



**Subject:** Board Stipends  
**Effective Date:** June 7, 2018  
**Approved By:** Board of Directors  
**Policy:** 7001.1

**REGULAR MEETINGS:**

A stipend of \$500 per meeting will be paid to each Board Director who attends a Board meeting in person. The stipend is provided to cover travel and related expenses for each Board meeting.

If a Board Director does not attend the Board meeting in person, s/he is not eligible to receive the stipend.

**COMMITTEES:**

A stipend of \$500 per Board committee meeting will be paid to each Board Director who attends a Board committee meeting in person. The stipend is provided to cover travel and related expenses for each Board committee meeting.

The Board subcommittee will be required to notify the office of the Superintendent upon completion of the board committee meeting and to submit meeting notes for the stipend payment to be processed.

If a Board Director does not attend the Board committee in person, s/he is not eligible to receive the stipend.

*Per Article VII, Section 13 of the Corporation's bylaws, this compensation is considered just and reasonable.*



**Subject:** Board-Staff Communications  
**Effective Date:** TBD Upon Board Approval  
**Approved By:** Board of Directors  
**Policy:** 7002.1

The Charter School desires to maintain open channels of communication between the Board and the staff. However, the basic line of communication between the Board and staff will be through the Superintendent.

#### **A. Staff Communications to the Board**

Communications from staff members to the Board or its committees shall be submitted through the Superintendent. The Superintendent shall forward such communications received from staff members to the Board. This procedure is not intended to deny any staff member his/her constitutional right of free speech or the right to appeal to or otherwise address the Board on important matters through established procedures.

If approached by a staff member with a complaint not using the appropriate process (Board Policy 2001.1: Uniform Complaint Procedures), members of the Board should report it as soon as possible to the Board Chairman.

#### **B. Board Communications to Staff**

All official communications, policies, and directives of the Board that would be of interest and concern to the staff will generally be communicated through the Superintendent. The Superintendent shall also keep staff members informed of the Board's concerns and actions.

If the Board is in need of clarification about agenda items, Board members may contact senior staff in order to obtain available information. This should be done, when possible, with the knowledge of the Superintendent as a courtesy and also in order not to undermine the Superintendent's authority. The intent of communication is to share current and available information and never to direct or manage the staff member's time or activities.

### **C. Social Interaction**

Both staff and Board members share an interest in the school and in education generally, and it is to be expected that when they interact at social affairs and other functions, they will informally discuss such matters as educational trends, issues, and innovations, and general activities of the School. However, since Board members are not authorized to act on behalf of the Board unless by quorum, in open public session, or when specifically vested with such authority, Board members and members of the staff should not discuss any matter which may result in the individual Board member(s) making some decision and giving the staff member a directive as a result.

In no case should Board members pass information on to staff or students. The route from the Board to staff or students is via the Superintendent. Board members should never discuss divisions within the Board, emerging Board policy, hiring or layoff matters involving staff, or student due process. Board members should not discuss individual personalities, personnel grievances, or other complaints with staff members or others outside the appropriate setting. Board members should avoid discussing rumors among themselves, with staff, students, or parents. Board members should not pass on information which may inadvertently be used to further interpersonal intrigues or other problems at staff or student levels. Board members should not discuss any actions which could, theoretically, result in legal proceedings and interfere with the job of the Superintendent and Board.

Instead, all such matters should be addressed in accordance with the procedures established in Board policy.



**Subject:** Conflict of Interest Code

**Effective Date:** TBD Until Board Approval

**Approved By:** Board of Directors

**Policy:** 7003.1

## **I. ADOPTION**

In compliance with the Political Reform Act of 1974, California Government Code Section 87100, et seq., the Charter School hereby adopts this Conflict of Interest Code which shall apply to all governing board members, candidates for members of the governing board, and all other designated employees of the Charter School, as specifically required by California Government Code Section 87300. Additionally, the Charter School will comply with GC 1090.

## **II. DEFINITION OF TERMS**

As applicable to a California public charter school, the definitions contained in the Political Reform Act of 1974, the regulations of the Fair Political Practices Commission, specifically California Code of Regulations Section 18730, and any amendments or modifications to the Act and regulations incorporated by reference to this Code.

## **III. DESIGNATED EMPLOYEES**

Employees of this Charter School, including governing board members and candidates for election and/or appointment to the governing board, who hold positions that involve the making or participation in the making, of decisions that may foreseeably have a material effect on any financial interest, shall be "designated employees." The designated positions are listed in "Exhibit A" attached to this policy and incorporated by reference herein.

#### **IV. STATEMENT OF ECONOMIC INTERESTS: FILING**

Each designated employee, including governing board members and candidates for election and/or appointment to the governing board, shall file a Statement of Economic Interest (“Statement”) at the time and manner prescribed by California Code of Regulations, title 2, section 18730, disclosing reportable investments, interests in real property, business positions, and income required to be reported under the category or categories to which the employee’s position is assigned in “Exhibit A.”

An investment, interest in real property or income shall be reportable, if the business entity in which the investment is held the interest in real property, the business position, or source of income may be foreseeably be affected materially by a decision made or participate in by the designated employee by virtue of his or her position. The specific disclosure responsibilities assigned to each position are set forth in “Exhibit B.”

Statements Filed With the Charter School. All Statements shall be supplied by the Charter School. All Statements shall be filed with the Charter School. The Charter School’s filing officer shall make and retain a copy and forward the original to the Jurisdiction Board of Supervisors.

#### **V. DISQUALIFICATION**

No designated employee shall make, participate in making, or try to use his/her official position to influence any Charter School Decision which he/she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family.

#### **VI. MANNER OF DISQUALIFICATION**

##### **A. Non-Governing Board Member Designated Employees**

When a non-Governing Board member designated employee determines that he/she should not make a decision because of a disqualifying interest, he/she should submit a written disclosure of the disqualifying interest to his/her immediate supervisor. The supervisor shall immediately reassign the matter to another employee and shall forward the disclosure notice to the Superintendent, who shall record the employee’s disqualification. In the case of a designated employee who is head of an agency, this determination and disclosure shall be made in writing to his/ her appointing authority.

## B. Governing Board Member Designated Employees

Governing Board members shall disclose a disqualifying interest at the meeting during which consideration of the decision takes place. This disclosure shall be made part of the Board's official record. The Board Member shall then refrain from participating in the decision in any way (i.e., the Board member with the disqualifying interest shall refrain from voting on the matter and shall leave the room during Board discussion when the final vote is taken) and comply with any applicable provisions of the Charter School bylaws.

