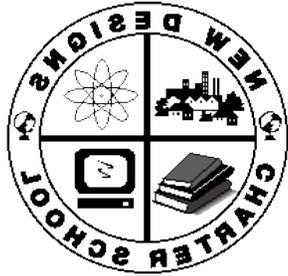


New Designs Charter Schools



2015-2016 School Year

Classified Employee Handbook

“In Pursuit of Excellence”

New Designs Charter Schools
6th -12th Grade College Preparatory Schools

Classified Employee Handbook
2015-2016 School Year

University Park Campus

2303 South Figueroa Way
Los Angeles, CA 90007
Phone: 213-765-9084
Fax: 213-765-0139

Watts Campus

12714 South Avalon Blvd.
Los Angeles, CA 90061
Phone: 323-418-0600
Fax: 323-418-1600

Website: www.newdesignscharter.com

E-mail: webmaster@newdesignscharter.org



WELCOME TO NEW DESIGNS CHARTER SCHOOLS

We are pleased that you elected to join New Designs Charter Schools.

The role of the **Classified Employee** is a vital one. Without the important support services you provide, it would not be possible to provide the high quality of educational programs currently offered in our schools.

This booklet was designed to furnish basic information to assist you during your employment with New Designs. We want you to be successful in your assignment. In the event you have questions and/or concerns which are not answered in this booklet, please bring them to the attention of the Human Resources Department. A staff member will be happy to assist you.

Sincerely,

Yaw O. Adutwum PhD
Founder/ CEO

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ABOUT THE HANDBOOK

This employee handbook is a resource guide which is created to acquaint you with the everyday practices of the New Designs Charter Schools and to assist you in finding answers to general questions so that you can learn more about us. Please take some time to read through the entire handbook to become familiar with New Designs values and practices. Please refer to this handbook when you have a question. If the handbook does not answer your question, you can ask your supervisor or manager, or refer to our Charter Petition. If handbook statements are found to be in conflict with existing or future state or federal laws, such laws will supersede any statements made in this Classified Employee Handbook.

ABOUT NEW DESIGNS CHARTER SCHOOLS

New Designs Charter Schools (NDCS) is a Charter Management Organization (CMO) that currently operates two school campuses in Los Angeles' University Park and Watts neighborhoods. NDCS was founded by Dr. Yaw Adutwum, formerly the lead math teacher at Manual Arts High School, and USC's Neighborhood Academic Initiative. The School derives its name from New Designs for Learning, Dr. George Copa's national organization (currently based at Oregon State University) that developed a model for the integration of academic and technical education curricula. NDCS is an example of a scholastic environment where the lines between "technical" and "academic" education are intentionally blurred. Its faculty and staff are committed to preparing their students for advanced careers in the fields of medicine, engineering, law, finance, and information technology.

NDCS - University Park campus initially began at a site located at Santa Rosalia Avenue in 2004 with 120 middle school students and ended the year posting students' test scores higher than any traditional school in its South Los Angeles community. NDCS has maintained its competitive test scores and increasing enrollment numbers. With the opening of the NDCS - Watts in 2009 as a separate charter school, the New Designs Charter Management Organization projects a total enrollment on both campuses of close to 1000 students in the 2010-2011 school year.

MISSION STATEMENT

In pursuit of excellence, the New Designs Charter Schools prepare students to succeed in a global, diverse, information based, and technologically advanced society. We are committed to the development of a learning environment that enables students to become literate, self-motivated, and lifelong learners.

The schools provide a multi-cultural, student-centered environment, in which all students are held to high academic and behavioral standards. Students work in collaborative relationships, both within and outside the school sites and perform service to the greater community. New Designs Charter Schools recognize that 21st century professionals in all fields of endeavor will be required to possess high levels of literacy, clarity of thinking skills, and increased abilities to process information. Our curriculum is therefore characterized by a learning environment focused on preparation for full participation in society, including college preparation, emphasizing critical thinking, decision making, leadership

development, conflict resolution, cultural awareness and appreciation.

BOARD OF DIRECTORS

New Designs Charter Schools have a Board of Directors. The Board of Directors oversees the policies, activities, and financial resources of the NDCS Charter Management Organization.

