class assignments, quality of work, etc. should be considered. Expectations have to meet the uniqueness of the student. Students with IEPs will receive an IEP progress report in addition to the general education progress report. Progress toward the student’s individual goals will be described. A student with an IEP who is non-diploma-bound will be given a variant course code for core classes..

Retention

A student who has an IEP and is identified as being at risk in two (2) or more classes may be retained if an IEP addendum meeting has been held before the first week in May or when the

final at-risk list is due. The IEP team (including parents/guardians) must determine that appropriate services were in place and that interventions to support academic achievement have been documented. The IEP team must also determine that despite these services, the student is not making appropriate progress toward IEP goals and objectives. Since addendum requests have a thirty (30) day timeline, the general education teacher must inform the special education teacher that a meeting to discuss retention is required no later than March 31.

Supportive Learning Plans (“SLPs”) for students with IEPs need to be scheduled in conjunction with the special education teacher. The SLP and IEP need to support each other, which necessitates the attendance of the home base teacher and the special education teacher. Students with an IEP should not be retained for a second time during the middle school years. An IEP meeting should be held to consider whether a schedule, program, or placement change is in order. An alternative placement may need to be considered. An IEP meeting should be held to address placement issues.

Parent Request for Retention of Student with an IEP

If a parent of a student with an IEP requests retention, an IEP meeting must be held to consider the request and document the decision. All decisions to retain and/or move a student with an IEP should be discussed in an IEP meeting. The team should consider and/or develop an alternate class schedule.

Rationale: If a student has not been successful with his or her existing schedule and needs to be retained, he or she needs to change class schedules to experience new approaches, personalities, curriculum, educators, etc.

Retention for Students Who Have Been Referred for Special Education Assessment

Students currently involved in the IEP assessment process may be retained, with written permission of their parent/guardian. However, if at a later date the student qualifies for special education services, the student may be promoted, unless retention is supported by the parent/guardian.

Rationale: If the student qualifies for special education, then he or she was not properly placed and was not receiving services. Therefore, the student should be retained due to the improper placement and lack of proper support.

LIBRARY

The library supports the educational program and the FALCON Way by maintaining resources such as books, textbooks, and resources that are current, relevant, and accessible. The library programs support the curriculum, as well as the social and emotional needs of students.

The library technician provides instructional support to students in research skills and the use of library materials and equipment to supplement and reinforce classroom instruction. The library technician promotes library use and the love of reading. The library technician collaborates with other staff members to ensure appropriate instructional materials that reflect the cultural, gender, ethnic, and other diversity of the students and staff are housed on site for use.

Teachers may sign up to bring a class of students to the library. Teacher supervision is required.

Staff may check out books and other materials from the library. Although there is no definite circulation period, staff members are encouraged to return materials in a timely fashion.

It is recognized that some resources may be misplaced during the school year. Staff members are not required to pay for missing materials. However, excessive loss or damage of library resources can result in consequences.

When making the reservation, please give the library technician a written outline of the lesson plans. Advance preparations and/or reservation of special materials may be necessary. The library technician will provide instruction for students as requested. While the class is in the library, the teacher is responsible for discipline and is expected to remain with the class.

Passes to the Library

- Students must have a pass with a teacher's signature. Up to five (5) students may come to the library on a single pass. However, each student's name must be on the pass. Please indicate when students are to return to class. Staff members who are not teachers are not authorized to write library passes.
- Teachers may not send more than five (5) students in any one period to the library.
- A teacher must accompany any group of more than five (5) students.
- While students are in the library, they will be expected to pursue their studies and not interfere with other students' work.

Books

- Atlases, dictionaries, encyclopedias, and other general reference books may not be removed from the library without permission from the library technician.
- Library books are checked out to students for a period of fourteen (14) days. Students may not have more than three (3) library books checked out at any time.
- At the request of a teacher, books and other resource materials related to a unit of study will be removed from the circulating collection and placed on a reserve shelf for library use or overnight circulation.

Fines

Fines are charged for overdue books at a rate of five (\$0.05) cents per school day. Replacement cost plus the cost of the barcode is charged for lost books. Students with outstanding fines over one dollar (\$1.00) may lose their borrowing privileges until the fine(s) for lost or damaged book(s) are paid. If lost items are returned in good condition within one (1) year of receipt date, the amount paid will be refunded.