## EXHIBIT A

### Designated Positions

(To be updated by HR as necessary)

- I. Persons occupying the following positions are designated employees and must disclose financial interest in all categories defined in “Exhibit B” (i.e., categories 1, 2, and 3).
  - A. Members of the Governing Board
  - B. Candidates for Members of the Governing Board
  - C. Corporate Officers (President, Treasurer, Secretary)
  - D. Superintendent of Charter School
  - E. Assistant Superintendent of Business & Administrative Operations
  - F. Assistant Superintendent of Pupil Services
  - G. Assistant Superintendent of Education – Personalized Learning
  - H. Assistant Superintendent of Education – Academies
  - I. Assistant Superintendent of Personnel
  - J. Assistant Superintendent of Facilities & IT
  - K. Assistant Director of Business and Administrative Operations
  - L. Consultant: Delta Managed Solutions, LLC
  - M. Facilities Project Manager
  - N. Facilities General Contractor
  
- II. Persons occupying the following positions are designated employees and must disclose financial interests defined in Category 1 of “Exhibit B”.
  - A. Controller
  
- III. Persons occupying the following positions are designated employees and must disclose financial interests defined in Categories 2 and 3 of “Exhibit B”.
  - A. Site Principals
  - B. Program Directors (Homeschool, Keys, Learning Centers)
  - C. Administrative Directors (Special Education, Guidance/Intake, Instructional Support, Board Operations)
  - D. Director of Student Records
  - E. Risk Manager
  - F. Educational Activities Coordinator
  - G. Field Trip Coordinator
  - H. Data Analyst

**EXHIBIT B**  
Disclosure Categories

Category 1 Reporting:

- A. Interest in real property which is located in whole or in part either (1) within the boundaries of the jurisdiction, or (2) within two miles of the boundaries of the jurisdiction, including any leasehold, beneficial or ownership interests or option to acquire such interest in real property, if the fair market value of the interest is greater than \$1,000.

(Interests in real property of an individual include a business entity's share of interest in real property of any business entity or trust in which the designated employee or his or her spouse owns, directly, indirectly, or beneficially, a ten percent interest or greater.)

- B. Investments in or income from persons or business entities engaged in the acquisition or disposal of real property within the jurisdiction.

(Investment includes any financial interest in or security issued by a business entity, including but not limited to common stock, preferred stock, rights, warrants, options, debt instruments and any partnership interest or other ownership interests.)

(Investments of any individual include a pro rata share of investments of any business entity or trust in which the designated employee or his or her spouse owns, directly, indirectly or beneficially, a ten percent interest or greater.)

(Investment does not include a time or demand deposit in a financial institution, shares in a credit union, any insurance policy, or any bond or other debt instrument issued by any government or government agency).

(No investment or interest in real property is reportable unless its fair market value exceeds, \$1,000. No source of income is reportable unless the income received by or promised to the public official aggregates \$250 or more in value or \$50 or more in value if the income was a gift during the preceding 12-month reporting period.

Category 2 Reporting:

- A. Investments or income from business entities which manufacture or sell supplies, books, machinery or equipment of the type utilized by the department for which the designated employee is Manager or Director. Investments include interests described in Category 1.



Category 3 Reporting:

- A. Investments in or income from business entities which are contractors or sub-contractors engaged in the performance of work or services of the type utilized by the department for which the designated employee is Manager or Director. Investments include the interests described in Category 1.



**Subject:** Role of the Board of Directors and the Role of the Superintendent

**Effective Date:** TBD Upon Board Approval

**Approved By:** Board of Directors

**Policy:** 7004.1

## **INTRODUCTION**

Recognizing that the Charter School is governed by its Board of Directors, not by individual board members, and the relationship between the Board and the School's Superintendent and his/her Administration is crucial to the effective operation of the School, this policy clarifies the Board's and the Superintendent's primary roles in governing and operating the School.

### **The Board's primary roles include:**

1. Selection and timely annual evaluation of the Superintendent
2. Adopting a fiscally responsible budget based on the School's vision and goals, and regularly monitoring the fiscal health of the School.
3. Maintaining accountability for student learning by monitoring student progress through regular reports by the Superintendent or designee.
4. Adopting, evaluating and updating School policies consistent with the law and the School's mission.
5. Approval of the School calendar
6. Consulting with the Superintendent on his or her recommendations and acting upon them.
7. Strategic Planning
8. Exercising control of the School in accordance with the State and Federal Constitution, and applicable laws and regulations.
9. Participation in the adopted complaint procedures contained in School policy
10. Providing adequate housing, equipment, supplies and other facilities for the operation of the School.

Hearing communications, written and/or oral, from citizens and organizations on matters of administration, finance, organization, policy and program.

**The Superintendent’s primary roles include:**

1. Daily operation of the School in accordance with adopted Board policies and annual budget limitations.
2. Promoting the success of all students and supporting the efforts of the Board to keep the School focused on learning and achievement.
3. Valuing, advocating and supporting the School and all stakeholders.
4. Recognizing and respecting the differences of perspective and style on the Board and among staff, students, parents and the community and ensuring that the diverse range of views inform Board decisions.
5. Acting with dignity, treating everyone with civility and respect, and understanding the implications of demeanor and behavior.
6. Working with the Board as a “governance team” and assuring collective responsibility for building a unity of purpose, communicating a common vision and creating a positive organizational culture.
7. Understanding the distinction between Board and staff roles, and respecting the role of the Board as the representative of the community.
8. Understanding that authority rests with the Board as a whole; providing guidance to the Board to assist in decision-making; and providing leadership based on the direction of the Board as a whole.
9. Communicating openly with trust and integrity including providing all members of the Board with equal access to information, and recognizing the importance of both responsive and anticipatory communications.
10. Accepting leadership responsibility and accountability for implementing the vision, goals and policies of the School.
11. Assuring the School’s full compliance with the State and Federal Constitution and applicable laws and regulations.

**Each individual Board member shall:**

1. Keep learning and achievement for all students as the primary focus.
2. Recognize and respect differences of perspective and style on the Board and among staff, students, parents and the community.
3. Act with dignity and understand the implications of demeanor and behavior.
4. Keep confidential matters confidential.
5. Participate in professional development and commit the time and energy

necessary to be an informed and effective leader.

6. Understand the distinctions between Board and Administration roles, and refrain from performing management functions that are the responsibility of the Superintendent and staff.
7. Comply with legal responsibilities related to conflicts of interest
8. Understand that authority rests with the Board as a whole and not with individuals.