CENTRAL ADMINISTRATION STAFF OF NEW DESIGNS CHARTER SCHOOLS

Yaw O. Adutwum, PhD	CEO
Paul Okaiteye	Director of Business Services
Edward Frimpong	Director of Human Resources
Hazel Rojas	Director of Educational Services
Michael Sithole	Project Manager
Lizzie Rayos	Executive Assistant
Patrick Morris	Director of Development
Victoria Adinkra	Human Resources Associate

SCHOOL EMPLOYEES

New Designs Charter Schools currently employ more than 49 certificated staff members (teachers, counselors, psychologists, etc.) and about 36 classified employees. Classified employees provide accounting, clerical, instructional assistance, cafeteria, grounds keeping, custodial, maintenance, managerial, and other important support services to New Designs. Your job title falls under this classification. You are now a member of the classified staff at New Designs Charter Schools.

ON THE JOB

You are a vital part of the support system for the education operation of New Designs Charter Schools. You also serve as a role model for students within the educational system. The students who surround you will grow into adulthood wanting to be like the people they see and hear. This is a great responsibility. We count on you to take this responsibility seriously. Your dress and grooming should be appropriate to your position since you give the public the first, and many times, the only impression of New Designs Charter Schools. You may be meeting the public both by telephone and in person. Information should be given courteously and complaints must be handled with tact. No matter what your job responsibilities are, you may be the employee who provides the first impression of New Designs to the public. Information given to the public must be accurate. If you are uncertain about how to handle a situation, talk with your supervisor. You are expected to be courteous, respect the opinions of others, and do your share of the work. It is expected that you will be pleasant and respectful in your relationships with fellow employees.

CONFIDENTIAL INFORMATION

In the course of performing your job duties, you may have access to information about school business, students, tests, other employees, and records, which should be regarded as confidential. Except for information, which is designated for public distribution, refer most inquiries for information to the principal, your supervisor or the particular department(s) involved. If in doubt, do not release the information prior to consulting with your supervisor.

SPECIAL EMPLOYMENT REQUIREMENTS

The Education Code requires that all new school employees be fingerprinted as a condition of employment. You will be provided with a Fingerprint Form and directed to a location where your fingerprints will be taken in compliance with this requirement. There is a fee for the fingerprinting requirement, which you are expected to pay.

The Education Code also requires that you have a clear tuberculosis (TB) test. The instructions on how to obtain a TB test are provided by the Human Resources Department. New Designs will notify employees when their TB recertification is due. All TB tests, including renewals, are paid by the employee.

PARKED VEHICLES

Employees are responsible for their own parked vehicles and the personal possessions within while parked on <CHARTER SCHOOL> property. Vehicle break-ins are on the rise throughout California. Be cautious: keep personal possessions out of sight and lock your car. Insuring your vehicle and personal property against loss and damage is recommended for your protection.

USE OF PERSONAL VEHICLE FOR SCHOOL BUSINESS

Personal vehicles used by employees to conduct New Designs Charter School business must be insured by the employee's personal automobile insurer. New Designs Charter School's liability insurance applies on a secondary basis if the underlying personal auto insurance is insufficient. In no event

does New Designs Charter School's automobile liability insurance coverage pay for damage to the employee's vehicle. Insuring your vehicle against collision damage is recommended for your protection.

ALTERNATIVELY where employee is an employee is a relative of a student, the employee's name should be added to the names on the emergency contact list.

PERSONAL AUTOMOBILE

Employees who use their own automobiles for travel on authorized school business will be reimbursed for mileage at the rate established by the Internal Revenue Services. Employee must have prior supervisory approval for the use of personal vehicles and must carry, at their own expense, the minimum insurance coverage for property damage and public liability.

PERSONAL PROPERTY

New Designs Charter School cannot be responsible and will assume no liability for any loss or damage to employee personal property resulting from theft, fire, or any other cause on New Design's Charter School premises, including the parking area, or away from school property while on school business. New Designs Charter School's employees are prohibited from using personal property for work-related purposes unless approved in advance by their supervisor.

PERFORMANCE EVALUATION

Your immediate supervisor will formally evaluate you at least twice a year. Your evaluation will be discussed with you and you will be able to write any comments you wish, and have

them attached to the evaluation, which will be placed in your personnel file.