Textbooks

Students are supplied with requested books and have access to class sets through their teacher.

- At the beginning of the fall semester, classes are scheduled for the library to issue student textbooks. All textbooks are barcoded and will be issued to students through the computer system. Each textbook issued to a student is put on the student's individual barcode number. Students are responsible for their textbooks.
- The teacher will arrange with the library technician for a class set of textbooks.
- All textbooks and library records must be cleared at the end of the year.

Fax Machine

A fax machine for staff use is located in the library and should be used for OCS business only.

Newly Purchased Equipment

For insurance purposes, all newly purchased technology and/or equipment (with the exception of computers) must be entered and logged into the OCS master inventory database, and a barcode label must be affixed for tracking. In order to facilitate this process, any technology orders must be processed through the IT department.

FAMILY SUPPORT SERVICES

Family Support Services (“FSS”) is a collaborative effort between the San Diego County Health and Human Services, Social Advocates for Youth (“SAY”), and the Charter School. It was designed to further connect Charter School and community. FSS provides proactive services to all students and their families; reactive services to students in need; community service opportunities; and liaisons with appropriate community agencies and professionals that provide direct social, emotional, health, and educational services to students and their families. FSS consists of a coordinator, advocates, and interns. The Health and Human Services Agency, through the County, has also outstationed a human services specialist. Services at FSS are provided by in-house staff, outside community agencies, and other professionals. FSS meets with staff seeking to determine needs of students and their families. As new needs arise, new services may be added. FSS services are listed below and, depending on the nature of the service, may be provided on an individual or family basis:

- Mental health counseling, support, and therapy
- Crisis intervention
- Home visits
- Parent education, support, and empowerment
- Violence prevention
- Health education
- Basic household needs
- Facility dog: Sejera
- Mediation
- Head Start program through Neighborhood House
- Dental screenings
- Attendance monitoring
- Grief counseling
- Assistance with applications for medical and other health insurance programs, including Medi-Cal enrollment
- Groups focusing on self-esteem, bullying prevention, anger management, self-awareness, self-esteem, teen pregnancy prevention, gang intervention, preventive health care, drug and alcohol abuse, and grief issues

When to use FSS

FSS should be considered by K-8 teachers after certain interventions have been attempted by the home base teacher. The home base guide lists appropriate interventions that should be utilized prior to FSS. The general guiding question is: “Can this child benefit from FSS socially and emotionally in a way that he or she cannot or has not from other available interventions?”

How to access FSS

All referrals should be directed to the FSS coordinator. The coordinator will assign an FSS advocate and/or other appropriate person. FSS will in turn contact the appropriate OCS representative to learn more about the situation. FSS may make recommendations to the home base teacher. It is the home base teacher's responsibility to notify the parent/guardian that a student has been referred.

FSS is located in Room 121 at OCS. FSS can be reached by telephone at (619) 262-3045

Types of referrals

- Home base teacher referral: This comes directly from the home base teacher. Parents/guardians must give verbal consent to the home base teacher before the referral can be made.
- Student referral: The student fills out the referral form. This type of referral might be used when a student feels uncomfortable describing the nature of the difficulty to his or her home base teacher.
- Parent/guardian referral: FSS is contacted by the parent/guardian and asked to provide support. In this case, FSS will fill out the referral form. FSS will notify the home base teacher.

Thrift Store

Basic household items can be found in the thrift store, which is open Monday through Friday from 7:00 a.m. to 3:00 p.m. It is located in a storage container on the southeast corner of the parking lot on Skyline Drive.

ASSOCIATED STUDENT BODY (“ASB”)

The Charter School’s student government program consists of students chosen to represent the elementary school, middle school, and high school populations. These ASB student representatives are responsible for the planning and execution of schoolwide activities and learn valuable leadership skills. The election process and number of ASB student representatives is determined by the elementary school, middle school, and high school. This process integrates both student choice and staff endorsement. Student leaders are selected after completing an application describing their reasons, skills, and ideas for activities and references. The application is approved by the home base teacher. Openings throughout the year may be filled by appointment by the ASB advisor.