**Subject:** Board Meeting Agendas and Supporting Information

**Effective Date:** TBD Upon Board Approval

**Approved By:** Board of Directors

**Policy:** 7005.1

The Charter School Board of Directors shall comply with the Brown Act and other applicable laws of the State of California with regard to open meetings and Board agendas.

#### **Preparation of School Board Agenda**

The Superintendent or designee shall be responsible to prepare the agendas for all special and regular meetings of the Board of Directors, with the input of the Board Chair.

#### **Agenda Posting**

Agendas for regular Board meetings shall be posted 72 hours in advance of such meetings at the School office for public preview. Special meeting agendas shall be posted at least 24 hours in advance of such meetings.

#### **Agenda Distribution**

The Board agenda with supporting information for a regular Board meeting should be delivered to Board members as soon as is practicable but preferably 72 hours prior to the meeting. For special Board meetings, the agenda and supporting information should be delivered at least 24 hours prior to the meeting. The Superintendent or designee is responsible for the distribution of Board packets (which include the official agenda and all supporting information).

In addition to provision of agendas, the Board's complete public agendas shall be provided to those persons or parties who have requested to be placed upon the School's mailing list. A fee may be charged for the service of providing agenda.

For purposes of providing proper notice under the law, the Board shall comply with the Americans with Disabilities Act and any related applicable state law.

### **Anonymous Letters**

It shall be the policy of the Board not to introduce anonymous letters in the agendas for Board meetings.

### **Superintendent Duties Concerning Agendas**

1. The Superintendent shall include on the agenda all items known to him/her to require action by the Board and other topics containing information necessary for the Board to carry out its responsibilities.
2. The Superintendent shall include on the agenda items which relate to School business as are requested for inclusion by members of the Board. The Superintendent shall consult with the Board Chair prior to drafting the agenda to ensure that all Board member requested items are included on the Board agenda.
3. The Superintendent is responsible for preparing all supporting information which may accompany each agenda topic originating from the Administration or the Board. To the extent practicable, the Superintendent shall prepare a recommendation to the Board for each item on the agenda for action by the Board.

### **Requests for Agenda Items**

1. A citizen may request that a topic directly related to School business be placed on the agenda. The Superintendent in consultation with the Board Chair shall determine whether the citizen request is or is not an item directly related to School business. Further, citizen-requested items may not be placed on the agenda if the item(s) are repetitive of a previous item placed on an agenda and considered by the Board.
2. Requests for items to be included on the Board agenda by the Board or Board members, School employees, or citizens shall be in writing and submitted to the Superintendent's office seven (7) working days prior to the next regularly scheduled Board meeting.
3. Members of the Board or the Superintendent may request that a topic be placed on the agenda which has been recently considered and acted upon by the Board providing there is new and relevant information on the topic, but only for the purpose of the Board deciding whether or not to reconsider the

agenda topic, it shall do so at the next regular Board meeting.

4. Citizens who request to have a topic on the agenda are encouraged to submit, in writing, supporting information detailing their reason for having the topic placed on the agenda and what is being requested of the Board. This is intended to provide background information for Board members to help expedite the Board's handling of the topic at the Board meeting.

### **Board Action/Voting**

1. The Board may only take action on items formally listed on the School Board agenda except in emergency or other circumstances as authorized by law.
2. When there is a tie vote on the agenda topic under consideration, the item shall be resubmitted to the Board at its next regular meeting.



**Subject:** Board Oath of Office for Board Members

**Effective Date:** TBD Upon Board Approval

**Approved By:** Board of Directors

**Policy:** 7006.1

As a member of the Board of Directors of Charter School, consistent with my fiduciary duties, I shall consistently strive to promote the best interests of the School as a whole and, to that end, shall adhere to the following ethical standards:

#### **Equity in Attitude**

- I will be fair, just, and impartial in all my decisions and actions.
- I will accord others the respect I wish for myself.
- I will encourage expressions of different opinions and listen with an open mind to others' ideas.

#### **Trustworthiness in Stewardship**

- I will keep in mind that, alone, I am not the Board and as such I will not act on behalf of the Board or make representations on behalf of the Board unless specifically authorized to do so.
- I will be accountable to the public by representing School policies, programs, priorities, and progress accurately.
- I will work to ensure prudent and accountable use of School resources.
- I will make no personal promise or take private action that may compromise my performance or my responsibilities.
- I will support the authority of employed School officials at School events.

#### **Honor in Conduct**

- I will tell the truth.
- I will not release confidential information.
- I will share my views while working for consensus.
- I will respect the majority decision as the decision of the Board.



- I will base my decisions on fact rather than supposition, opinion, or public favor.

### **Integrity of Character**

- I will refuse to surrender judgment to any individual or group at the expense of the School as a whole.
- I will consistently uphold all applicable laws, rules, policies, and governance procedures.
- I will not disclose information that is confidential by law or that will needlessly harm the School if disclosed.

### **Commitment to Service**

- I will focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation.
- I will honor the mission statement and uphold the board's core values.
- I will diligently prepare for and attend Board meetings.
- I will avoid personal involvement in activities the Board has delegated to the Superintendent.
- I will seek continuing education that will enhance my ability to fulfill my duties effectively.
- I will attend School events to express my enthusiasm and encouragement toward students and staff.

### **Student-Centered Focus**

- I will be continuously guided by what is best for all students of the School.



**Subject:** Board Regular and Special Board Meetings

**Effective Date:** TBD Upon Board Approval

**Approved By:** Board of Directors

**Policy:** 7007.1

### **Regular Meetings**

Regular meetings of the Charter School Board of Directors shall be held consistent with the calendar for such meetings as established by the Board each year.

If at any time any regular meeting falls on a holiday, (Federal, State, or local), such regular meeting shall be held on the next business day.

### **Special Meetings**

Special Meetings may be called on an as-needed basis, consistent with legal requirements.

### **Notification of Meetings**

Not later than 72 hours prior to a regular meeting and not later than twenty-four (24) hours prior to a Special Meeting, the Superintendent shall provide notice of the time and place of the meeting, and the agenda shall be provided to all Board members and those persons or entities who have previously requested notice of such meetings and shall be posted online on the School's website.

### **Meetings Open To the Public**

#### **A. Open Session**

All meetings of the Board shall be open to the public except Closed Sessions, as authorized by law.

