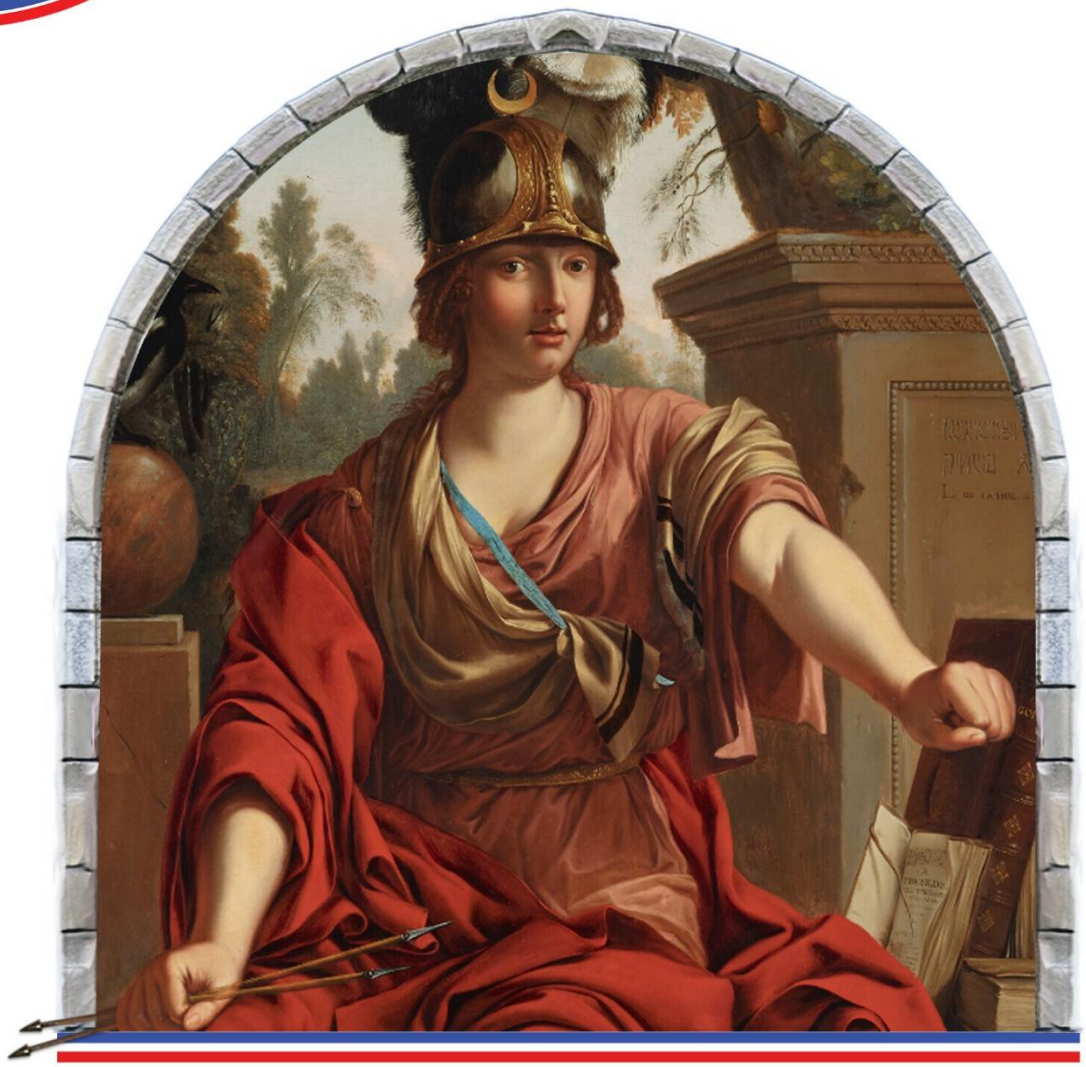
Board of Trustees Policies Handbook

Classical Charter Schools America



2026-2027

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In affiliation with The Roger Bacon Academy
3610 Thaddeus Lott Ln. Leland, NC 28451
(910)655-3600
www.rogerbacon.net

SCAN TO LEARN MORE

Schools of the Organization:

Classical Charter Schools of Leland – Elementary
7055 Bacon's Way
Leland, NC 28451
(910)655-1214
www.CCSAM.net

Classical Charter Schools of Leland – Middle School
3516 Bernoulli's Trail
Leland, NC 28451
(910)655-5455
www.CCSAM.net

Classical Charter Schools of Whiteville – Elementary
35 Bacon's Way
Whiteville, NC 28472
(910)641-4042
www.CCSAM.net

Classical Charter Schools of Whiteville – Middle School
350 Education Lane
Whiteville, NC 28472
(910)641-4004
www.CCSAM.net

Classical Charter Schools of Southport – Elementary
2260 Achievement Way SE
Bolivia, NC 28422
(910)338-4178
www.CCSAM.net

Classical Charter Schools of Southport – Middle School
1842 Education Lane SE
Bolivia, NC 28422
(910)338-4178
www.CCSAM.net

Classical Charter Schools of Wilmington
507 North Sixth St.
Wilmington, NC 28401
(910)763-1976
www.CCSAM.net

Curriculum Subjects

Traditional Family Values, Cursive, Latin, Classical Literature, Chronological Western History, Sportsmanship in Athletics, Up to 5 credits toward high school graduation.

The Goal

Classical Education creates independent learners discerning Truth, Goodness, and Beauty so that civilization can flourish.

The Means

Classical Education is organized in three overlapping phases called the Trivium: Grammar, Logic, and Rhetoric.

1. Grammar: the basic facts such as numbers, letters, dates, places
2. Logic: rules how the basic facts interrelate to convey knowledge
3. Rhetoric: how to present ideas so that they appeal to others

The Grade Sequence

K-2 focus is on Grammar with beginning Logic. Grades 3-5 retain Grammar but are primarily Logic with beginning Rhetoric. Grades 6-8 focus on Logic and Rhetoric.

Cover Image: "Allegory of Dialectic" Laurent de La Hyre (1650)
Dialectic is personified as a central female figure, representing the art of logical reasoning and debate. She is surrounded by symbols of philosophy and learning, including books and writing tools, illustrating the intellectual rigor and depth of dialectical thought.

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Organization Overview

Introduction

The Classical Charter Schools of America Board of Trustees welcomes you to an exciting and challenging experience as an employee of one of our schools under the management of The Roger Bacon Academy. In the following pages you will find our policies and practices for faculty and staff. These policies and practices are provided to help us work together to accomplish our goal of providing the very best education possible and an environment which is conducive to learning.

It is important to realize that this is a policy handbook and is not a contractual agreement. It is intended as a general source of pertinent information. The Board reserves the right to change or modify any policy as needed to best serve the organization. As changes become necessary, amendments will be provided and the most updated version found on the School websites.

Please become familiar with the policies and practices contained within this handbook, as they are intended to make the work place as professional an environment as possible. Please note that failure to comply with the policies contained in this handbook can result in suspension or dismissal, at the sole discretion of the Headmaster.

It is also imperative that all employees, regardless of position, are familiar with the Parent and Student Handbook. Specifically, the School Overview which includes the founding principles of the organization such as the mission statement, purpose, and educational focus.

Organizational Structure

- **Board Authority and Duties**

The Classical Charter Schools of America Board of Trustees, herein after referred to as the Board, is a body corporate and has general control and supervision of all matters pertaining to the schools. The Board will establish general policies in keeping with the needs of the CCS-America School community and the requirements of state law and perform all specific duties imposed by law. The Board considers some of its most significant duties to be the following:

1. Providing leadership and direction through the formulation of goals and objectives, especially in defining and setting high academic standards for student success;
2. Creating policies that establish standards, accountability and evaluation of essential operations of their schools;
3. Taking steps necessary to help ensure legal compliance of Board and school functions with state and local regulations.

- **Administration**

The Board has entered a contractual agreement with The Roger Bacon Academy to manage each of the schools under its supervision. The Headmaster, while employed by The Roger Bacon Academy, reports to the Board and is responsible for administrative operations in accordance to the Board's overall vision. The Headmaster also serves as the educational leader of the School and administers the School according to the policies set by the Board.

The Board members and faculty of The Roger Bacon Academy and its affiliated schools approach each year with excitement and vitality. We look forward to a rewarding school year!

- **Statutory Environment**

The North Carolina General Statutes contain laws declaring the purpose of charter schools and the criteria under which they must operate. It is to these purposes and under these criteria that the Board of Classical Charter Schools of America dedicates itself. The General Statutes state in part:

§ 115C-218. Purpose of charter schools
(a) Purpose of Charter Schools. - The purpose of this Article is to authorize a system of charter schools to provide opportunities for teachers, parents, pupils, and community members to establish and maintain schools that operate independently of existing schools, as a method to accomplish all of the following:

(1) Improve student learning;
(2) Increase learning opportunities for all students, with special emphasis on expanded learning experiences for students who are identified as at risk of academic failure or academically gifted;
(3) Encourage the use of different and innovative teaching methods;
(4) Create new professional opportunities for teachers, including the opportunities to be responsible for the learning program at the school site;
(5) Provide parents and students with expanded choices in the types of educational opportunities that are available within the public school system; and
(6) Hold the schools established under this Article accountable for meeting measurable student achievement results, and provide the schools with a method to change from rule-based to performance-based accountability systems.

§ 115C-218.5. Final approval of applications for charter schools.
(a) The State Board may grant final approval of an application if it finds the following:

(1) The application meets the requirements set out in this Article and such other requirements as may be adopted by the State Board of Education.
(2) The applicant has the ability to operate the school and would be likely to operate the school in an educationally and economically sound manner.

In summary, the duty of the Board is to fulfill the purposes of "improving student learning" and "increasing learning opportunities for all students" in "an educationally and economically sound manner."

Mission Statement

Our understandings of humankind and our universe are expressed and communicated through all of our arts and sciences. Each method of expression- language, painting, music, mathematics, and science- has its rules and techniques for effectively communicating these ideas and understandings.

These rules and techniques are bridges over which ideas must be communicated from one generation to the next.

Thus, the mission of the school through Classical Charter Schools of America is, for the next generation:

- To teach the rules and techniques for effective expression and communication in the arts and sciences,
- To communicate, by these arts and sciences, our understandings of the universe and our role in it, and
- To instill a love of learning and discovery, justifying a life-long dedication to health, truth, and virtue.

Purpose

1. Improve Student Learning:
   - Learning environment: The mandatory prerequisite for learning to occur is an orderly, disciplined environment. Our School Pledge requires the student to strive for positive goals and virtues. Behavior that is not conducive to the achievement of the goals and virtues of the School Pledge will not be allowed.
   - Teaching Method: The School will use Direct Instruction as the cornerstone of its teaching method and curriculum. Direct Instruction has proven in numerous schools to dramatically improve learning over other teaching methodologies.
   - Technology: The School will use the latest technologies as aids, reference materials, art examples, music and other teaching materials to assist the teacher in presentations to the students.
   - Dress Code: The School requires all students to wear a uniform to instill discipline and keep order so that student learning is not impeded. The School has designed its dress code to reflect the standards of the community of parents who have chosen to send their children to the School. It has also made sure to do so in a way that actively promotes its educational mission and focus. Use of uniforms also helps promote a sense of pride and of team spirit, as every student is a member of the academic team.