SALARY

Upon being employed, you will be provided with a copy of your Authorization to Employ Form, which indicates your beginning rate of pay, salary range, job title (classification), hiring date, work location(s), work hours, length of work year, end of probation date, immediate supervisor’s name, and other important information. You should carefully read this notice.

DAILY USE OF ELECTRONIC TIME CLOCK

Each school site and department within New Designs Charter Schools has an electronic time clock on a computer in the main office. The Human Resources Department will assign you a personal code to use for signing in and out at the beginning and end of the day and during breaks. You should sign in each workday at your work site and sign out anytime you leave the school building during and at the end of the day. Check with your supervisor and (s)/he will advise you regarding procedures for reporting to work each day. Failure to clock in and out on a daily basis may negatively impact your paycheck.

NOTE: All employees must clock out at the end of their workday and if anyone wants to stay and do their personal work, that employee must first discuss it with his/her supervisor, and even in such cases the employee must clock out first at the end of his or her workday.

Excessive tardiness may lead to early termination of contract.

PAYCHECKS

All employees are paid twice a month, generally on the 1st and 15th of each month. Employees who participate in the Extended Learning Academy shall be paid on the 10th of each month following the month during which they work.

PAYROLL DEDUCTIONS

Payroll deductions will be itemized and taken out of the check you receive on each pay day. If you have questions concerning your check and deductions, contact the Human Resources Department immediately.

OVERTIME

Classified employees are occasionally requested to work beyond their normal hours. An employee will be compensated for all such hours worked. In some cases, you may be granted compensatory time off for overtime worked. All overtime must be authorized by your supervisor in advance in order to be paid or for compensatory time off to be granted.

TRANSFERS

Employees may be transferred to other campuses under the New Designs Charter Management Organization based on changes in enrollment or special needs of various school sites as determined by the Chief Executive Officer in consultation with the Principals of the affected schools. Regular classified employees who wish to transfer in their same classification, or demote to a previously held classification at other locations, must complete a Change of Assignment Form.

PROMOTIONS

Promotions are made from within New Designs Charter Schools whenever possible. Classified employees interested in advancing in position/salary should check for job notices, which are posted, on work site bulletin boards. Vacancy announcements are posted at every school location. Make it a point to find out where they are posted and check that location frequently. These vacancy notices announce details including the minimum requirements and the testing process, where applicable.

SEPARATION FROM EMPLOYMENT

Resignation is the most common type of separation. To resign, ask your office manager for a Resignation Form, or submit a written resignation at least two weeks in advance, stating the date of your resignation and the reason. Submit the completed form to your supervisor so it can be forwarded to the Human Resources Department for processing. Other types of separation include layoff (for lack of work or lack of funds), retirement and termination.

AT WILL EMPLOYMENT

We believe that an employment relationship is successful as long as both parties are mutually satisfied. Accordingly, both you and New Designs Charter School will have the right to terminate your employment and all related compensation and benefits at any time, with or without cause and with or without notice. In addition, New Designs Charter School may eliminate or change any term or condition of your employment (including but not limited to your job assignment, duties, or salary) at will, at any time, for any reason not prohibited by

law, with or without cause and with or without previous notice. This is called “employment at will,” and no one other than the **Board of Directors/CEO** of New Designs Charter School has the authority to alter your employment at-will status, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy. Further, any such agreement must be in writing and must be signed by the **CEO/Board of Directors and employee**. Statements of specific grounds for termination set forth in this Handbook, or elsewhere, are not all-inclusive and are not intended to restrict New Designs Charter School’s right to terminate at-will.

CALIFORNIA PUBLIC EMPLOYEES’ RETIREMENT SYSTEM

You are entitled to retirement benefits if you work four hours per day or more, or if you work 1,000 hours in a fiscal year (July 1 through June 30). If you would like additional information, check the CALPERS web site at www.calpers.gov.

HOLIDAYS

Paid Holidays: The following are the approved/paid holidays adopted by the governing board of New Designs Charter schools:

- | | |
|-------------------------|-------------------------------|
| 1) New Year’s Day | 2) Martin Luther King Jr. Day |
| 3) President’s Day | 4) Memorial Day |
| 5) Independence Day | 6) Admissions Day |
| 7) Labor Day | 8) Veterans Day |
| 9) Thanksgiving Day and | 10) Christmas Day |

RELIGIOUS HOLIDAYS

New Designs Charter Schools do not close for every religious holiday, only those mandated by law or approved as national holidays. If any employee wishes to observe a religious holiday, the person may do so upon prior permission from his/her principal. Please note that such day/days off will not be paid if approved, but may be taken against available sick/personal day.