#### **B. Presentations to the Board/Agenda Items**

Any person may address the Board concerning any item on the agenda and may, at the discretion of the Board, be granted five minutes to make a presentation to the Board at the time the specific item is under discussion. The Chair of the Board may grant additional time for an individual to address the Board if circumstances permit. The total time devoted to presentations to the Board on agenda items shall not exceed one-half hour unless additional time is granted by the Board. The Board Chair may curtail individual presentations if repetitive of points raised by others, particularly if it appears the total allotted time may be exceeded. The Board Chair may alter the amount of time allotted to public speakers as needed.

All presentations shall be heard by the Board prior to the formal discussion of the agenda topic by the Board and consideration of action.

#### C. Oral Communications

Citizens may address the Board on any item not listed on the Board meeting agenda. Speakers will be limited to three (3) minutes. No more than a total of fifteen (15) minutes shall be devoted to all non-agenda items at a regular meeting. The Board Chair may disallow a request to address the Board if repetitive of other speakers, or if the speaker seeks to make a presentation that he or another speaker has made at a previous meeting, particularly if it appears that the total allotted time may be exceeded. The Board Chair may alter the amount of time allotted to public speakers as needed.

Members of the public attempting to make complaints or charges against a School employee before the Board in open session will be offered the option to meet with staff to file a complaint under the School's established complaint procedures.

#### D. Disturbance of Meetings

Any person who willfully disturbs any Board meeting will be asked to leave immediately and may be guilty of a misdemeanor punishable by law.

#### E. Requests to Address the Board

Prior to the beginning of the meeting, citizens seeking to address the Board on an item on the agenda or during time allocated for oral communications shall complete the card, "Request to Address the Board" (located in the Board Meeting Room), and give it to the Board Chair or Secretary to the Board.

### **Minutes of Board Meetings**

The minutes of open session meetings of the Board shall record all motions, show the names of Board members making and seconding motions and state the vote upon the motion. The open session minutes shall also record all resolutions and the recommendations of the Superintendent. The minutes shall follow the generally accepted pattern in form.

The original copy of the open session minutes shall be signed by the Secretary of the Board and approved by the Board. Original minutes shall be bound in chronological order, volumed by fiscal year, and paged consecutively.

The official minutes of the Board shall be kept in fireproof storage and made available on the School's website. The following documents shall be bound with the official minutes and referred to in the text of the minutes to which they apply:

- Original copies of all resolutions unless required by other agencies, in which case photocopies of the originals may be substituted;
- Original copy of all budget transfers;
- Copies of any document determined by the Board of Directors to be attached to the official minutes; and
- Other documents which, in the opinion of the Secretary, are necessary to fully substantiate or record Board of Director's action.

In addition to the official minutes, an additional copy of all minutes and attached documents shall be maintained in the office of the Secretary of the Board. This set of minutes shall be bound, indexed by those categories detailed above and by subject.

### **Quorum Requirements**

A majority of the voting members of the Board shall constitute a quorum of Board which is necessary for the Board to transact business. All motions, in order to pass, need positive action by at least a majority of the Board. Should there be fewer than a majority of the Board present at any meeting, the meeting shall be adjourned.



**Subject:** Hiring: Recruitment and Selection, Nondiscrimination in Employment, Nepotism

**Effective Date:** TBD Upon Board Approval

**Approved By:** Board of Directors

**Policy:** 8001.1 – 8001.3

### **8001.1 – RECRUITMENT AND SELECTION**

Because an important factor in student achievement is the quality of the teaching staff, the Charter School Board of Directors desires to employ a highly qualified and effective person for each open position in order to improve student achievement and efficiency in school operations. Quality support and administrative staff also contribute to student achievement through smooth and efficient operations that allow all staff to focus on the quality of the school program.

The Superintendent or designee shall recruit candidates for open positions based on an assessment of the School's needs for specific skills, knowledge, and abilities. The Superintendent shall develop job descriptions that accurately describe all essential and marginal functions and duties of each position, including environmental and physical demands, and shall disseminate job announcements to ensure a wide range of candidates.

The Superintendent or designee shall develop selection procedures that identify the best possible candidate for each position based on screening processes, interviews, observations, and recommendations from previous employers. S/he may establish an interview committee, as appropriate, to rank candidates and recommend finalists. All discussions and recommendations shall be confidential in accordance with law.

No inquiry shall be made with regard to any category of discrimination prohibited by applicable law. During job interviews, applicants may be asked to describe or demonstrate how they have performed in the past and how they think they will be able to perform the duties of the job.

School employment practices shall not discriminate against non-citizen residents who are legal to work in the United States. Inquiries to assure employment eligibility shall be made in accordance with law, Board Policy and Administrative Regulation.

**All employees are hired “at will.”** Each employee will specifically acknowledge, by returning a signed offer letter, that the employee is an at-will employee and that there have been no promises of continued employment at the school from any of its representatives.

For each position, the Superintendent or designee shall present to the Board one individual who meets the qualifications for the position. No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee.

Contingent upon available funding, the Superintendent or designee may provide incentives to recruit credentialed teachers to teach in difficult-to-fill positions.

The Superintendent or designee has the authority to allow a new hire to begin employment prior to Board approval. The new hire will be notified that her/his employment is subject to Board approval.

## **8001.2 – NONDISCRIMINATION IN EMPLOYMENT**

The school is an equal opportunity employer. It is the policy of the School to afford equal employment and advancement opportunity to all qualified individuals without regard to race, color, creed, gender (including gender identity and gender expression), religion, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, sexual orientation, or any other consideration made unlawful by federal, state, or local laws. This policy 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, the School will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any applicant or employee who requires an accommodation in order to perform

the essential functions of the job should contact a School representative with day-to-day personnel responsibilities and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job. The school then will conduct an investigation to identify the barriers that interfere with the equal opportunity of the applicant or employee to perform his or her job. The school will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the School will make the accommodation.

Any school employee who engages or participates in unlawful discrimination or who aids, abets, incites, compels, or coerces another to discriminate, is in violation of this policy and is subject to disciplinary action, up to and including dismissal.

Any school employee who observes or has knowledge of an incident of unlawful discrimination or harassment shall report the incident to the director, school administrator, or Superintendent as soon as practical after the incident. School administrators should immediately report the information to Human Resources and the Superintendent. Failure of a school employee to report discrimination or harassment may result in disciplinary action.

The Superintendent or designee shall regularly publicize, within the school and in the community, the school's nondiscrimination policy and the availability of complaint procedures.