2. Increase Learning Opportunities: Special emphasis is given to expanding learning experiences for students who are identified as 'at risk of academic failure' or 'academically gifted'. Direct Instruction has shown to be particularly effective for students at risk of academic failure. Its method of 100% mastery and its achievement classification system also enables gifted students to advance at their maximum potential as soon as material is presented.

3. Encourage the use of Different and Innovative Teaching Methods: Through the use of Direct Instruction, students benefit from the well documented success the curriculum has had across the country.

4. Provide Parents and Students with Expanded Choices: The achievement-based classification for student progression assures that each student is in a classroom environment that has instructional objectives that are challenging to that student's abilities and willingness to learn.

Educational Focus

The School offers a disciplined, caring classroom environment that emphasizes traditional values and direct instructional methods for students who wish to fulfill high expectations for diligence, discipline, and devotion to seeking knowledge.

The School unites and balances all subjects—whether language, mathematics, art, music, history, or science—by teaching each as a method for expressing ideas with standard rules and classical examples for study in each area.

Every student who is willing to pledge self-discipline, honesty, and perseverance can excel to their fullest potential at the School. We expect every student to devote full attention to every subject—whether language, mathematics, art, music, history, or science—to achieve a balanced, comprehensive understanding of our civilization and the world in which we live.

Board of Trustees

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Steve Smith
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Classical Charter Schools of Southport
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School Pledge

I pledge to keep myself healthy in body, mind, and spirit -
staying physically fit,
mentally awake,
and morally straight.

I pledge to be truthful in all my works -
guarding against the stains of falsehood from
the fascination with experts,
the temptation of vanity,
the comfort of popular opinion and custom,
the ease of equivocation and compromise, and
from over-reliance on rational argument.

I pledge to be virtuous in all my deeds,
with the courage to exemplify
faith in my beliefs,
hope for a better future, and
charity towards my neighbor -
with prudence in new undertakings,
with justice when called upon to judge,
with fortitude in the face of adversity, and
with temperance toward temptation.

I pledge to be obedient and loyal to those in authority
in my family,
in my school, and
in my community and country,

So long as I shall live.

Pledge of Allegiance

The Pledge of Allegiance shall be said every morning along with the School Pledge prior to the start of the academic school day. Individual students may choose to refrain from reciting the Pledge but will be expected to maintain proper decorum while others participate (G.S. 115C-47 (29a)).

Employment Policies

Code of Ethics

All employees are expected to abide by the North Carolina State Board of Education policy regarding the Code of Ethics for North Carolina Educators, Policy 16 NCAC 6C.0601. Failure to abide by this Policy and the School Pledge can result in immediate dismissal. The following are specific areas of importance that relate to the Code of Ethics at the School:

Professional Ethics

Professional Ethics as well as state and federal privacy law dictate that no faculty member or administrative staff member is to discuss any student's problems, grades, personal life, or any other confidential matter in the presence of other students or visitors, regardless of place, time or conditions. On the one hand, it is vital to the student's well-being and educational progress that pertinent information be conveyed to appropriate individuals. On the other hand, the need cannot excuse idle gossip or a breach of anyone's privacy rights.

Official Resolution

- The lives of our school children are very precious to us.
- We are committed to preventing emotional, physical or sexual abuse to our school children.
- As an employee, I understand that it is completely outside the scope of this school's philosophy to engage in any practice that would intentionally harm a child emotionally or physically.
- As a worker (compensated or volunteer), I also agree not to engage in any behavior that would involve sex or sexuality with any child. That includes inappropriate touching, intimate sexual contact, sexual gestures, sexual jokes and statements, exhibitionism, actions or speech designed to arouse sexually, and actions or speech designed to encourage sexual experimentation.
- Realizing the detrimental moral and spiritual impact of pornography and other sexually explicit media, I agree not to engage in viewing such materials.
- I understand that sexual abuse of a minor child is a crime. I understand that the School will cooperate fully with law enforcement agencies if abuse or allegations of abuse occur.

Confidentiality Policy

The following Confidentiality Policy is understood and acknowledged by and between each and every employee with respect to or in connection with his/her employment.

1. **Confidential Information**

   Employee acknowledges that in the course of his/her employment with employer he/she will have access to tangible and intangible documents, records or information not generally known, disclosable to or available to the public and which is to be treated as proprietary or confidential by this Policy, by contract and/or under North Carolina state law. Such documents, records or

information may be in any form and contain or include, but is not limited to, student names, student addresses and telephone numbers, disciplinary records, other information pertaining to students or their families, the names, addresses, salaries or personnel records of employees, concepts, ideas, designs, methodologies, electronic communications or attachments, information pertaining to marketing, advertising, prospective school development, prospective Board contacts, business affairs or plans, payroll, and financial affairs or data of employer, books, instructional materials, training materials, financial books, invoices or records, personnel records, software, curricula and lesson plans, copies, lists, printouts, memoranda, reports, surveys, or other documents and any other records or materials made, received, developed, used, shared or entrusted to the employee or employer, by The Roger Bacon Academy, Inc. ("RBA"), its employees, agents or subcontractors or any individual working for or supervised by employer or RBA, in the performance of any duties involving the employer or the School, whether or not designated or indicated at the time of first use or receipt as "secret," "copyrighted" or "confidential" and all of which shall hereby be deemed to have been so designated or indicated upon first receipt or use (collectively referred to as "Confidential Information").

2. **Access to, Disclosure of, and Securing Confidential Information**
   Employee understands and acknowledges that RBA retains exclusive ownership, custody and possession of all Confidential Information and to all proprietary or property rights contained in, arising out of or related to same. Employee agrees that he/she shall not at any time during or following employee's employment with employer access, disclose, communicate, or otherwise directly or indirectly use or permit access to any Confidential Information other than as strictly necessary within the scope of and related to the performance of employee's duties for employer. Employee will not disclose, furnish, or otherwise make available any Confidential Information to any other person or entity or use any Confidential Information for employee's own benefit or the benefit of any other person or entity. Employee shall not disclose Confidential Information to co-workers who have no legitimate, work-related need to know the Confidential Information. Further, employee agrees to store any Confidential Information in his/her possession, use or control in a secured area when not in use and take all reasonable precautions to prevent disclosure of the Confidential Information to unauthorized persons or entities and to ensure its safe return to RBA. Any disclosure of Confidential Information by RBA, by employee or by employer shall not change, alter, affect or waive any terms of this Policy or of any agreement between the employer and RBA to protect the Confidential Information.

3. **Copies of Confidential Information**
   Employee understands and acknowledges that Confidential Information is confidential to RBA, may not be disclosed outside the School without the express affirmative voluntary written consent of RBA, and that neither RBA nor any of its employees, agents or subcontractors are governed by or subject to either the North Carolina Open Meetings Law or the North Carolina Public Records Act, or any similar law, and that nothing herein shall or may be construed to create or establish any third party beneficiary rights in favor of the School, any other person or requester of any Confidential Information. RBA shall have the sole and exclusive right to own, possess, store, withhold, use or license such Confidential Information. RBA may disclose and/or license such Confidential Information to any party and any recipient of such Confidential Information is deemed upon first receipt, first disclosure or first use to have agreed to treat such Confidential Information as trade secret and shall use best efforts to assure that such Confidential Information shall not be disclosed to or utilized by others. Further, employee shall not make any copies of or extracts from any Confidential Information

except as strictly necessary within the scope of and related to employee's duties to the employer.

4. **Duties upon Separation of Employment**
   Employee acknowledges that the restrictions for use of Confidential Information set forth above continue after the separation of employee's employment with employer, regardless of the reason for separation. Additionally, upon separation of employee's employment with employer for any reason and under any circumstances, employee will return and deliver to employer any and all Confidential Information then in employee's possession, use or under employee's control containing or relating to Confidential Information, and employee shall not retain any copies thereof. As determined by employer in its sole discretion, employee shall either return or make a copy of any such Confidential Information stored on any non-employer owned computer or personal digital device, including mobile telephones, and return and deliver the copy to employer, and shall subsequently delete any Confidential Information stored on such device.

5. **Breach of Policy**
   Should employee breach this Policy and/or violate any North Carolina or federal law pertaining to confidentiality or release of Confidential Information, employee may be subject to disciplinary action, up to and including immediate termination, in addition to any fines or penalties or other legal recourse prescribed by state or federal law. Nothing contained in this Policy shall alter the status of employee's employment as being "at-will."

6. **General Provisions**
   This Policy shall be governed by and enforced and construed in accordance with the laws of the State of North Carolina. No amendment of this Policy or any waiver of any of its provisions shall be effective unless expressly stated in a writing signed by both parties. If any provision or portion of this Policy is held to be void or unenforceable, the remaining provisions of it, and the remaining portion of any provision held void or unenforceable in part, shall continue in full force and effect. No delay or omission in the exercise of any right, power, or remedy under this Policy shall impair such right, power, or remedy or be construed as a waiver of any breach of this Policy. Any waiver of a violation or breach of this Policy or any failure to claim a violation or breach of this Policy shall not be treated as a waiver of any subsequent violation or breach of this Policy, whether or not of the same provision. This Policy states the entire understanding of the parties on the subject matter of this Policy and supersedes all previous policies, arrangements, communications, and understandings relating to that subject matter, and is retroactively in effect.

Conflicts of Interest

- **Classical Charter Schools of America Board of Trustees**
  The Trustees and Officers of this Corporation may have a financial interest in other companies or other persons with which from time to time this Corporation may have business dealings. A Trustee or Officer of this Corporation shall disclose to the Board of Trustees any personal interest which he or she may have in any matter pending before the Board of Trustees, unless such conflict shall have been known to the Board of Trustees prior to the meeting at which, or prior to the Trustees executing their written consents by which, action to authorize, ratify or approve such contract or transaction shall be taken. A person shall not be disqualified from serving as a member of the charter school's board of directors because of the existence of a conflict of interest, so long as the person's actions comply with the

School's conflict of interest policy as provided in the Charter Agreement and also with applicable law (G.S. 115C-218.15(b)(3)).

No Trustee of this Corporation may vote upon or give his or her written consent to any contract or other transaction between the Corporation and any person with respect to which he or she has a direct or indirect financial interest. Any such contract or transaction must be authorized, ratified or approved by the affirmative vote of a majority of those Trustees present at any duly called meeting who have no direct or indirect financial interests, or, alternatively, by written consent of a majority of Trustees who have no direct or indirect financial interests.

In any contract, transaction, or act on behalf of the Corporation in a matter in which one or more Trustees or Officers have a direct or indirect financial interest shall not be violative of the proscriptions in the Articles of Incorporation against the Corporation's use or application of its funds for private benefit, so long as the policies outlined in this article, "Conflicts of Interest," have been followed. In no event, however, shall any person or other entity dealing with the Trustees or Officers be obligated to inquire into the authority of the Trustees or Officers to enter into and consummate any contract, transaction, or other action.