VACATION

Depending on length of employment, a regular employee earns from one to 15 days of vacation per year. The determination of how much vacation will be earned, how much may be taken each year, the maximum number of days which can be carried over, and other conditions of vacation will be specified in individual employee contracts.

JURY DUTY LEAVE

When employees receive a jury duty summons, a copy should be submitted to your supervisor immediately. See your site Office Manager for a Jury Duty Leave Request Form, attach a copy of the jury summons, and forward it to the Human Resources Department. The employee should retain the original summons. New Designs will pay employees who are summoned to serve on jury duty for a maximum of 5 days. Any other days in excess of the five days will not be paid. It is the employees responsibility to inform the Clerk of the court of the number of days New Designs pays for jury duty.

Verification of Jury Duty Service – Upon completion of service as a juror, the employee will receive verification of the days served as a juror from the Clerk of the Court. This

verification should be submitted to the Human Resources Office.

EMPLOYEE RECOGNITION PROGRAM

Beginning this academic year, employees will be recognized through the PRIDE (Proudly Recognizing Individuals Demonstrating Excellence) Awards Program. A committee has been set up to receive nomination forms from members of the community, students and/or your fellow employees within New Designs Charter Schools. The nominator observed you at work and recognized that your activities improved customer relations, assisted other people to succeed, facilitated good communication, or assisted in streamlining a process. The program recognizes your contribution to the overall success of our school organization. The awards committee will review your nomination and consider your actions as outlined by your nominator. The PRIDE Awards Committee will review each nomination and choose finalists from each award category to attend a quarterly reception with the Board of Directors. The Board of Directors will present attendees with a certificate and pin-identifying individuals as recipients of these prestigious awards. The Awards Committee chooses outstanding persons from the quarterly award recipients to receive the annual PRIDE Award for their category. PRIDE forms are available at your school site.

HEALTH BENEFITS PACKAGE

New Designs Charter Schools provide health and welfare benefit coverage for all eligible employees in the classified unit. Employees’ benefits begin on the first day of the month following their first day of employment. The main components

of the benefits package include: 1) Medical 2) Dental 3) Vision Insurance, and 4) Life Insurance. Some employees may contribute towards their dependents coverage. If you have any questions please see the Director of Human Resources.

WORKERS COMPENSATION INSURANCE BENEFITS

The New Designs Charter Schools are insured for its Workers Compensation Program. All medical, surgical and disability costs are paid directly by the NDCS through our program administrator.

If you are injured while working, you must report your injury immediately to your supervisor who will complete the appropriate forms and send them to the Risk Management Office/Business Department. If you have filled out a Physician Designation Form with the name of your personal physician, you may receive treatment from him or her for your injury. Please refer to the “Worker’s Compensation Benefits Information Pamphlet For All Employees” which is attached to your new employee packet for more information.

ABSENCE REPORTING

Notify your supervisor or the designated person as soon as you are aware that you will be absent or tardy. If your absence will be for an extended period of time, notify your supervisor again the day before you expect to return to work so that a substitute will not be assigned to your job for that day. Failure to give timely notice of absence is recorded as an Absence Without

Leave (AWOL). Five days of being “absent without leave” is grounds for termination.

WEAPONS IN THE WORKPLACE

In order to provide a safe and non-threatening work environment, weapons cannot be allowed on New Designs Charter Schools’ property. Unauthorized persons who carry a firearm or dangerous weapon in the workplace pose a threat and/or danger to themselves and other employees. Employees who knowingly possess or cause to present a firearm or other dangerous weapon on New Designs Charter Schools’ property will be disciplined, up to and including termination and/or law enforcement intervention. Any employee who has knowledge of another employee violating this procedure shall report such violation to his/her immediate supervisor.