The school's policy and administrative regulation shall be posted in all schools and offices, including staff lounges and student government meeting rooms.

The Board designates the following position(s) as Coordinator(s) for Nondiscrimination in Employment:

**Director, Human Resources**

27740 Jefferson Avenue, Temecula, CA 92590

(951) 252-8870

**Other Remedies**

An employee may, in addition to filing a discrimination complaint with the School, file a complaint with either the California Department of Fair Employment and Housing (DFEH) or the Equal Employment Opportunity Commission (EEOC). The time limits for filing such complaints are as follows:

1. To file a valid complaint with DFEH, the employee must file her/his complaint

within one year of the alleged discriminatory act(s). (Government Code 12960)

2. To file a valid complaint directly with EEOC, the employee must file her/his complaint within 180 days of the alleged discriminatory act(s). To file a valid complaint with EEOC after filing a complaint with DFEH, the employee must file the complaint within 300 days of the alleged discriminatory act(s) or within 30 days after the termination of proceedings by DFEH, whichever is earlier. (42 USC 2000e-5)

### **Websites**

EEOC: <http://www.eeoc.gov>

OCR: <http://www.ed.gov/offices/OCR>

DFEH: <http://www.dfeh.ca.gov>

### **8001.3 – NEPOTISM**

The basic criteria for appointment and promotion of all faculty and staff will be appropriate qualifications and performance. Relationship by family, marriage, or partnership will constitute neither an advantage nor a deterrent to appointment in the school provided the individual meets and fulfills the appropriate standards. It is not the intent of this policy to encourage the employment of relatives within the same unit, but rather to reemphasize the concept that the selection of personnel will be on the basis of job-related qualifications.

Members of the same immediate family whose qualifications rank each of them first for the positions under consideration may be employed (full-time or part-time), so long as neither family member is immediately responsible for the decision to hire, or for the supervision, direction, evaluation, or salary recommendation of the other. In such instances, all final decisions will be referred to the Board of Directors and to the Office of Human Resources.





**Subject:** Compensation: Salary, Pay Increases, Evaluations, Benefits

**Effective Date:** TBD Upon Board Approval

**Approved By:** Board of Directors

**Policy:** 8002.1 – 8002.4

### **8002.1 – SALARY**

In order to attract and maintain a high quality and satisfied staff, it is the Charter School's desire to maintain reasonable standards of compensation for employees. All employees will be compensated based on Board-approved pay scales. The school shall attempt to keep pay scales in line with those of school districts throughout San Bernardino County. Raises in pay and/or benefits from year to year will be determined by evaluating employee performance, the financial situation of the School, and neighboring school districts' raises in salary or other compensation.

All certificated employees are covered by a salary schedule. This schedule is available in the Office of Human Resources. Each employee will be evaluated on an annual basis. Certificated teaching and administrative staff hired back for the new school year who have received satisfactory reviews will advance one row on the appropriate salary scale or receive the additional yearly compensation per student on the Education Specialist scale subject to the school's financial situation. Teaching staff may move over in columns based on completing additional educational and/or credentialing requirements. Administrative staff may also move across columns based on educational and/or credentialing requirements, as well as quality of work and service as determined by supervisors and approved by the Superintendent.

All classified employees are covered by a salary schedule. This schedule is available in the Office of Human Resources. Each employee is evaluated on an annual basis. Classified staff who have received satisfactory reviews will advance one row on the appropriate salary scale. Classified staff may move across columns based on quality of work, experience, education, and service as determined by supervisors and approved by the Superintendent.

## **8002.2 – PAY INCREASES**

Salary schedules and pay scales will be recommended by the Superintendent and approved by the Board. Increases in the pay scales and raises may be recommended to the Board by the Superintendent each spring and are subject to Board approval. Considerations will include the financial situation of the school, the State's anticipated Cost of Living Adjustment (COLA), as well as other issues that may arise.

## **8002.3 – EVALUATIONS**

The Board believes that regular and comprehensive evaluations can help instructional staff improve their teaching skills and raise students' levels of achievement. Evaluations of classified and administrative staff also serve as an important part in continuous program improvement. Evaluations serve to hold staff accountable for their performance. The Superintendent or designee shall evaluate the performance of staff members in accordance with law and adopted evaluation standards.

Evaluations shall be used to recognize the exemplary skills and accomplishments of staff and to identify areas needing improvement. When areas needing improvement are identified, the Board expects employees to accept responsibility for improving their performance. The Superintendent or designee shall endeavor to assist employees to improve their performance and may require participation in appropriate programs. Staff members are encouraged to take initiative to request assistance as necessary to promote effective teaching.

The school shall maintain a personnel file for each employee in a secure location. The personnel file will contain the evaluation documents discussed in this section, as well as any other employment-related documents or correspondence.

It is the policy of the school that all persons, including each teacher, school staff, and administrator have an appraisal done at least once each year. These evaluations are conducted by the Superintendent or immediate supervisor. Education Specialists and academy teachers are required to complete all attendance reports and monthly learning records of student progress or class notes as a condition of their continued employment. The Superintendent shall be evaluated by the Evaluation Committee of the Board prior to the end of each year (for the previous fiscal year) based on criteria set forth by job responsibilities.

Performance evaluation is an ongoing process. The school encourages employees

and their supervisors to communicate frequently. The performance evaluation process provides an objective, consistent, and fair way to measure employee effectiveness, identify areas needing improvement, and to review goal accomplishments and progress.

All employees shall have the right to make written explanations or objections to the observations or review findings within one (1) week of receipt by stating areas of disagreement. These objections will be attached to the observation and/or evaluation and kept in the employee's personnel file.

#### **8002.4 – BENEFITS**

The Board acknowledges that the health and welfare of school staff is an important contribution to the School's programs and student achievement. The school is committed to offering competitive benefits packages to school employees such that employees may maintain good health and well-being. Benefits serve as incentives, as well as contribute to peace of mind in allowing employees reasonable ability to respond to life's demands and challenges. Benefits include paid periods of vacation, sick pay, and may include health, dental, vision, and chiropractic insurance, among other options.



**Subject:** Termination: At-Will Employment, Discipline, Resignation, Dismissal

**Effective Date:** TBD Upon Board Approval

**Approved By:** Board of Directors

**Policy:** 8003.1 – 8003.3

### **8003.1 – AT-WILL EMPLOYMENT**

Employment with the Charter School is at-will, meaning that either the school or the employee may terminate the employment relationship at any time, with or without cause or advance notice. Employment is not guaranteed for a specific period of time. No representative of the school, other than the Board Chairman or Designee, has the authority to enter into any agreement for employment for any specific period of time other than at-will.