- **Faculty and Staff**

  No employee of CCS-America shall derive any material personal profit or gain, directly or indirectly, by reasons of his or her participation with the school. Each individual shall disclose to the organization any personal interest, which he or she may have in any matter before the organization and shall refrain from participation in any decision on such matter.

  Any employee of CCS-America who is an officer, Board member, committee member or staff member of a client organization or vendor of the school shall identify his or her affiliation with such agency or agencies; further, in connection with any committee or Board action specifically directed to that agency, he or she shall not participate in the decision affecting that agency and the decision must be made and/or ratified by the full Board.

  Any member of the CCS-America shall refrain from obtaining any list of clients for personal or private solicitation purposes at any time during the term of their affiliation.

  No member of the staff shall:

  - Be a participant, directly or indirectly, in any manner, agreement, investment, or other activity with any vendor, supplier, or other party; doing business with the school which has resulted or could result in personal benefit.
  - Be a recipient, directly, or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with the school.

  Any exceptions to 1 or 2 above are to be disclosed with a full description of the transactions and of the interest, whether direct or indirect**.**

Criminal History Check

All schools under the direction of the CCS-America Board will be required to follow all adopted policies regarding criminal history checks of the local education agency in which the school resides pursuant to G.S. 115C-218.90.

Equal Employment Opportunity

The School is an equal opportunity employer and provides employment without regard to race, color, religion, national origin, sex, age, or handicap, except where sex, age or physical requirements are essential occupational qualifications.

Grievance Procedure for Employees

It is the policy of the board, in keeping with the ultimate goal of serving the educational welfare of children, to develop and practice reasonable and effective methods of resolving difficulties that may arise among employees. The intent is to reduce potential areas of grievances and to establish and maintain recognized channels of communications between staff and administration. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems that arise from time to time and affect employees.

1. **Informal Resolution**

   It is desirable for an employee and his or her immediate supervisor to resolve problems through free and informal communication. When informal procedures fail or are inappropriate or when the employee requests formal procedures, a grievance will be processed pursuant to the steps set forth in this policy.

2. **Definitions**

   a. *Days* means the working days, exclusive of Saturdays, Sundays, vacation days or holidays, as set forth in the aggrieved employee's employment calendar. In counting days, the first day will be the first full working day following receipt of the grievance. When a grievance is submitted on or after May 1, time limits will consist of all weekdays (Monday – Friday) so that the matter may be resolved before the close of the school term or as soon thereafter as possible.

   b. *Final Administrative Decision* means a decision of a school employee from which no further appeal to a school administrator is available.

   c. *Grievance* means a formal written claim by an employee regarding specific decision(s) made by another employee and alleging that such decision(s) have adversely affected the person making the claim. A grievance may include, but is not limited to, the following allegations:

      i. that there has been a violation, misapplication or misinterpretation of state or federal law or regulations, school Board policy or administrative procedure;

      ii. that an employee has been subject to discrimination on the basis of race, religion, sex, national origin, age or disability; or

      iii. that an employee's employment status or the terms or conditions of his or her employment have been adversely affected; or

      iv. that there exists a physical condition that jeopardizes an employee's health or safety or that interferes with an employee's ability to discharge his or her responsibilities properly and effectively.

The term "grievance" does not apply to any matter for which the method of review is prescribed by law, for which there is a more specific Board policy providing a process for addressing the concern, or upon which the Board is without authority to act.

d. *Grievant* means the employee(s) making the claim.

e. *Official* means the person hearing and responding to the grievant.

f. *Parties in Interest* mean the grievant and the person against whom the grievance is filed.

3. Timeliness of Process

Failure by the official at any step to communicate a decision within the specified time limit will permit the grievant to appeal the grievance to the next step unless the official has notified the grievant of the delay and the reason for the delay, such as the complexity of the investigation or report. The official shall make reasonable efforts to keep the grievant apprised of progress being made during any period of delay. Delays may not impermissibly interfere with the exercise of any legal rights.

Failure by the grievant at any step to appeal a grievance to the next step within the specified time limit will be considered acceptance of the decision at that step, unless the grievant has notified the official of a delay, the reason for the delay and the official has consented in writing to the delay.

4. General Requirements

a. All parties in interest and their representatives in any grievance filed pursuant to this policy shall conduct themselves in a professional manner at all times during the investigation and hearing of the grievance.

b. The Board or an employee of the school system will take no reprisals of any kind against any party in interest or other employee on account of his or her participation in a grievance filed and decided pursuant to this policy.

c. Each decision will be in writing, setting forth the decision and reasons therefore, and will be transmitted promptly to all parties in interest.

d. All meetings and hearings conducted pursuant to this policy will be private.

e. The Board and school system will consider requests to hear grievances from a group of grievant, but the Board and officials have the discretion to hear and respond to individual grievant.

f. The Board and administration will cooperate with the employee(s) and representative in the investigation of any grievance and will furnish the employee or representative information pertinent to the grievance without cost to the grievant employee or the employee against whom the grievance is filed.

g. The employee may have a representative, including an attorney, at any stage of the grievance. However, any grievant intending to be represented by legal counsel must notify the appropriate school official in advance so that school personnel also will have the opportunity to be represented by legal counsel.

h. Should, in the judgment of the Director of Human Resources or designee, the investigation or processing of any grievance require the absence of the grievant and/or representative from regular work assignments, such absences will be excused without loss of pay or benefits.

5. Process for Grievance

a. Reporting a Grievance

i. A grievance must be filed as soon as possible but no longer than 30 days after disclosure or discovery of the facts giving rise to the grievance. For a grievance submitted after 30 days that claims a violation, misapplication or misinterpretation of state or federal law, including discrimination, the Director of Human Resources or designee will determine whether the grievance will be investigated after considering factors such as the reason for the delay; the extent of the delay; the effect of the delay on the ability of the school system to investigate and respond to the complaint; and whether the investigation of the complaint is necessary to meet any legal obligations. However, employees should recognize that delays in filing a grievance may significantly impair the ability of the school system to investigate and respond effectively to such complaints.

ii. All grievances must be in writing, and the written statement of grievance will remain the same throughout all steps of the grievance procedure. The written grievance must include the following information: (1) the name of the school system employee or other individual whose decision or action is at issue; (2) the specific decision(s), action(s) or physical condition at issue; (3) any local Board policy, state or federal law, state or federal regulation or State Board of Education policy or procedure that the grievant believes has been misapplied, misinterpreted or violated; and (4) the specific resolution desired. If there is not a specific decision, action or physical condition at issue or no concern that federal or state law, federal or state regulation, State Board of Education policy or procedure, or Board policy or procedure has been misapplied, misinterpreted or violated, then the headmaster or immediate supervisor shall address the concern as they see fit.

iii. The employee(s) shall present the grievance in writing to his or her immediate supervisor or the supervisor's designee (hereinafter “official”), unless the grievance alleges unlawful discrimination in which case the grievance may be presented instead to the Director of Human Resources.

b. Response by Official

i. The official shall arrange for a grievance file number to be assigned by the personnel office.

ii. In the event the official determines at the outset that review by the official is inappropriate, the official shall forward the formal grievance to the Director of Human Resources who will investigate and respond as provided below in subsection E.3.

iii. A meeting will take place at a mutually agreed-upon time within five days after receipt of the grievance.

iv. The official shall conduct any investigation of the facts necessary before rendering a decision.

v. The official shall provide the aggrieved employee(s) with a written response to the grievance within 10 days after the meeting.

c. Response by Director of Human Resources

i. If the grievant is dissatisfied with the official's response, the grievant may appeal in writing the decision to the Director of Human Resources for review by the Director of Human Resources or designee within five days of receipt of the official's response.

ii. The Director of Human Resources or designee shall arrange for a meeting with the employee(s) to take place within five days of the receipt of the appeal.

iii. The Director of Human Resources or designee shall conduct any investigation necessary before arriving at a decision. The Director of Human Resources or designee shall provide the aggrieved employee(s) with a written decision within 10 days after the meeting.

d. Appeal to the Board

If the grievant has alleged a violation of a specified federal or state law, federal or state regulation, State Board of Education policy or procedure, or board policy or procedure or has alleged that a specific decision of a school official adversely affects the grievant's employment status or the terms or conditions of his or her employment, the grievant shall have a right to appeal a final administrative decision to the board of education (see subsection E.4.a, Mandatory Appeals, below). If the grievant has not alleged such specific violations, he or she may request a board hearing, which the board may grant at its discretion (see subsection E.4.b, Discretionary Appeals, below).

i. Mandatory Appeals

- If the grievant is not satisfied with the Director of Human Resources's response and has alleged a violation of a specified federal or state law, federal or state regulation, State Board of Education policy or procedure, or local Board policy or procedure or has alleged that a specific decision of a school official adversely affects the grievant employment status or the terms or conditions of his or her employment, the grievant may appeal in writing the

decision to the Board within 10 days of receiving the Director of Human Resources' response.

- A hearing will be conducted before the Board.

- The Board will provide a final written decision within 30 days of receiving the appeal unless further investigation is necessary or the hearing necessitates that more time be taken to respond.

ii. Discretionary Appeals

- If the grievant is not satisfied with the Director of Human Resources's response but has not alleged a violation of a specified federal or state law, federal or state regulation, State Board of Education policy or procedure, or local board policy or procedure or has not alleged that a specific decision of a school official adversely affects the grievant's employment status or the terms or conditions of his or her employment, the grievant may submit to the Director of Human Resources a written request for a hearing before the Board within 10 days of receiving the Director of Human Resources's response.

- If the full Board will be meeting within two weeks of the request for a hearing, the board will decide at that time whether to grant a hearing. Otherwise, the Board chairperson will appoint a three person panel to review the request and determine if a hearing should be granted. The panel will report the decision to the board. The Board may modify the decision of the panel upon majority vote at a board meeting.

- If the Board decides to grant a hearing, the hearing will be conducted in line with Board policy. The Board may choose to review discretionary appeals on the record only, without allowing oral presentations.

- The Board will provide a final written decision within 30 days of the decision to grant a hearing unless further investigation is necessary or the hearing necessitates that more time be taken to respond.

Intellectual Property Policy

The following Intellectual Property Policy applies to the employee in connection with his/her employment.

1. **Materials**
   For purposes of this Policy, the term "Materials" shall include, but not be limited to, all instructional materials, curriculum materials, lesson plans, advertising or marketing plans, business plans, programs, papers, concepts, ideas, designs, methodologies, text, and other information, whether tangible or intangible and whether in electronic or paper format (collectively "Materials").

2. **Ownership**
   Employer and its assigns shall exclusively own all right, title and interest, including, but not limited to, patents, copyrights, and other proprietary rights, in all Materials created, discovered,

authored, conceived, or prepared by or with assistance of employee in the scope or in furtherance of employee's employment with employer. Employee agrees that such Materials are "works made for hire" within the meaning of the U.S. Copyright law and that, in the event that such Materials are not deemed to be "works made for hire" for any reason, employee irrevocably assigns to employer all of Employee's rights therein. Employee acknowledges that employer, as owner of such Materials, shall have the right to revise, rewrite, or otherwise modify the Materials and to exploit the Materials throughout the world in any medium. When requested during or after employment, employee agrees to execute at employer's expense, but without any additional compensation to employee, applications, assignments, and other instruments to convey to employer the exclusive right, title and interest therein, and to render all other assistance that employer deems necessary to make application for, obtain, preserve, and enforce copyrights and copyright registrations in the United States and other countries.