VIOLENCE-FREE WORKPLACE

New Designs Charter Schools have adopted a strict policy for workplace violence because it recognizes that workplace violence is a growing nationwide problem, which needs to be addressed by all employers. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment and/or coercion, which involve or affect New Designs employees or which occur on New Designs property, will not be tolerated. Specific examples of conduct, which may be considered threats or acts of violence, include, but are not limited to, the following:

- Hitting or shoving an individual
- Threatening an individual or his/her family, friends, associates, or property with harm
- Harassing or threatening phone calls or text messages

- Stalking another employee
- Unauthorized possession or use of firearms or weapons

Violations of this policy will lead to disciplinary action (up to and including termination).

Every employee is encouraged to report incidents of threats or acts of physical violence of which he/she is aware. The report should be made to Mr. Edward Frimpong, Director of Human Resources at (213) 765-0130 ext; 222, or your immediate supervisor.

CHILD ABUSE REPORTING REQUIREMENTS

Section 11166 of the Penal Code requires any child care custodian, (which in our Schools includes all Certificated and Classified Employees, substitute, and temporary personnel), who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom (s)he knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible by telephone, and to prepare and send a written report thereof within thirty-six (36) hours of receiving information concerning the incident. Prior to employment, employees will sign a statement acknowledging that the employee knows the legal requirement to report known or suspected instances of child abuse and will comply with this provision of the law. A copy of Penal Code Section 11166, which explains the procedures for reporting child abuse, may be obtained from the Human Resources Department and is available at each school site.

DUE PROCESS: CLASSIFIED EMPLOYEES

In disciplining classified employees, critical factors in providing due process include PROGRESSIVE DISCIPLINE, DOCUMENTATION and UNIFORM TREATMENT. Administrators, with input from supervisors, should initiate and complete the discipline process.

PROGRESSIVE DISCIPLINE AND DOCUMENTATION

1. Informally remind the employee regarding performance concerns and reinforce performance expectations.
2. If subsequent infractions occur, conference with the employee and issue a written warning
3. Give the employee an opportunity to improve:
-Provide assistance and guidance
-Allow an adequate time interval (This will vary with improvement sought.)
4. Notify the employee in writing that failure to improve may lead to a below standard evaluation or a Notice of Unsatisfactory Service of Act, which may include a recommendation for suspension, demotion, or dismissal. There should be no surprises.
5. Contact Human Resources Office* for assistance with issuance of a Notice of Unsatisfactory Service/Act for causes set forth in Personnel Commission Rule 902.

Note: Progressive steps are not necessary when misconduct is serious (e.g., assault, theft, immoral conduct, fraud).

UNIFORM TREATMENT

1. Treat employees with similar problems similarly.
2. Reinforce rules consistently and evenhandedly.
3. Support such treatment with written records.
4. Ensure treatment is not arbitrary, capricious, or discriminatory.

UNIFORM COMPLAINT PROCEDURES

Pursuant to Title 5, California Code of Regulations, Section 4600 et seq, any individual, public agency or organization may file a written complaint of alleged noncompliance with the requirements of specified programs or activities which receive State or Federal funding, or a written complaint of unlawful discrimination as set forth in Section 4610, first with the Principal of New Designs Charter School or New Designs Charter School-Watts; depending on which site the complaint applies. The addresses of the school sites are listed on page one of this book. If a complainant is unable to put a complaint in writing, New Designs Charter Schools’ staff will help them file the complaint. If the problem is not resolved by the Principal of the school site, the complainant should forward the case to the New Designs Complaint Officer, Edward Frimpong (Director of Human Resources), at 2303 South Figueroa Way, Los Angeles, CA 90007, Telephone – (213) 765 0130 ext 222. If the complaint is not resolved, the complainant should send his or her concerns to the Chief Executive Officer of the school at 2303 S. Figueroa Way, Los Angeles CA, 90007.

Filing of complaint: The complaint must be initiated no later than six (6) months from the date when the alleged discrimination occurred, or when the complainant first obtained knowledge of the facts of the alleged discrimination.

Mediation: Within ten (10) days of receiving the complaint, the school official may discuss the possibility of using mediation with the complainant. If mediation does not resolve the problem, the officer shall proceed with his/her investigation of the complaint.