### **8003.2 – DISCIPLINE**

The school desires all employees to succeed. All supervisors are encouraged to offer constructive feedback, training, encouragement, and support in order to help facilitate employee success. Despite these best efforts, there are times when more formal action must be taken by the school. The school reserves the right to determine when improper actions by an employee have occurred and how they will be handled. The School does not have a required progressive disciplinary policy, and disciplinary action may not follow a specific set of steps. Without altering the at-will nature of employment, the school may impose one or more of the following in any order at its discretion: counseling, coaching, verbal or written warning, probation, monitored performance, job change, suspension with or without pay, demotion, change of work hours, reduction in pay, termination, or other forms of management action. When action is necessary, the school reserves the right to consider each incident on a case-by-case basis. This policy does not impair or alter the at-will employment relationship in any way.

### **8003.3 – RESIGNATION**

Ample notice of intent to resign is appreciated from an employee who plans to leave the school. At a minimum, two (2) weeks' notice is desired and requested.

The Superintendent or her/his designee is authorized to accept the written resignation of any employee on behalf of the Board, and the resignation shall become effective immediately upon acceptance by the Superintendent or her/his designee. A resignation presented to and accepted by the Superintendent may not be withdrawn by the employee.



**Subject:** Harassment-Free Workplace

**Effective Date:** TBD Upon Board Approval

**Approved By:** Board of Directors

**Policy:** 8004.1

The Charter School is committed to providing a work and educational atmosphere that is free of unlawful harassment. The Charter School's policy prohibits sexual harassment and harassment based upon pregnancy, childbirth or related medical conditions, race, religion, creed, color, gender, gender identity, gender expression, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, local law, ordinance, or regulation. The Charter School will not condone or tolerate harassment of any type by any employee, independent contractor or other person with which the Charter School does business. This policy applies to all employee actions and relationships, regardless of position or gender. The Charter School will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted.

#### **Prohibited Unlawful Harassment**

- Verbal conduct such as epithets, derogatory jokes, or comments or slurs
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis
- Retaliation for reporting or threatening to report harassment
- Deferential or preferential treatment based on any of the protected classes above

#### **Prohibited Unlawful Sexual Harassment**

In accordance with existing policy, discrimination on the basis of gender in education institutions is prohibited. All persons, regardless of gender, are afforded equal rights and opportunities and freedom from unlawful discrimination in education programs or activities conducted by the Charter School.

The Charter School is committed 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 consists of sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when: (1) submission of the conduct is either 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 work performance or creates an intimidating, hostile, or offensive working environment.

It is also unlawful to retaliate in any way against an employee who has articulated a good faith concern about sexual harassment against him/her or against another individual.

All supervisors of staff will receive sexual harassment training within six (6) months of their assumption of a supervisory position and will receive further training once every two (2) years thereafter. All staff will receive sexual harassment training and/or instruction concerning sexual harassment in the workplace as required by law.

Each employee has the responsibility to maintain a workplace free from any form of sexual harassment. Consequently, should any individual, in particular those with supervisory responsibilities, become aware of any conduct that may constitute sexual harassment or other prohibited behavior, immediate action should be taken to address such conduct. Employees and students are expected to act in a positive and professional manner and to contribute to a productive school environment that is free from harassing or disruptive activity. Any employee who believes they have been harassed or has witnessed harassment is encouraged to immediately report such harassment to their supervisor or the Superintendent. See Attachment for the "Harassment Complaint Form."

**Sexual harassment may include, but is not limited to:**

- Physical assaults of a sexual nature, such as:
  - Rape, sexual battery, molestation, or attempts to commit these assaults and
  - Intentional physical conduct that is sexual in nature, 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 conduct, 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 sex.
- Sexual or discriminatory displays or publications anywhere at the workplace by employees, such as:
    - Displaying pictures, cartoons, posters, calendars, graffiti, objections, 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.
    - Reading publicly or otherwise publicizing in the work environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning, or pornographic; and
    - 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 to be construed as an all-inclusive list of prohibited acts under this policy.

Complainants and witnesses under these policies will be protected from further harassment and will not be retaliated against in any aspect of their employment due to their participation in or filing of a complaint or reporting sexual harassment.

The Charter School will investigate complaints promptly and provide a written report of the investigation and decision as soon as practicable. The investigation will be handled in as confidential a manner as possible consistent with a full, fair, and proper investigation.

Employees may also direct their complaints to the California Department of Fair Employment and Housing (“DFEH”), which has authority to conduct investigation of



the facts. The deadline for filing complaints with the DFEH is one year from the date of the alleged unlawful conduct. If the DFEH believes a complaint is valid and settlement efforts fail, the DFEH may seek an administrative hearing before the California Fair Employment and Housing Commission (“FEHC”) or file a lawsuit in court. Both the FEHC and the courts have authority to award monetary and non-monetary relief in meritorious cases. Employees can contact the nearest DFEH office or the FEHC by checking the State Government listings in the local telephone directory.

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

### **HARASSMENT COMPLAINT FORM**

*It is the policy of the Charter School that all of its employees be free from harassment including sexual harassment. This form is provided for you to report what you believe to be harassment, so that the Charter School may investigate and take appropriate disciplinary or other action when the facts show that there has been harassment.*

*If you are an employee of the Charter School, you may file this form with the Superintendent or Board Chair.*

*Please review the Charter School’s policies concerning harassment for a definition of sexual harassment and a description of the types of conduct that are considered to be harassment.*

*The Charter School will undertake every effort to handle the investigation of your complaint in a confidential manner. In that regard, the Charter School will disclose the contents of your complaint only to those persons having a need to know. For example, to conduct its investigation, the Charter School will need to disclose portions of your factual allegations to potential witnesses, including anyone you have identified as having knowledge of the facts on which you are basing your complaint, as well as the alleged harasser.*

*In signing this form below, you authorize the Charter School to disclose to others the information you have provided herein, and information you may provide in the future. Please note that the more detailed information you provide, the more likely it is that the Charter School will be able to address your complaint to your satisfaction.*

*Charges of harassment are taken very seriously by the Charter School both because of the harm caused to the person harassed, and because of the potential sanctions that may be taken against the harasser. It is therefore very important that you report the facts as accurately and completely as possible and that you cooperate fully with the person or persons designated to investigate your complaint.*

Your Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date of Alleged Incident(s):

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Name of Person(s) you believe harassed you or someone else: \_\_\_\_\_

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List any witnesses that were present: \_\_\_\_\_

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Where did the incident(s) occur? \_\_\_\_\_

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

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I acknowledge that I have read and that I understand the above statements. I hereby authorize the Charter School to disclose the information I have provided as it finds necessary in pursuing its investigation.