3. **Employee's Use of Materials**
   Materials prepared by or with the assistance of employee shall only be used by employee in connection with the performance of employee's duties as an employee of employer, unless written permission to use the Materials for other purposes either during the employee's employment or subsequent thereto is obtained in advance from employer.

4. **No Royalty, Etc.**
   Employee acknowledges and agrees that employee is to receive no royalties, profits, or other amounts or special compensation of any sort derived from or relating to the exploitation of any Materials regardless of employee's role in creating or developing such Materials. Employee's salary or wages that he/she receives for his/her employment are consideration in full for the assignments made and obligations incurred under this Policy, and employee shall make no claim for any royalties, profits, or other amounts or special compensation against employer for employee's assignments and obligations hereunder.

5. **Breach of Policy**
   Should employee breach this Policy, employee may be subject to disciplinary action, up to and including immediate termination, in addition to any recourse available to employer under state or federal law. Nothing contained in this Policy shall alter the status of employee's employment as being "at-will."

6. **General Provisions**
   This Policy shall be governed by and enforced and construed in accordance with the laws of the State of North Carolina. No amendment of this Policy or any waiver of any of its provisions shall be effective unless expressly stated in a writing signed by both parties. If any provision or portion of this Policy is held to be void or unenforceable, the remaining provisions of this Policy, and the remaining portion of any provision held void or unenforceable in part, shall continue in full force and effect. No delay or omission in the exercise of any right, power, or remedy under this Policy shall impair such right, power, or remedy or be construed as a waiver of any breach of this Policy. Any waiver of a breach of this Policy or any failure to claim a breach of this Policy shall not be treated as a waiver of any subsequent breach of this Policy, whether or not of the same provision.

Nepotism

It is the policy of the Board that before any immediate family, as defined in G.S. 115C-12.2, of any member of the Board or a School employee with supervisory authority shall be employed or

engaged as an employee, independent contractor, or otherwise by the Board in any capacity, such proposed employment or engagement shall be:

(i) disclosed to the Board and

(ii) approved by the Board in a duly called open-session meeting.

a. The burden of disclosure of such a conflict of interest shall be on the applicable board member or employee with supervisory authority. If the requirements of this subsection are complied with, the charter school may employ immediate family of any member of the Board or School employee with supervisory authority (G.S. 115C-218.15).

Orientation Period

All employees are provisionally hired for the first ninety days of employment which serves as an orientation period. Satisfactory completion of this period in no way implies or guarantees subsequent continued employment with the School. This period is designed to allow appropriate orientation, training and evaluation period for the staff member.

Professional Development/In-service Training

The School is committed to the personal and professional growth of its faculty and staff. Professional development and training will be provided on an on-going basis as a means of further developing our employees' professional skills and personal growth. Employees wishing to pursue professional workshops and/or training opportunities should submit such requests for approval to the Headmaster. A schedule for reimbursement of expenses will need to be approved by the Headmaster (See Educational Incentive). In-service training will be held annually during the weeks prior to school starting. Staff will be notified of the dates and requirements for participation of all training.

Resignations

As common courtesy, employees are encouraged to notify the School as soon as practicable when the decision has been made to resign. Employees are expected to submit their resignation in writing to their immediate supervisor. The employee's supervisor will forward a copy of the written resignation to the Director of Human Resources for processing and record keeping purposes. Any employee that submits their resignation over a break, will not be paid for the break.

Teachers are reminded of G.S. 115C-325(o)(2), which states, "A teacher, career or probationary, should not resign without the consent of the Headmaster unless he has given at least 30 days' notice. If the teacher does resign without giving at least 30 days' notice, the Board may request that the State Board of Education revoke the teacher's certificate for the remainder of that school year. A copy of the request shall be placed in the teacher's personnel file."

All School property must be returned and all outstanding debts paid or arrangements made for payment on or before the employee's last day. The school may deduct for liquidated damages and other fees from the employee's final paycheck or collect in any other lawful manner.

Technology Policy

Technology plays a vital role in assuring equitable access to a variety of resources. The system provides access to network resources to help conduct the instructional, administrative, and operational business of the school district. The integrity and stability of the school's network and the services it provides rely on the proper conduct of its users and strict adherence to acceptable use guidelines. The guidelines, which call for efficient, ethical and legal utilization of the network resources, are provided here so that users are aware of the responsibilities they are about to assume.

Violations of any of these provisions may result in access being suspended and/or future access being denied.

1. **Acceptable Use of Communications and Computer Systems**
   Use of the network, Internet, email, voice mail and company-issued cell phones is intended for business purposes and may only be used during working time; however, limited personal usage is permitted if it does not hinder performance of job duties or violate any other Board policies.

   a. Privileges
   The use of the network, Internet, email, voice mail and company-issued cell phones is a privilege, not a right, and inappropriate use will result in suspension of that privilege. All user accounts are property of the school. All correspondence is considered public information, unless there is confidential information included. Computer accounts shall only be used by the authorized owner of the account. No attempt to gain unauthorized access to accounts is permitted. School staff or system administrators may deny access at any time that it is deemed necessary. Serious and/or repetitive infractions will be reported to the Headmaster and handled according to school and student discipline policies.

   b. User Etiquette
   While each user has the right to free speech, communications and computer systems usage must be deemed appropriate and in line with all Classical Charter Schools of America Board of Trustees policies. The following are specifically not permitted:
   - Accessing, producing, posting, sending, or displaying material that is disruptive or offensive in nature or that may cause damage or endanger students, staff, or the organization. This includes obscene, discriminating, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually suggestive language or images, including images of exposed private body parts.
   - Harassing, insulting, or attacking others.
   - Knowingly or carelessly performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks, including vandalism and the creation, upgrading, or disseminating of computer viruses.
   - Violating copyright laws. All communications and information accessible via the network are private property unless otherwise stated.
   - Using another's id or password.
   - Illegally using, destroying, or manipulating data in folders or work files.
   - Intentionally wasting limited resources. This includes distributing mass email messages, participating in chain letters, creating and participating in unauthorized newsgroups, sending large graphic files unrelated to school operation, and storing files on servers without proper authorization.
   - Employing the network for commercial purposes.
   - Using the system for political lobbying.
   - Revealing or disseminating personal or family identification information (i.e. name, address, or phone number).
   - Engaging in any illegal activities or accessing material advocating illegal acts or violence. This includes pornography and hate literature.
   - Downloading files without prior approval from supervising staff.
   - Sending formal requests via informal methods (i.e. text messaging, electronic message, personal email).
   - Using personal email accounts to conduct business-related matters.

c. Security

It shall be the responsibility of the IT department to provide adequate protection and confidentiality of all data and software systems, whether held centrally, or on local storage media, to ensure the continued availability of data and programs to all authorized members, and to ensure the integrity of all data and configuration controls. Security on a computer system is critical. Proper procedures for logging on and off the network must be followed. If a security problem is identified, the user must notify a system administrator or staff member; the problem may not be demonstrated to other users. Unauthorized use of accounts is strictly prohibited. Attempts to log on to the network as a computer system administrator will result in immediate cancellation of user privileges. Attempts to obtain access to restricted sites, servers, files, databases, etc. are prohibited.

d. Internet Safety

The school utilizes a technology protection measure that monitors and filters Internet access. Access will be denied to sites that are identified as obscene, pornographic, or harmful to minors.

e. Sanctions

Disciplinary action related to inappropriate use of electronic resources will be determined in accordance with existing Board policies. When deemed necessary, the infractions may be referred to law enforcement agencies for appropriate legal action.

2. Computer Software

Employees will adhere to the provisions of copyright laws in the area of computer software. The ethical and practical problems caused by software piracy will be taught by the school. Educators will be expected to read the software documentation's copyright pages and adhere to the licensing restrictions. Illegal copies of copyrighted programs may not be made or used on school computers. Based on the Copyright Act of 1976 and amended in 1980, it is clear in permitting the owner of software to make a backup copy of the software to be held for use as an archival copy in the event the original disk fails to function. No person will use or cause to be used on a school computer, any software which does not fall within one of the following categories:

- It is public domain.
- It is covered by a licensing agreement with the software author, author's vendor or developer, whichever is applicable.
- It is donated to the school and a record of contribution exists.
- It has been purchased by the school and a record of purchase exists.
- It has been purchased by the user and a record of purchase exists and can be produced by the user upon demand.
- It is being reviewed or demonstrated by the users in order to reach a decision about possible future purchases or request for contribution or licensing.
- It has been developed by a school employee for use within the school for instructional or administrative purposes.

When more than one copy of a program is needed, a site license will be purchased. It is illegal to load the contents of one disk into more than one computer at a time unless it is expressly

permitted in the purchase agreement. A written license will be obtained from the copyright holder before placing software programs on a local area network or disk sharing system.

3. **Donated Technology Equipment**
   All computer and computer peripheral donations must be approved by the IT support staff before they can be accepted for use at the school. In order to accept these donations, computers and related equipment must meet minimum hardware, software and manufacturer specifications (memory, software, etc.).

4. **Hardware & Software Procurement / Disposal / Inventory**
   The physical management of hardware and software, both instructional and non-instructional rests with the Headmaster. Conscientious efforts will be made in the management of these resources to achieve efficiency. Good management requires that necessary equipment and spare parts be readily available when and where needed if feasible from a financial and physical inventory prospective. In supervision of material resources, the Finance Officer will manage the controls of hardware and software system wide. Controls will include a continuing inventory of equipment and records of equipment assigned to staff for personal use. Procurement and disposal of all hardware and software will be managed by the Financial Officer and collaborated with the Director of IT.

5. **Instructional Media Selection**
   The Headmaster sets priorities for acquiring instructional materials based on school wide objectives. The Headmaster assures that all instructional materials are educationally suitable and appropriate for the age, maturity and grade level of the students. The Headmaster will in all ways protect the students from pervasively vulgar, educationally unsuitable and inappropriate materials.

6. **Student Information System Policy**
   The purpose of this policy is to reduce unauthorized access to information within the Student Information System (SIS) for each school. Guidelines will be developed that outline the minimum requirements for User IDs, Passwords and Workstations to be used to access the system. The use of passwords in conjunction with unique User IDs is required in order to allow authorized access to student information. This policy ensures system credentials are not compromised in order to protect confidential data (see Confidentiality Policy).

7. **Remote Access**
   Opening any unsecure paths into any element of the school's network presents an unacceptable risk to the school's infrastructure. The computer systems, network and data repositories of the school's network are critical resources and must be protected against unauthorized access, malicious access, and disruption of service. Authorized users of the school's computer systems, networks and data repositories may be authorized to remotely connect to those systems, networks and data repositories for the conduct of the school's related business only through secure, authenticated and carefully managed access methods.