Investigation of Complaint: The school official will hold an investigative meeting within five (5) days of receiving the complaint or attempting to mediate the complaint. The parties to the complaint and/or their representative(s) and New Designs Charter Schools representatives may present relevant information. Parties may discuss the complaint and question each other’s witnesses at the meeting. To ensure all pertinent facts are made available, the school official and the complainant may ask other individuals to attend this meeting and provide additional information.

Written Decision: Within sixty (60) days of receiving the complaint, the school official shall prepare and send a written report to the complainant containing New Designs Charter Schools’ investigation and decision.

Appeal to the New Designs Charter School’s Board of Directors and or California Department of Education: If the complainant is dissatisfied with the staff’s decision, he/she may

file a written appeal to the Board of Directors of the school within fifteen (15) days of receipt of the decision. If the complainant is not satisfied with the decision of the Board of Directors they may appeal to the California Department of Education. When appealing to the California Department of Education, the complainant must specify the reason (s) for appealing the decision and must include copies of the complaint and the New Designs Charter Schools' decision. In addition, the complainant has the right to contact the Office of Civil Rights or the Equal Employment Opportunity Commission to file a claim. Copies of the New Designs Charter Schools' Uniform Complaint Procedures are available at each school site.

Staff and Student Interactions

Boundaries Defined

For the purposes of this policy the term “boundaries” is defined as acceptable professional behavior by staff members while interacting with a student. Trespassing beyond the boundaries of a student-staff relationship is deemed an abuse of power and a betrayal of public trust.

Acceptable and Unacceptable Behavior

Some activities may seem innocent from a staff member's perspective, but some of these activities can be perceived as flirtation or sexual insinuation from a student or parental point of view. The purpose of the following lists of unacceptable and acceptable behaviors is not to restrain innocent, positive relationships between staff and students but to prevent

relationships that could lead to, or may be perceived as, sexual misconduct.

Staff members must understand their own responsibilities for ensuring that they do not cross the boundaries as written in this policy. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for any required disciplinary purposes. Thus, it is critical that all employees study this policy thoroughly and apply its spirit and intent in their daily activities.

Unacceptable Behaviors

These lists, and any subsequent lists, are not meant to be all-inclusive, but rather illustrative of the types of behavior addressed by this policy.

- Giving gifts to an individual student that are of a personal and intimate nature
- Kissing of ANY kind
- Any type of unnecessary physical contact with a student in a private situation
- Intentionally being alone with a student away from school
- Making, or participating in, sexually inappropriate comments

- Sexual jokes, or jokes/comments with sexual overtones or double-entendres
- Seeking emotional involvement (which can include intimate attachment) with a student beyond the normative care and concern required of an educator.
- Listening to or telling stories that are sexually oriented
- Discussing inappropriate personal troubles or intimate issues with a student in an attempt to gain their support and understanding
- Becoming involved with a student so that a reasonable person may suspect inappropriate behavior
- Giving students a ride to/from school or school activities without parental permission
- Being alone in a room with a student at school with the door closed
- Allowing students in your home without signed parental permission for a pre-planned and pre-communicated educational activity which must include another educator, parent, or other responsible adult

- Remarks about the physical attributes or physiological development of anyone
- Excessive attention toward a particular student
- Sending emails, text messages, Facebook responses, or letters to students if the content is not about school activities.

Acceptable and Recommended Behaviors

- Obtaining parent’s written consent for any after-school activity on or off campus (exclusive of tutorials).
- Obtaining formal approval (site and parental) to take students off school property for activities such as field trips or competitions.
- Emails, text-messages, phone conversations, and other communications to and with students, if permitted, must be professional and pertain to school activities or classes (communication should be initiated via school-based technology and equipment).
- Keeping the door open when alone with a student.

- Keeping reasonable and appropriate space between you and the student.
- Stopping and correcting students if they cross your own personal boundaries.
- Keeping parents informed when a significant issue develops about a student.
- Keeping after-class discussions with a student professional and brief.
- Asking for advice from senior-staff or administration if you find yourself in a difficult situation related to “boundaries.”
- Involving your direct supervisor about situations that have the potential to become more severe.
- Making detailed notes about an incident that could evolve into a more serious situation later.
- Recognizing the responsibility to stop unacceptable behavior of students and/or co-workers.
- Asking another staff member to be present if you will be alone with any student who may have severe social or emotional challenges (and you are not the assigned case educator).