**I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief.**

Date: \_\_\_\_\_ Signature of Complainant: \_\_\_\_\_

Print Name: \_\_\_\_\_

Received by: \_\_\_\_\_



**Subject:** Employee Complaints  
**Effective Date:** TBD Upon Board Approval  
**Approved By:** Board of Directors  
**Policy:** 8005.1

The Charter School Board of Directors recognizes the need for providing employees with a complaint process to complain about a school staff member.

The Board expects that employees and supervisors will make every effort to resolve employee complaints and disagreements informally before resorting to formal complaint procedures.

The Superintendent or designee shall establish complaint procedures which allow employees to appeal to the Board.

#### **PERSONNEL - EMPLOYEE COMPLAINT PROCEDURE**

The following guidelines shall prescribe the manner in which complaints by an school employee about a co-worker are handled:

1. A "complaint" shall be defined as an alleged misapplication of the school's policies, regulations, rules or procedures, instruction/pedagogy, or significant discomfort felt by or towards an employee. Procedures for the resolution of employee complaints provide a route of appeal through administrative channels and to the Board, if necessary.
2. Complaints involving unlawful harassment or sexual harassment are addressed under the school's "Harassment-Free Workplace Policy." The school Uniform Complaint Policy/Procedure ("UCP") shall be used to address all complaints which allege that the Charter School has violated federal or state laws or regulations governing educational programs.
3. So as not to interfere with school schedules, meetings related to a complaint shall be held before or after the complainant's regular working hours.
4. All matters related to a complaint shall be kept as confidential as possible, but in some circumstances absolute confidentiality cannot be assured.

5. All documents, communications, and records dealing with the complaint shall be placed in a school complaint file.
6. No reprisals shall be taken against any participant in a complaint procedure by reason of such participation.
7. Time limits specified in these procedures may be reduced or extended in any specific instance by written mutual agreement of the parties involved. If specified or adjusted time limits expire, the complaint may proceed to the next step.
8. Any complaint not taken to the next step within prescribed time limits shall be considered settled on the basis of the answer given at the preceding step.
9. At all times, employees are expected to act professionally and handle complaints with discretion and the preservation of dignity for all parties involved. Gossip and complaints to staff members with no ability to solve the problem is counterproductive and to be avoided.

### **Informal Complaints**

Employees and those with complaints about employees are encouraged to resolve complaints informally. Informal efforts to resolve the issues include:

1. The complainant should first address his or her concerns to the person with whom the complainant has an issue. If the complainant is uncomfortable going directly to the person involved, s/he may go immediately to step 2.
2. The complainant should discuss the concerns with his or her immediate supervisor. In the case of a non-employee complaining about an employee, the complainant should go to the employee's supervisor. If the concerns are ABOUT the supervisor and the complainant is uncomfortable, s/he may go directly to step 3.
3. The last step in the informal process is for the employee to discuss the issue with the Director of Human Resources. If the issues are not resolved to the complainant's satisfaction, s/he may initiate the formal complaint procedure.

### **Formal Complaint Procedure - Step 1**

If a complaint has not been satisfactorily resolved by informal procedures, the complainant may file a written complaint with the immediate supervisor or Human Resources within 60 days of the act or event which is the subject of the complaint.

Within fifteen working days of receiving the complaint, the immediate supervisor or HR shall conduct any necessary investigation and meet with the complainant in an effort to resolve the complaint.

The immediate supervisor or HR shall present all concerned parties with a written

answer to the complaint within thirty working days after the meeting. Specific information in the response regarding disciplinary steps taken, if any, will be limited to appropriate privacy levels.

### **Formal Complaint Procedure - Step 2**

If a complaint has not been satisfactorily resolved in Step 1, the complainant may file the written complaint with the Superintendent or designee within five working days of receiving the answer at Step 1. All information presented at Step 1 shall be included with the complaint, and the immediate supervisor or HR shall submit to the Superintendent or designee a report describing attempts to resolve the complaint at Step 1.

Within ten working days of receiving the complaint, the Superintendent or designee shall conduct any necessary investigation and meet with the complainant in an effort to resolve the complaint.

The Superintendent or designee shall present all concerned parties with a written answer to the complaint within ten working days after the meeting.

### **Formal Complaint Procedure - Step 3**

If a complaint has not been satisfactorily resolved at Step 2, the complainant may file a written appeal to the Board within five working days of receiving the answer at Step 2. All information presented at Steps 1 and 2 shall be included with the appeal, and the Superintendent or designee shall submit to the Board a report describing attempts to resolve the complaint at Step 2.

An appeal hearing shall be held at the next regularly scheduled Board meeting which falls at least 12 days after the appeal is filed. This hearing shall be held in closed session if the complaint relates to matters properly addressed in closed session.

The Board shall make its decision within 30 days of the hearing and shall mail its decision to all concerned parties. The Board's decision shall be final.

Report complaints to the Charter School 27740 Jefferson Avenue, Temecula 92590 / 951 252-8800.



**Subject:** Certification

**Effective Date:** TBD Upon Board Approval

**Approved By:** Board of Directors

**Policy:** 8006.1

The Charter School Board of Directors recognizes the importance of having a highly qualified teaching, counseling, and administrative staff with appropriate and current credentials. The Charter School makes on-going efforts to maintain a qualified staff of education professionals.

### **Responsibility for Renewal**

All certificated personnel are personally responsible for renewing their credentials and for keeping them valid.

### **No Pay for Invalid Credential**

A teacher whose credential is not valid cannot be paid for the time service is rendered under such conditions.

### **Responsibility for Registration**

Each credential actively used by the teacher will be registered with the office of the County Superintendent of Schools through the Charter School's Human Resources process. Ensuring that this is done, and credentials are kept current, is the teacher's responsibility.

### **Certification and Registration Required**

No warrant will be drawn in favor of any person requiring certification until he/she is properly credentialed and registered with the county. (E.C. 45034)

### **Emergency and Provisional Credentials**

Teachers may teach on emergency or provisional credentials, although efforts will be made to have appropriately credentialed teachers in all positions.