8. **Telecommunications Application**
   The school uses a telecommunications application vetted by the Director of IT as a form of communication. It is equivalent to an instant messenger program. Each employee will be given an account when issued a computer. It will come with a user ID and a password, which must

not be changed. The telecommunications application is to be used for professional purposes only and may be reviewed by the Headmaster. It should be understood that communication via this method is similar to a phone conversation and is to be reserved for informal matters only. All formal requests and items of importance should be requested through a business email account or memo to ensure a historical account. Deleting messages from the application will result in a verbal warning and ultimately suspension without pay.

9. Virus Protection

The purpose of this policy is to protect the school's computers and data networks against viruses and other destructive programs. All files downloaded to the school might potentially harbor computer viruses, Trojan horses, worms or other destructive programs and therefore, all downloaded files must be scanned for such viruses. Virus detection programs and practices shall be implemented throughout the school. Proper procedures must be posted to ensure that all computer users know and understand safe computing practices. IT support staff will be held responsible for ensuring that they have current software on their systems to prevent the introduction or propagation of computer viruses.

10. Video Camera Usage

The School maintains video cameras in classrooms and other selected locations. These cameras are typically used by instructional personnel and School administration on a real-time basis to coach teachers or for other educational purposes. The cameras are also for health, safety, and security. The cameras record both audio and video and store these recordings for a limited number of days before being written over.

Headmasters, Assistant Headmasters, Deans, Coaches, and a limited number of administrative personnel are the only authorized staff that have access to the cameras and recorded audio and video which are to be used only for the following purposes:

- Observing students at any time
- Observing teaching personnel while delivering instruction
- At the Headmaster's discretion, a parent/guardian may be allowed to observe the actions and behaviors of their own child during instructional times with the Headmaster or their designee present.

Short recordings may be retained by the Law Enforcement Unit (LEU) Officer for health or safety purposes. Records created by the LEU shall be maintained by the LEU in separate, restricted files, and shall constitute law enforcement unit records for the purposes of FERPA. Law enforcement unit records are not considered student education records. Such records may be disclosed to appropriate authorities for the purposes of law enforcement, to maintain the physical security and safety of the School, or for any other lawful purpose.

No person is ever authorized to observe school personnel while on break or engaged in conversations with other personnel unless requested by the person(s) being observed. Unauthorized observation is a serious breach of school policy.

Employee Conduct

Academic Honesty

The school seeks to nurture absolute respect for intellectual property. Any willful misrepresentation of another's work or ideas as one's own-cheating or plagiarism-will be treated with the utmost gravity. Teachers understand that students need coaching and careful guidance in such matters.

Attendance Expectations

Employees are expected to be present during all working hours. Absence without prior approval, chronic absences, habitual tardiness (see Tardiness Policy for additional information), or abuses of designated working hours are all considered neglect of duty and shall result in disciplinary action up to and including dismissal.

Corrective Counseling

The School operates under the assumption that all of our employees are responsible adults who take their work seriously and conduct themselves with pride and self-respect. As such, we believe employees will rarely lapse from competent work habits or violate established rules and regulations. We also believe that employees will quickly correct any lapses in their work and address any violation of rules or policies if brought to their attention in a professional, constructive manner.

The School takes a corrective action approach to helping employees resolve performance deficiencies or addressing policy/rule infractions. Corrective actions are determined based on the appropriateness to the infraction and at a level of intervention deemed appropriate to address the issue. The employer may, in its sole discretion, bypass any step in the corrective counseling process or decide not to use it at all.

Typically, minor first offenses are addressed with verbal counseling or reprimands. Serious, or more frequent violations warrant more serious action, up to and including termination. Types of corrective action include but are not limited to:

1. Verbal warning or counseling.
2. Written warning in the form of a letter or memo.
3. Suspension.
4. Discharge/termination.

The corrective action chosen will be appropriate to the infraction and will be based on a number of factors including but not limited to, the work record of the employee, previous occurrences of similar incidents, any previous corrective action taken, the severity of the incident and the likelihood that changed/corrected behavior would result from the action taken. Management reserves the right to terminate in cases of serious or grievous infractions. Deficiencies and infractions include but are not limited to, unsatisfactory work performance, inappropriate work conduct, rule or policy violations, attendance infractions, etc.

Dress Code and Personal Appearance

Professional attire for the faculty is a must. While our objectives are educational, we also must be mindful from a business standpoint in that we flourish and survive entirely by the continued patronage of our parents and students. It is, therefore, incumbent upon each of us that we represent

the school well. We represent the school not only by how we talk, how we behave, but also by how we dress and our personal appearance. Therefore, all staff will wear professional attire at all times as specified below:

School In-Session (Students Present):

- Dress modestly and in a professional manner
- Ladies wear knee-length dresses or skirts with blouse
- Men wear dress slacks with shirt and tie
- Jeans are not allowed
- Flip-flops and thong-like or rubber sandals are not allowed
- Excessive or radical haircuts and colors are not allowed
- Men's hair should be neat and off the collar and not below the ears
- Men will be clean-shaven unless a certified medical condition prevents otherwise
- Mustaches and goatees are permitted as long as they are neatly trimmed
- Tattoos will be covered, when possible
- Visible body piercings (including tongue rings), other than earrings for women, are not allowed

Business Casual Day and Field Trips (Students Present):
All of the above mentioned items apply with the following exceptions:

- Ladies may wear dress pants or capris with blouse or School logo embroidered polo shirt
- Men may wear slacks and School logo embroidered polo shirts

Work Day (Students Not Present):
All of the above mentioned items apply with the following exceptions:

- Ladies may wear mid-thigh shorts or longer and nice jeans
- Men may wear shorts or nice jeans and regular polo shirts

Additional exceptions may be made at the sole discretion of the Headmaster as job function necessitates.

Drug-Free Workplace

The Board is committed to maintaining a drug and alcohol-free work environment. The possession, use, sale, or distribution of illegal drugs or the abuse of prescription drugs in the workplace will not be tolerated. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner. Also, employees are not permitted to consume alcoholic beverages or take controlled substances immediately before the workday or during school sponsored functions on the property. Such actions of intoxication, being under the influence of an alcohol and/or controlled substance, or having alcohol and/or a controlled substance in an employee's system while on school property will necessitate immediate and decisive disciplinary measures, up to and including discharge. In addition, any employee convicted of a drug offense must report such conviction to the School within five calendar days. Please be advised that random drug screenings will be administered.

Harassment

The School will not tolerate any form of harassment against staff or students. All staff, faculty, and students are encouraged to report any acts of harassment without fear of reprisal or retaliation. It is the policy of the Board of Trustees that any actions taken by any persons limiting or trying to

subdue or retaliate against someone making an allegation of harassment shall be dealt with the most severe consequences.

With respect to sexual harassment, the following are strictly prohibited:

1. Unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:
   a. Submission to such conduct is made either explicitly or implicitly a term or condition of employment.
   b. Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
   c. Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
2. Offensive comments, jokes, innuendos, and other sexually oriented statements.

Performance Reviews and Observations

Performance reviews and observations will be conducted in accordance to NCDPI requirements. All observations conducted are intended to assist the teachers in their instructional presentations and to observe general classroom behaviors.

Formal observations will be scheduled by the Headmaster periodically throughout the year. When a formal observation is scheduled, the teacher will provide the observer a copy of the lesson being presented or the lesson plan. Upon completion of the observation the teacher will receive a written report with confirmations of those things being done correctly and assignments for those areas which need improvement.

Personal Calls

The use of personal cell phones during the workday is not allowed except during break periods and in the case of emergency. A phone for staff use is located in the office. Long distance calls are not to be made without prior approval from administration. Messages for staff members will be shared via the schools telecommunication application (see Technology Policy) an application equivalent to an instant messaging program, or someone will contact you in person.

Professionalism

All employees are expected to behave in a professional manner at all times. Employees, through their actions and words, should strive to ensure that a positive image of the school is projected to parents, students, and the general public.

Property

The School provides its employees with appropriate supplies, facilities and equipment necessary to effectively perform their job duties. These supplies, facilities and equipment will not be used for personal business or for non-work related purposes unless approved by the Headmaster. In addition, School property will not be sold, borrowed or lent unless approved by the Headmaster. Employees are encouraged to use School resources prudently and efficiently. Misuse of these resources will be regarded as a serious violation of Board policy.

Records Retention

CCS-America follows the North Carolina Division of Archives and Records, Records Retention and Disposition Schedule found on the NCDCR.gov website, under Local Agencies. https://archives.ncdcr.gov/government/local

Safety

The School strives to make the working environment as safe as possible in order to eliminate or reduce conditions which shall result in personal injury and property loss to employees, visitors, students and parents. Employees are expected to abide by the safety policies and procedures of their department and to carry out their job duties in a safe and productive manner. It is the duty of every employee to report workplace hazards or safety concerns to their supervisor for correction.

Employees who work with hazardous materials will receive safety instruction on how to handle them properly. Other programs such as Blood Borne Pathogen Training are offered to employees on a scheduled basis according to OSHA legal requirements. A handbook regarding blood borne pathogens is available to all employees.

In addition to workplace safety, safe schools are critical to creating a learning environment where students can succeed. Staff and students share in the responsibility to take reasonable precautions and safety measures to create and maintain safe schools. The following guidelines must be taken into account in dealing with the safety and care of school buildings and grounds:

1. **Care of School Buildings and Grounds**

   - **Reporting Hazards and Maintenance Problems**
     The Headmaster is required to inspect school buildings, playgrounds, equipment and buses for health, fire and safety hazards on a regular basis and as required by law. Any staff member who observes any potential hazards must immediately notify the Headmaster. All other maintenance problems are to be reported to the office as they occur and will be handled in a prioritized manner. The Headmaster must notify the Head of Maintenance immediately of repairs needed in order to meet safety standards. Proper signs indicating potential danger are to be posted.

   - **Layout of Buildings and Campus**
     The Headmaster shall provide to local law enforcement and emergency management agency's copies of floor plans of all school buildings and site plans showing campus boundaries and access points upon request and/or as the need for such plans arise.

   - **Building, Grounds and Equipment, and Classroom Care**
     Teachers are responsible for cleaning their own classrooms. The maintenance and custodial staff are not responsible for cleaning up after the students. Ensure proper equipment (gloves) is worn when cleaning restrooms or other areas that may be exposed to blood borne pathogens. If a child makes a mess in the classroom, it is the teacher's responsibility to clean it up or to have the child clean it up – depending on age appropriateness. Students should be made to clean their feet thoroughly prior to entering the classrooms. Please adhere to the following guidelines:
     - Any damage to the classroom should be immediately reported to the Head of Maintenance.
     - Be prepared for visitors at all times.

- Students are expected to keep their desks neat and orderly.
- Students are expected to perform age-appropriate chores in their classroom. No cleaning solvents will be used by students except non-bleach disinfectant wipes.