The criteria for ASB representatives are:

- Follow and exhibit The FALCON Way.
- Demonstrate pride in self and school.
- Devote extra time during the day and before or after school hours to work on school activities and committees.
- Keep grades/school progress up to the Charter School standards.
- Be both a team player and a leader.

ASB representatives, with a staff sponsor/advisor, are responsible for schoolwide activities, including the following:

- Organizing school dances.
- Implementing lunchtime spirit and cultural activities.
- Facilitating weekend social/cultural events, including field trips and fairs.
- Organizing fundraising events.
- Facilitating/approving town meetings.
- Organizing school wide spirit contests.
- Promoting community service projects.
- Approving school clubs and club fundraisers.
- Approving ASB expenditures.

A prerequisite for participating in ASB activities is that the student exemplifies the FALCON Way. Students not meeting the grade requirements will be removed from ASB.

ASB activities are regulated by state law. All school clubs must be open to all Charter School students and sponsored by a teacher or other certificated staff member. Proposed school clubs must submit an “Intent to Form Club Form” for approval by the ASB. The form must state the purpose of the club, sponsors, student leaders, and meeting times. Special interest/cultural clubs

are allowed as long as membership is open to the entire student body. In addition, each grade level may form a club to promote extracurricular activities. Guest speakers are welcome to attend club meetings at the invitation of the staff sponsor.

Fundraising

All fundraising activities by school clubs must be approved prior to the fundraiser by submitting to ASB the “Fundraiser Application Form” describing the type of fundraiser and purpose. A meeting will be held prior to September 30, when all prospective club sponsors who are interested in hosting fundraisers will review guidelines and procedures. According to state law, all sales must receive ASB approval.

A calendar of fundraising activities will be maintained by the middle school ASB advisor to ensure that fundraising activities do not conflict/compete with each other. High school and elementary fundraisers, while approved by each individual ASB, must be entered on the campus fundraiser calendar. This guarantees that each club has adequate opportunities to raise funds, allows the club hosting the fundraising event the chance for success without competition, ensures that the necessary equipment (tables/cash boxes) is available, and guards the student population and community from having conflicting and numerous requests for purchases.

Each fundraising sponsor will follow fundraising procedures in order to avoid conflicts of interest. After the fundraiser has been approved, the sponsor must deposit daily all funds collected to the finance office. Staff sponsors may not use cash from fundraisers to make purchases. All funds must be submitted to the finance office. Staff making purchases must submit the original receipt to the finance office for reimbursement. Reimbursement for fundraising items purchased will be made only after the original receipts for those purchases have been submitted and there are adequate funds in the club’s account to cover the expenditures. These procedures protect the club sponsor, as staff are prohibited from benefiting financially from student purchases.

Reimbursement for Expenses

ASB reimbursement forms can be obtained from the finance office. Employees requesting a reimbursement through ASB must complete the form and obtain signatures from the staff club sponsor/ASB advisor, student representative, and principal or team leader. All purchases must have prior approval of the principal or superintendent. Employees must submit the original receipt attached to the claim form to the finance office for processing. Partially or incorrectly completed forms will be sent back to the employee for correction before being processed for reimbursement.

ACKNOWLEDGEMENT OF RECEIPT OF STAFF HANDBOOK

I acknowledge that I have received Staff Handbook (“Handbook”) for The O’Farrell Charter Schools. I have read and understood the contents of the Handbook, and I agree to abide by its directions and procedures. I have been given the opportunity to ask questions I might have about the policies in the Handbook. I understand that it is my responsibility to read and familiarize myself with the policies and procedures in the Handbook. I understand that the statements in the Handbook provide important information and guidelines for employees regarding the Charter School. I understand the Handbook does not create any contractual or other legal obligations or alter the at-will nature of my employment with the Charter School. In the event I do have an employment contract which expressly alters the at-will relationship, I agree to the foregoing except with reference to an at-will employment status. I understand that except for employment at-will status, all policies or practices can be changed at any time by the Charter School. I understand that other than the board of directors (“board”) of the Charter School, no person has authority to enter any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the board has the authority to make any such agreement and then only in writing signed by the Board Chair, Christian Scott.

Employee’s Signature: _____ Date: _____

Employee’s Name: _____

PLEASE READ THE STAFF HANDBOOK, AND THEN SIGN AND SUBMIT THIS PAGE TO HUMAN RESOURCES.