**Proficiency in Reading, Writing and Mathematics**

The Board will not initially employ any certificated person on a permanent, temporary, or substitute basis unless that person has demonstrated basic skills proficiency, generally proven through CBEST passage results. Exemptions from this requirement shall be governed by provisions of E.C. Section 44830(c)-(k).

**School Interns**

The Board shall recommend that school interns be awarded clear credentials by the Commission on Teacher Credentialing once they have successfully completed their internship pursuant to Education Code Section 44325(b). This recommendation shall be withheld only if the Board is able to present substantial evidence that the person is not qualified to teach. (E.C. 44328)



**Subject:** Social Media Guidelines for Staff  
**Effective Date:** TBD Upon Board Approval  
**Approved By:** Board of Directors  
**Policy:** 8007.1

New technologies, such as social networking tools, provide exciting new ways to collaborate and communicate. Nevertheless, school personnel should understand that certain expectations for professional conduct extend into the personal online world of social networking, blogs, and other communication tools, especially regarding any mention of our school or members of the school community. While the Charter School respects the right of employees to use social media and networking sites (such as Facebook, MySpace, Twitter, Flickr, LinkedIn, etc.) as well as personal websites and blogs, it is important that employees' personal use of these sites does not damage the school's reputation, its employees, or its students or their families. This policy is adopted to ensure online conduct which reflects poorly upon employees, parents, students, or the school may be grounds for disciplinary review or action, up to and including termination.



## **Employee Guidelines for Use of Social Networking Sites**

### **Acknowledgement and Agreement**

The following guidelines are for the Charter School employees who use online social networking applications including but not limited to Facebook, MySpace, and Twitter which may be frequented by any member of the school community.

1. **RESTRICTIONS:** If an employee decides to post information on the Internet (i.e., personal blog, Facebook, MySpace, Twitter, etc.) that discusses any aspect of his/her workplace activities, the following restrictions apply:
  - School equipment, including School computers and electronics systems, may not be used for these purposes.
  - Student and employee confidentiality policies must be strictly followed.
  - Employees must make clear that the views expressed on the Internet are their own and not those of the School.
  - Employees may not use the School's logos, trademarks and/or copyrighted material and are not authorized to speak on the School's behalf.
  - Employees are not authorized to publish any confidential or proprietary information maintained by the School.
  - Employees are prohibited from making discriminatory, defamatory, libelous or slanderous comments when discussing the School, the employee's supervisors, co-workers and competitors.
  - Employees must comply with all School policies, including, but not limited to, rules against unlawful harassment and retaliation.

The School reserves the right to take disciplinary action against any employee whose Internet postings violate this or other School policies.

2. **CLASS USE OF SOCIAL NETWORKING:** New social networking tools and features are being continually introduced which may or may not be appropriate for course or student use. Social networks, even those designed for education, give rise to unique concerns and inherent dangers related to their use. In order to provide healthy, age-appropriate use of social networks, employees are asked to submit all requests for school-sanctioned online social tools to the Assistant Superintendent of Facilities & IT for review.
3. **FRIENDING:** Accept social network friend requests only with school community members over the age of 18. Do not initiate friend contacts with students at all or former students under the age of 18.

4. **UNEQUAL RELATIONSHIPS:** Understand that the uneven power dynamics of the school, in which adults and educators have authority over students and former students, supervisors have authority over subordinates, and Board members have authority over all staff, continues to shape and influence those relationships. Be mindful of those types of relationships and take caution to not cross the line in any given circumstance. Board members and supervisors should not request friend contact with employees as the employees may feel pressured to accept. Board members and supervisors may accept friend requests if initiated by the employee.
5. **OTHER FRIENDS:** Remind all other members of your network of your position as a school employee whose profile may be accessed by current or former students, and to monitor their posts to your network accordingly. Conversely, be judicious in your postings to all friends' sites, and act immediately to remove any material that may be inappropriate from your site, whether posted by you or someone else.
6. **GROUPS IN YOUR SOCIAL NETWORK:** Associate with social networking groups consistent with healthy, pro-social activities and the mission and reputation of the school, acting with sensitivity within context of a diverse educational environment in which both students and adults practice tolerance and accept competing views.
7. **PRIVACY SETTINGS AND CONTENT:** Exercise care with privacy settings and profile content.
  - By posting your comments or having online conversations etc. on social media sites, you are broadcasting to the world. Be aware that even with the strictest privacy settings what you 'say' online should be within the bounds of professional discretion. Comments expressed via social networking pages under the impression of a 'private conversation' may still end up being shared into a more public domain, even with privacy settings on maximum because nothing posted is ever truly private nor does it expire. Be aware that you are responsible for the content you post and that information remains in cyberspace forever.
  - Comments related to the school should always meet the highest standards of professional discretion. When posting, even on the strictest settings, employees should act on the assumption that all postings are in the public domain. If you see unfavorable opinions, negative comments or criticism about yourself or the school, do not try to have the post removed or send a written reply that will escalate the situation. Forward this information to the HR Department.
  - Before posting photographs and videos, permission should be sought from the subject where possible, and thought should be given as to whether the images reflect on your professionalism.

- Photographs relating to alcohol or tobacco use may be deemed inappropriate. Remember, your social networking site is an extension of your personality, and by that token an extension of your professional life and your classroom. If it would seem inappropriate to put a certain photograph on your “wall” - is it really correct to put it online?
  - Micro blogging (Twitter, etc.) comments made using such media are not protected by privacy settings as witnessed by the high profile cases in the UK with sports stars being disciplined for tweets expressing personal views. Employees should be aware of the public and widespread nature of such media and again refrain from any comment that could be deemed unprofessional.
8. MISREPRESENTATION: Employees who use social networks should do so using their own name, not a pseudonym or nickname.
  9. PUBLIC INFORMATION: Given the open nature of the Internet, and social networks in particular, it would be prudent for school employees to use social networks as if none of their content is private, including photos and videos.
  10. VIOLATION: Use of social media that in any way violates the school’s anti-discrimination policies and/or anti-harassment policies is absolutely prohibited.

My signature indicates that I have read, understand, and agree to abide by the terms and conditions of this agreement. If my conduct reflects poorly upon employees, parents, students, or any member of the school community, I understand this could be grounds for disciplinary review or action, up to and including termination.

\_\_\_\_\_  
Employee’s Name (Please print)

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department/Location

This form must be returned to Human Resources, Pacific Charter School.

ORIGINAL SIGNATURE REQUIRED