- **Documenting and Storing Chemicals**
  Any chemicals used on campus must be documented using a Safety Data Sheet (SDS) and reported to the Maintenance Department. This includes all chemicals commonly found in the classroom, provided by the school or personally brought from home (i.e. cleaning agents, paints, candles, glue, etc.). Ensure that all chemicals are placed in the locked container provided for each quad of classrooms and are properly labeled. It must remain locked at all times. No cleaning supplies are to be left in the classrooms or lavatory. The only permissible chemicals that students are allowed to use at any time are non-bleach disinfectant wipes.

2. **Reporting Suspicious Behavior**
   Staff and students are required to notify someone in authority of any acts of violence or any unusual or suspicious behavior that may endanger safety. Ongoing student education efforts will aim at minimizing any fear, peer pressure, embarrassment or other impediments to students reporting potential problems. Staff must report immediately to the Headmaster any student's information or their own observation of unusual or suspicious behavior or acts of violence. The Headmaster is required to investigate and act upon, as necessary, any reports of such behavior including, when appropriate, reporting criminal activities to law enforcement.

3. **School Emergency Procedures**
   1. Witness reports incident to main office via electronic message, runner, or phone call.
   2. Office manager reports incident on radio to Headmaster or designee, SRO, and, corporate office using code.
   3. Headmaster or designee, closest first responders and SRO go to the site of the incident and take necessary steps to ensure child's/children's safety.
   4. Headmaster or designee, first responder, and SRO will call 911 if necessary and signal on radio that EMS vehicles are coming. This will ensure EMS are directed quickly and quietly (ask dispatcher to make sure siren is turned off when on campus) to location. If Headmaster or designee, first responder, and SRO deem that 911 is not necessary, please notify code 7 on the radio.
   5. In the event of codes 1-6, please signify using radio to office manager to let any or all appropriate faculty/staff know via electronic message, siren, or bullhorn.
   6. After primary assessment, Headmaster or designee will notify parents of incident.
   7. After the conclusion of events, an incident report will need to be filled out by all present and placed in student's/students' file. Headmaster should obtain a copy for his/her records also.
   8. People involved should meet and discuss the steps taken for accuracy and effectiveness.
      - Radio should be the main line of communication
      - Make sure area is kept as clear as possible

   Codes:
   After each code please say green, yellow, or red to decipher urgency (i.e. "code 1 red" to signify an intruder on campus with a gun, or "code 1 green" to signify person on campus without a badge).

Code 1: Intruder
Code 2: Injury
Code 3: Runner
Code 4: Tornado or severe weather
Code 5: Shelter in place
Code 6: Fire
Code 7: Everything is clear

4. Supervision

The reasonable supervision of students is the responsibility of all faculty members. The faculty is expected to take an active part in supervising all students, not just the students under a particular teacher's charge. All students must be reasonably supervised whenever they are on campus during the academic day, on campus participating in extracurricular activities, and whenever they are off campus on school-sponsored trips.

5. Reporting Incidents and Injuries

All incidents and injuries that occur on campus or at a school function including staff, students and visitors must be reported to administration immediately to ensure that proper safety and care are taken. All incidents and injuries must be documented by the victim or witness on an incident and injury report at the time of injury. In addition, the following specifics must be adhered to:

- Within 24 hours of incident or injury, the Finance Department and Compliance Director must be notified
- If medical care is required, employees must have a written return to work notice from a doctor before returning to work and drug test must be issued
- Employee Paperwork: All paperwork in "Employee Incident Reports" on Quality Control network needs to be submitted to the Finance Department and Compliance Director including: Form 18, Form 19, OSHA Forms 300, 300A, 301 and the Employee's Report of Injury form
- Student and Visitor Paperwork: An Incident and Injury Report located in "School Documents" folder on Quality Control network needs to be submitted to the Finance Department and Compliance Director

6. Appendix D to Sec. 1910.134 (Mandatory) Information for Employees Using Respirators When Not Required Under the Standard

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take the following precautions to be sure that the respirator itself does not present a hazard:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.
2. Choose respirators certified for use to protect against the contaminant of concern.

3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

Smoking Policy

The Board maintains a smoke-free environment for the greater health, comfort and productivity of all students and staff. NC G.S. 115C-407 prohibits the use of all tobacco products in school buildings, grounds, and at school-sponsored events. In addition, all smoking paraphernalia including vaporizers are prohibited for use on campus. Violations are subject to disciplinary action up to and including termination.

Solicitations

Any solicitations are prohibited without the permission of administration. This includes the selling of tickets, candy, toys, the distribution of political materials, and the circulation of petitions, etc.

Tardiness

Tardiness without a legitimate excuse will not be tolerated. The accumulation of four tardies will result in a conference with administration, and further offenses will result in disciplinary actions and/or dismissal. The Headmaster will make the final determination if a tardy arrival will be excused.

In the event of illness or other emergency that prevents an employee from reporting to work, the employee should call the Office Manager as early as possible in order to allow time to arrange for necessary coverage. The Headmaster must approve early departures.

Benefits

Benefit Eligibility

New employees working more than 32 hours a week will be considered a full time employee and will become eligible for health and other supplemental insurance benefits. The employee is eligible to start these benefits on the first of the month following 60 days of employment. All benefit changes and additions are only allowed during open enrollment in December or at a change of life occurrence.

Educational Incentive

Employees must have permission to attend continuing education programs if the educational program interferes with the employees' normal work schedule. They may request that the school reimburse them for that expense; however, any such reimbursement must be approved prior to enrollment in the proposed continuing educational program. If the school agrees to reimburse the employee for the cost of the continuing education, the employee must agree to remain with the school for a period of no less than two years. If the employee leaves prior to the completion of the additional two years from the time of completion of the continuing education program, the employee agrees to reimburse the school for all expenses paid by the school.

Medical Insurance

Medical health care insurance is available to all full time employees (minimum of 32 hours per week). The employee is responsible for paying a portion of the health insurance. The premiums that the employee pays may be adjusted in January of each year. Coverage for employee child, employee spouse, and family members is available at the expense of the employee. During a time of extended leave beyond 12 weeks, an employee will become ineligible for benefits. Cobra coverage will be offered until such time as the employee returns to a full-time position and is once again eligible. Upon termination of employment (for any reason), Cobra benefit information will be mailed to you.

Optional Insurance

The following additional optional insurance types may be elected at the full cost to the employee after a period of 60 days of employment: Dental, Life, Short Term Disability, Accident, and Critical Illness.

Retirement Plan

The school maintains a 401K retirement plan for the benefit of its employees. All employees are enrolled to participate in the retirement plan beginning on the first date of employment. Details of this plan are available in the Benefits Information Packet.

Compensation and Pay Practices

Categories of Employment

Positions at the School are categorized for purposes of wages and salaries, benefit eligibility, legal compliance and internal and external reporting requirements. Jobs are categorized as either "exempt" (from overtime regulations) or "non-exempt," based upon regulations established by the Fair Labor Standards Act (FLSA). These laws establish minimum wage and salary criteria, and define whether or not a job is entitled to overtime compensation.

Whether exempt or non-exempt, you may be employed in a full-time or part-time capacity at the School as defined below:

1. **12 Month Employee** (salaried) – Employees who are scheduled to work a minimum of 32 hours per week for a minimum of **12 months** and who work when school is in and out of session.
2. **11 Month Employee** (salaried) – Employees who are scheduled to work a minimum of 32 hours per week across a modified schedule that requires additional work outside of when school is in session.
3. **10 Month Employee** (salaried) – Employees who are scheduled to work a minimum of 32 hours per week for each **school** year and who have off work during breaks and when school is closed.
4. **Part-Time** (non-salaried) – Employees who work less than 32 hours per week.
5. **Substitute** (non-salaried) – Employees who are hired to work for a specified assignment of a limited duration, i.e., employee hired for two months to temporarily replace an employee on a leave of absence or employee assigned to an assignment for a day.

Individual job descriptions will determine which category applies to the employee.

Compensatory Time/Overtime

A non-exempt employee shall not work overtime without prior approval of the Headmaster. Administrators may need to adjust daily schedules to prevent non-exempt employees from working more than 40 hours in a workweek. In lieu of overtime compensation, non-exempt employees will receive compensatory time off at a rate of not less than 1.5 hours for each hour of overtime worked. Employees must be allowed use of compensatory time within a reasonable period after requesting such use.

Remediation

All employees approved to participate in remediation must clock in and out each day. A PTO form must be completed at the end of the week in order to be financially compensated**.**

Salary/Paychecks

All employees are paid by direct deposit on a semi-monthly basis. The pay periods are the 1st-15th and 16th through the last day of the month. The first paycheck for new salaried employees will be the second available pay date after the first day of work. Non-salaried employees will be the second available pay date after the last day worked in a given pay period. The School is not required to abide by the salary scale set by the North Carolina State Board of Education. Final pay checks will be calculated on the yearly salary, divided by the number of days required to work during the school year, times actual number of days worked during the pay period, minus any PTO

overage. Final paychecks of the school year will be paid out by the end of June instead of on July 5th.

Time Records

Accurate and complete time sheets of actual hours worked during the workweek shall be signed by each non-exempt employee and approved by his/her supervisor. Supervisors shall issue time sheet procedures and shall review the time sheets periodically throughout the year to ensure leave and time reported matches the time sheets.

Work Schedules

An academic school year is defined to be July 1st through June 30th. All 10 month employees are required by the Employer to work a minimum of 200 days and a maximum of 220 days. The general work schedule for all exempt employees will be an 8-hour work day with specific scheduling as determined by the Headmaster. Employees required to work on days when school is not in session will work a schedule of 7:30-4:00pm. An exception to this schedule will occur on Fridays that are designated as school vacation days and the Wednesday prior to Thanksgiving which will work a schedule of 7:30-12:30PM, not to include a lunch break, and will be counted as a five hour work day for the purposes of PTO.

The length of the work day for non-exempt faculty and staff, including teacher assistants and classified staff (clerical and maintenance), will be a minimum of seven hours and thirty minutes and a maximum of eight hours (without prior consent from the Headmaster).

For all employees, it may be required under the direction of the Headmaster or designee to work later than the normal schedule due to remediation, supervision of student activities, meetings, detention, club activities, etc.

Working from home or off-campus will not be authorized with exceptions only made for medical necessity at the sole discretion of the Headmaster.

Each employee must physically clock themselves in/out as required by the Headmaster for their specific job to ensure proper time keeping and that all attendance expectations are being met (See Attendance Expectations). Employees are not allowed to leave the campus during the work day unless they have permission and must clock out and back in.

Time Off from Work

Bereavement Leave

- **Funeral Leave for an Immediate Family Member:**
  All permanent full-time employees may take up to three days off with pay to attend the funeral or make funeral arrangements of an immediate family member. The School may require verification of the need for the leave. The School understands the deep impact that death can have on an individual or a family, therefore additional unpaid time off may be granted. The employee may make arrangements with his or her supervisor for up to an additional four unpaid days off in the instance of the death of an immediate family member.

  Immediate family members are defined as an employee's spouse, parents, stepparents, siblings, children, stepchildren, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild.

- **Funeral Leave for a Non-Family Member:**
  All permanent, full-time employees may take up to one day off with pay to attend the funeral of a close, non-family member per supervisor approval. The School may require verification of the need for the leave.

Jury Duty

The School will cooperate fully with state and federal courts in allowing employees to serve on juries without financial loss. In general, the School will pay employees what they would have earned had they not been serving jury duty. Any payment for jury duty to the employee by the courts is considered appropriate for the employee to retain as adequate remuneration for parking and other incidental expenses related to jury duty, and need not be returned to the school. Jury duty will not count against PTO days. The School may request the employee to petition to defer duty or to be excused from duty if the employee's absence would constitute a hardship to the school.

Leaves of Absence

As provided by the Family and Medical Leave Act (FMLA), eligible employees will be allowed a job-protected leave of absence for one or more specified family and medical reasons in a 12-month period. For employees who have completed at least 12 months of service at the time of birth or adoption placement, the following leaves of absence will be eligible for paid leave with benefits as seen below:

- Maternity leave: Six consecutive weeks from the time of delivery or leave, with the option of up to six additional weeks unpaid for a total of twelve consecutive weeks.
- Paternity leave: Three consecutive weeks from the time of delivery or leave. Leave must be used within 15 weeks of birth or adoption placement.
- Adoption leave: Three consecutive weeks from the time of placement or leave. Leave must be used within 15 weeks of adoption placement.

For all other leaves of absence for which the available number of PTO days has been exceeded, it shall be without pay. If an employee takes an extended leave of absence that includes a school

break, the employee must return to work on the next available workday to receive pay for the break.

For up to six weeks of such leave during a 12 month period, the school will allow the employee to return to the same position. In the interest of the students and the operational constraints, the same position cannot be guaranteed for leave periods beyond six weeks. FMLA allows up to 12 weeks of leave within a 12 month period, during which time the school will allow the employee to return to work.

To request a leave of absence, submit a Leave of Absence Request to the Headmaster outlining the purpose of the leave of absence and the dates the leave would start and end, if the need for leave is foreseeable. For unexpected leaves, provide notice as soon as the need for leave becomes known. Requests for Leave of Absence are subject to approval of the Headmaster.

Paid Time Off (PTO)

All **full-time** employees will receive in their first year three paid days off per quarter for a maximum of 12 PTO days per academic year. Employees that begin work on or after July 1 through the start of the school year will receive PTO at time of hire. All employees hired after the start of the school year will begin receiving PTO on the first day of the quarter following their date of employment. As seen below in the PTO Allotment Table, upon completion of a specified number of full academic school year(s), the following PTO allotments will be earned for 10, 11, and 12-month employees:

PTO Allotment for all Employees (RBA or Schools)			
Number of School Years Completed	**10-month**	**11-month**	**12-month**
0-<1 school year completed	12 days (3/quarter)	12 days (3/quarter)	12 days (3/ quarter)
After 1 school year completed	12 days	12 days	15 days
After 2 school years completed	12 days	12 days	17 days
After 5 school years completed	12 days	15 days	20 days
After 10 school years completed	12 days	15 days	23 days
After 15 school years completed	12 days	15 days	25 days

An academic school year is defined to be July 1st through June 30th. Quarters are defined as follows: July-September, October-December, January-March, April-June.

PTO days will be used in the following manner:

- All PTO days must be approved by your supervisor
- All PTO days are considered 8 hour days
- Five days advanced notice should be given for personal days without reason
- Days may not be taken during any in-service training or professional development
- Consecutive days may only be taken when school is not in session
- PTO days will not be granted during standardized testing
- PTO days can be used in half hour increments
- A maximum of eight PTO days will carry over to the following year
- PTO days are not cash redeemable with the only exception being for teachers and teacher assistants (see Redemption of Unused PTO Days below)

- Upon submitting a notice of resignation, unused PTO will revert to quarterly allotments for the given school year back to July 1.
- Upon separation of employment, no pay will be given for unused days
- PTO must be used when attending a school sponsored event (i.e. field trips, campus activities) unless attending as the teacher or assistant of the class or have been asked specifically by administration to participate

Redemption of Unused PTO Days (Teachers and Teachers Assistants only):
Teachers and Teachers Assistants that are classified as 10-month employees may request to be paid for unused PTO days. The redemption is at a rate of $110.00 per day for Teachers and $75 per day for Teacher Assistants. A maximum of 12 unused PTO days can be redeemed for the year. Each employee may request up to 6 days at the end of December. In June, the remainder of the 12 unused days may be requested. The request must be submitted by the 15th of the month and approved by the Headmaster. These funds will be included in the January 5th and July 5th pay checks.

Holidays: The holidays listed below will be observed (16 total). If the holiday falls on a weekend, notice will be given as to which day it will be observed.

New Year's Eve, New Year's Day, Martin Luther King Jr.'s Birthday, Good Friday, Memorial Day, Independence Day (2 days), Labor Day, Veteran's Day, Thanksgiving Day (2 days) and Christmas (5 days).

General Information and Guidelines

Administration of Medications

The administration of medication to students by staff members will be permitted only when proper written authorization is received from the student's parent or guardian with a prescription from a physician. Instructions for such administration of any medications must be provided by the physician and must be in the original prescribed container. Students with asthma or students subject to anaphylactic reactions, or both, can possess and self-administer asthma medication with physician and parental consent. Over the counter medication will not be given without being prescribed by a physician. Staff members may give emergency health care when circumstances indicate that any delay would seriously worsen the physical condition or endanger the life of the student.

Bomb Threats

In the event of a bomb threat, all faculty and parents will be notified through local media if it is not during school hours. If a threat occurs during school hours, teachers will treat it like a fire drill and quietly take their students to the assembly area. No one is allowed to re-enter the classrooms until the proper authorities have declared the rooms safe and free from any explosive device.

Bullying

Faculty and staff are to be diligent in their efforts to ensure that students are not bullying one another. Strict adherence to the School Wide Discipline Plan will prevent acts of bullying. All incidents of bullying will be reported in accordance with the federal guidelines provided by the Office for Civil Rights.

Classroom Schedules

A schedule of class times will be published by the Headmaster at the beginning of each school year. Teachers are to follow the schedule as published. Any deviations must have prior approval from the Headmaster.

Club Affiliations

Due to the varying nature, purposes, and philosophies of different clubs and organizations, the Classical Charter Schools of America Board of Trustees, in fairness to all, has determined that it will not sponsor any external clubs or organizations.

Community Service

The faculty is encouraged to have students involved in the ownership of our school. Age appropriate student involvement in the cleanliness of the campus and classroom buildings such as vacuuming, washing windows, sweeping, picking up litter and other chores is a means to develop team work, commitment to an organization, responsibility, and maturity. It is the desire of the Board of Trustees that these fundamental measures will be taken with the students into all areas of their lives.

Corporal Punishment

Although North Carolina General Statutes have authorized the use of Corporal punishment, the school forbids such practices.

Discipline, Student

The School is an academic institution; therefore, all behaviors should reflect the seriousness of this endeavor. Each student is a valuable member of the school community. A community which values the dignity and worth of each individual is created by each member taking personal responsibility for his or her behavior and respecting the personal and cultural differences of others. Students shall display a courteous attitude at all times. When students fail to do this, disciplinary action may take place in accordance with the School Wide Discipline Plan. Discipline and self-control are essential to the academic and social success of each child. We are committed to fostering in each student self-discipline, sound moral character, and respect for our community of unique individuals.

Correspondence

All correspondence leaving the school must be first reviewed, and then approved by the Headmaster prior to being released. This includes, but is not limited, to school newsletters and classroom letters. Additionally, the Headmaster is the only one authorized to sign for the school.

Emergency School Delay/Closure

An emergency school delay or closure is defined as a cancellation of part or all of a normally scheduled school day due to any reason that may endanger the safety of our students and staff including but not limited to: inclement weather, electrical failures, and water system failure. In the event of predicted inclement weather, our staff should ensure that all electrical items are unplugged, items are moved away from windows and exterior walls, and that all A/C's are turned off.

Emergency school delay or closure announcements will be made on local news stations' broadcasts and websites strictly under the name of the School. **Our schools do not follow the local school district's schedule of closings and delays.** Generally, prior to school resuming, a faculty work time will be announced to prepare for the students' return. Please review the "Emergency School Delay/Closure" section of the Parent and Student Handbook for further specifics on announcements and procedures.

Field Trip Policy and Practices

1. **Criteria**
   The trip must be an extension of the classroom activities and related to the curricula in which the students are actively engaged. No field trip will be approved or permitted if such a trip involves extensive risk or danger. The request must be submitted to administration a minimum of 30 calendar days prior to the date requested. All money must be collected and turned into the school office 5 working days ahead of the planned trip. All check requests must be turned in at least 2 working days ahead of the trip.

2. **Fees**
   Absolutely no solicitations/donations of any type, for any kind of trip, or activity that has not been approved by administration is allowed. Administration may grant permission for minimal fees to be collected to defray the cost of the trip, if the field trip is part of the curriculum. No student may be denied the trip on account of an inability to pay.

3. **Field Trip Plan**
   - No field trip should take place more than once to the same place during the primary and elementary grade sequence.
   - Bus drivers and car drivers must be 21 years of age and older. The chaperone to student ratio must be 1:10.
   - A plan for students not going on the field trip must be on file to ensure meaningful instruction while other students are away.

4. **Supervision**
   - A teacher or other school official will be responsible for conducting the trip and will adhere to prudent supervisory practices to assure student safety and well-being.
   - All field trips must be approved by administration.
   - No overnight field trips are permitted, except the 8th grade class trip.
   - Written permission for each student participating in a field trip must be collected before the trip takes place.
   - Student(s) that teachers deem risky to take on trips because of behavioral issues must have their names submitted to the office. Proof of the student(s) prior behavior indiscretions is submitted to the Headmaster for approval to leave the student behind.
   - The lead teacher will have a cell phone on them at all times that is to be turned on throughout the entire trip.
   - The lead teacher will check-in with administration upon arrival and departure.

5. **Transportation**
   Where available, the School bus will be used. A key for the bus may be obtained from the school office. Directions including expected mileage are to be turned in when requesting the key. A fee of 50 cents per mile is required to cover the costs to operate the bus. This cost may be calculated and divided amongst the students participating on the trip. The clipboard on the bus must be filled out accurately and the bus be left clean. Maps will be provided by the faculty to the parents prior to departure.

Fire Drills

Unannounced fire drills will be conducted once a month. All students will go to their assigned staging location. Teachers should ensure they have their attendance books with them, and that they are the last person to exit the room. All lights will be turned off and all windows and doors closed. Upon arrival at the designated staging location teacher will take roll and give their attendance information to the Headmaster.

All campus fire extinguishers are checked annually by a certified inspector as required by the fire marshal. Additionally, all fire extinguishers will be checked monthly by the classroom teacher or assistant.

All students are to be instructed in how to react in the case of a fire on campus. Students will be instructed on how to pull the fire alarm in the event that a faculty member is injured or unable to do so.

Grades

The academic year is divided into four 9-week grading periods. Progress reports are sent home with students halfway through each nine-week period. Report cards are to be sent home at the end of each nine weeks, done with black ink, and professionally prepared. The Headmaster will

establish a grade cutoff period for each quarter. This is normally one week prior to the report cards being sent home. Grades will be posted in the specified location(s) as given by the Headmaster and will be established using a percentile score based upon the student's tests and homework assignments. The percentage score is entered on the report card. If an academic subject does not allow for a percentage score, the student will be graded on the teacher's assessment of the student's knowledge, their participation, and overall conduct. More detailed information regarding grading policies may also be found in The Roger Bacon Academy Homework and Grading Manual.

Homework

Homework is essential for establishing a strong academic background and study habits. Teachers are encouraged to make homework meaningful and worthwhile, yet at the same time not unnecessarily burdening the student. Homework is not to be assigned over vacation periods. Ensure that if homework is given, it is graded. All homework is to be completed prior to the beginning of the class for which the work was assigned. Failure to complete homework will result in disciplinary action until homework is made up. Each class period that an assignment is not turned in, a loss in letter grade will be deemed per day. More detailed information regarding homework policies may also be found in The Roger Bacon Academy Homework and Grading Manual.

Keys

Keys will be issued to necessary staff by the school office during faculty In-Service training. The keys will be turned in at the end of the year and may not at any time be duplicated without permission.

Law Enforcement Unit Record Policies – Classroom Video

The School maintains video cameras in classrooms. These cameras are typically used by instructional personnel and School administration on a real-time basis to coach teachers or for other educational purposes. Accordingly, video from classroom cameras is treated as transitory and is not retained by the School. Although some models of camera systems may have the ability to record video, they are set so that any video will be rewritten in the usual course of operation.

Video records, however, may be recorded and retained by designated school officials serving as a law enforcement unit personnel under the Federal Educational Rights and Privacy Act ("FERPA") and its implementing regulations, in order to (1) maintain the physical security and safety of the School or (2) enforce state, federal, or local laws or refer matters to law enforcement. Such recordings are maintained in the exclusive possession of designated law enforcement unit personnel, and disclosure of these recordings is governed by the School's Law Enforcement Unit Records Policy.

Law Enforcement Unit Record Policies – Records

The Lead Headmaster, together with such School personnel as he may designate or assign, shall serve as the law enforcement unit ("LEU") of the School pursuant to the Federal Educational Rights and Privacy Act ("FERPA"). The LEU is authorized to take actions (1) to enforce State, federal, or local laws or refer matters of law enforcement to appropriate authorities, and (2) to maintain the physical security and safety of the School.

Records created by the LEU for the purposes listed above shall be maintained by the LEU in separate, restricted files, and shall constitute law enforcement unit records for the purposes of FERPA. Such law enforcement unit records may include recordings from classroom video

cameras. Law enforcement unit records are not considered student education records. Such records may be disclosed to appropriate authorities for the purposes of law enforcement, to maintain the physical security and safety of the School, or for any other lawful purpose. However, law enforcement unit records shall not be disclosed to other school personnel other than those assigned to the LEU.

LEU officials who are also school officials may use or access personally identifiable information ("PII") or other information from student education records to assist with their professional duties or matters of school safety. Such information shall be maintained separately from law enforcement unit records. LEU officials may not further disclose PII or other information obtained from student education records to third parties, except in order to respond to a health or safety emergency or as otherwise allowed under FERPA.

Licensure Program

The North Carolina Initial Licensure Program was adopted by the State Board of Education in 1985. The Initial Licensure Program has three components: the teacher component, the student-services component, and the administrators and curriculum-instructional specialist's component. The Division of Human Resource Management, Licensure Section, requires that a North Carolina license must be renewed every five years. The renewal process ensures that professional school personnel continually update their professional knowledge and technical competency. Each license holder is responsible for knowing and satisfying renewal requirements. Failure to renew a license makes one ineligible for employment. License holders renew continuing license, which are valid for five years, 8.0 units of renewal credits within the five-year renewal cycle. For a license to remain current, all credit must be earned by the expiration date of the license. If the license expires, reinstatement requires 8.0 units of renewal credits earned within the most recent five-year period. It is the individual's responsibility to ensure that their license is current and that all required classes and credits are being obtained.

Meals – While Traveling

Reasonable costs for meals are reimbursable while away on a company sponsored trip, excluding the purchase of alcoholic beverages. Depending on the circumstances of a particular trip, the cost of one, two or three meals per day may be appropriate. If any meal is provided by the hotel, conference, meeting, etc., you are not allowed a reimbursement for that meal. Breakfast meals will not be reimbursed wherein the employee leaves home after 6:00am. Evening meals will not be reimbursed wherein the employee arrives at his or her home prior to 7:00pm. Meals should not exceed $12 for breakfast, $18 for lunch and $30 for dinner. Gratuities are included and should be in the 15% to 20% range. As required by IRS regulations, all reimbursement submissions must include receipts detailing items purchased.

Media

All contact with the media will be done through the Headmaster or his designee. No contact is to be made with the media without prior approval.

Parent/Teacher Conferences

When a conference is deemed necessary, the teacher will send a note home asking the parent to meet with them at the school. These meetings are to be scheduled before or after school hours whenever possible to minimize the disruptions during the school day. Teachers are not to schedule in home visits without approval from the administration, nor are teachers to meet alone with a parent of the opposite sex. If there is a requirement to meet with a parent of the opposite sex alone,

that meeting will take place in the administration building during normal working hours. Conferences involving the Headmaster should be scheduled through the school office. Please ensure all teachers involved with the student are present for that meeting and are available to meet with the Headmaster 15 minutes prior to the arrival of the parents.

Parental Permission Requirements

Written parental permission is required prior to the following activities:

1. Medicines administered to students by employees of the School;
2. Any release of student records that are not considered directory information unless the release is allowed or required by law;
3. Off campus trips;
4. Participation in high impact or high risk sports or extracurricular activities, such as football or mountain climbing;
5. Parental permission as required by law for exceptional children Education Programs/Rights of Disabled Students;
6. Parental permission as required by law for certain health services.

Parking

All faculty and staff members will park in designated staff parking areas. Do not park in front of the administration building. There is only one designated parking space on campus and that is reserved for the Teacher of the Year.

Parties, Classroom

All class parties must have prior approval from the Headmaster. All parties must be held on campus.

Personal Data Changes

The School makes every attempt to maintain an accurate and up-to-date employee database for internal and external record keeping and reporting requirements. It is very important that employees promptly notify the school office manager of any change in name, address, telephone number, marital status, dependent status or other pertinent information so that the appropriate records can be updated accordingly.

Physical Force

School personnel (Headmaster, teachers, teacher assistants, substitute teachers, volunteer teachers, and student teachers) may use reasonable force in the exercise of lawful authority to restrain or correct pupils and to maintain order in accordance with G.S. 115C-391.1.

Public Participation at Board Meetings

In order to provide for full and open communication with the public, the Classical Charter Schools of America Board of Trustees authorizes several avenues for the exchange of information, ideas, and opinions. All of the following operate within the framework of the Board's regular meetings:

1. Written correspondence may be directed to the Board through the Headmaster for consideration at a meeting.

2. There will be a period of up to 30 minutes set aside for residents to address the Board on items of school business. Individuals are limited in their comments to three minutes unless

extra time is allowed by the chairperson. When several persons wish to address the Board on one topic, they shall choose one spokesperson.

3. The chairperson retains the right to limit discussions on a particular question when such discussion becomes libelous, slanderous, personally colored, or unrelated to the topic being considered.

All meetings of the Board will be presided over by the chairperson with the purpose of conducting the business of the Board in a responsible and expeditious manner. While the chairman will have authority to regulate and limit public participation within the provisions of this policy, the Board may determine to limit or alter this authority by a majority vote.

Note: The above paragraphs are a modified version from the New Hanover County Public Schools Board Policy manual.

Search and Seizure

In order to protect the safety and welfare of students and school personnel, school authorities may search a staff member's desk, locker, school computers, and may seize any illegal, unauthorized, or contraband materials discovered in the search. Searches can be conducted when there is a reasonable suspicion that a staff member has an illegal or unauthorized item. Items discovered during routine cleanliness inspections of desks, hand bags, etc., may also be seized. Staff members who refuse to permit searches are subject to disciplinary actions.

Staff Children

Children of staff members who attend one of the schools managed by The Roger Bacon Academy may wait with their parent after being dismissed as long as they sit quietly and are not a distraction to others. However, children must be taken home if they become sick during the school day. Employees will be required to use PTO time to transport and/or attend to their sick child(ren). Children are allowed to attend work days as long as they are supervised and are not a distraction. As a service to all staff members, before and after school care is offered free of charge during their shift for children who attend one of the schools managed by The Roger Bacon Academy. Outside of regularly scheduled work hours, employees will be charged the amount given in the current rate plans.

Student Teachers and Other Interns

The Board believes that student teachers make a direct, positive contribution to the process of education and that the school district has a professional responsibility to participate in the effective preparation of new teachers. Accordingly, student teachers from accredited colleges and universities may be assigned for student teaching experience in the school system. The school shall endorse formal collaborative agreements between the school system and institutions of higher education that establish roles and responsibilities in the student teacher program. The Headmaster or designee is authorized to execute such agreements as required by the State Board of Education for the approval of teacher education programs.

The specific assignment of student teachers shall be determined through cooperative involvement of the administrative staff, the respective principals, and appropriate teachers. The Headmaster or designee shall assign student teachers to those experienced teachers identified as likely to make the most effective contribution to the profession through their work with prospective teachers. While the supervising teacher works with beginning teachers to provide an effective

student teaching experience, the supervising teacher shall remain accountable for the quality and extent of student learning.

Student teachers shall follow the policies and procedures of the Board and the Headmaster, as well as those of the school to which they are assigned.

A student teacher shall be removed by the Headmaster or designee if it is determined that the student teacher's presence is detrimental to the welfare of the students or school system, or if it found that he or she is academically unprepared for student teaching.

Visitors/Volunteers

Visitors and volunteers are welcomed at the School and are reminded that they are a very visible role model while on campus and should conduct themselves as such. Visitors are those who make routine visits to their child's classroom to participate in events, etc. Volunteers are those who have signed up to offer specific support while on campus. Due to the nature of their assignments in working directly with our students, volunteers will be asked to review and sign a confidentiality policy and may be subject to a background check. Visitors and volunteers are subject to the same expectations of the conduct as outlined for students in the Parent and Student handbook. The following are guidelines for all staff to follow in relation to visitors and volunteers:

- All visitors and volunteers must report to the administration building prior to going to the classrooms and receive a pass. It is the responsibility of the teacher or assistant to stop anyone on campus who does not have a visitor's pass and direct them to go to the administration office and get one prior to allowing them into the classroom.

- No parent is to have contact or speak to another child (other than their own children) at any time. If a parent insists on seeing or speaking to another child, immediately call the office.

- Expect visitors. When a visitor is brought to your classroom by an administration member, do not stop instruction.

- The school's administration is authorized to ban/restrict any person the administration deems as a threat to the welfare of the children and the safety of the faculty. We are charged to place the security and safety of the children and employees as our highest priority.