- Asking another staff member to be present, or within close supervisory distance, when you must be alone with a student after regular school hours.
- Giving students praise and recognition without touching them in questionable areas; high-fives, and handshakes are appropriate.
- Keeping your professional conduct a high priority during all moments of student contact.
- Asking yourself if any of your actions, which are contrary to these provisions, are worth sacrificing your job and career.

Reporting

When any staff member, parent, or student becomes aware of a staff member having crossed the boundaries specified in this policy, he or she must report the suspicion to the principal promptly. Prompt reporting is essential to protect students, the suspected staff member, any witnesses, and the school as a whole. Employees must also report to the administration any awareness of, or concern about, student behavior that crosses boundaries, or any situation in which a student appears to be at risk for sexual abuse.

Investigating

The principal will promptly investigate and document the investigation of any allegation of sexual misconduct, using such support staff or outside assistance, as he or she deems

necessary and appropriate under the circumstances. Throughout this fact-finding process, the investigating administrator, and all other privy to the investigation, shall protect the privacy interests of any affected student(s) and/or staff member(s) including any potential witnesses, as much as possible. The investigating administrator shall promptly notify the Governing Board in closed session of the existence and status of any investigations. Upon completion of any such investigations, the principal shall report to the Governing Board any conclusions reached. The investigating administrator shall consult with legal counsel, as appropriate, prior to, during, and after conducting any investigation.

Consequences

Staff members who have violated this policy will be subject to appropriate disciplinary action, and where appropriate, will be reported to authorities for potential legal action.

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

For further assistance with student concerns, contact your site administrator. For further assistance with employee concerns, contact Mr. Edward Frimpong @ 213-765-9084 ext 222.

DRUG AND ALCOHOL-FREE WORKPLACE

Pursuant to the requirements of the Drug Free Workplace Act of 1988, it is the policy of the New Designs Charter Schools to provide a drug and alcohol-free workplace. The unlawful manufacture, distribution, dispensing, possession or use of any alcoholic beverage, drug, or controlled substance is prohibited in the workplace. The workplace is defined as any place where New Designs Charter Schools' work is performed including any school building or premises, school-approved vehicle used in transporting students to and from school or school activities, any off-school sites utilized for a school-approved activity or function (such as a field trip or athletic event), or during any period of time when an employee is supervising students on behalf of the New Designs Charter Schools or otherwise engaged in the organization's business.

As a condition of continued employment with New Designs Charter Schools, employees must comply with New Designs policy on a drug and alcohol-free workplace. Any violation of this prohibition or criminal drug statute conviction (including a plea of no lo contend ere) under the Drug and Alcohol-Free Workplace Act) by an employee of New Designs Charter Schools may result in (1) requiring satisfactory participation in a drug abuse assistance or rehabilitation program; or (2) disciplinary action up to and including termination, pursuant to the provisions of the Education Code or other applicable State or Federal law. Any employee convicted of any criminal drug or alcohol statute violation occurring in the workplace must notify the supervisor of this conviction in writing no later than five (5) days after such conviction.

It is the policy of the New Designs Charter Schools to provide written notification to all employees and employment applicants of the requirements of the Drug and Alcohol-Free Workplace Act. The Director of Human Resources shall be responsible for monitoring compliance with the Drug-Free Workplace Act of 1988, and notification of its requirements to employees and employment applicants. Drug counseling, rehabilitation, or employee assistance programs are available locally.

New Designs Charter Schools are drug free environments, and as approved by the Board of Directors, employees could be randomly selected to undergo drug screen test at a medical facility of New Designs choice and at the schools expense. Contact the Human Resources Department for more information.

NON-DISCRIMINATION STATEMENT

New Designs Charter Schools is committed to providing a working and learning environment that is free from discrimination and harassment based on an individual's sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or any other basis protected by federal, state, local law, ordinance, or regulation. Harassment under Title IX (sex), Title VI (race, color, or national origin), and Section 504 and Title R of the ADA (mental or physical disability) is a form of unlawful discrimination that will not be tolerated by the Schools. Harassment is intimidation or abusive behavior toward a student/employee that creates a hostile environment, and that can result in disciplinary action against the offending

student or employee. Harassing conduct can take many forms, including verbal acts and name-calling, graphic and written statements, or conduct that is physically threatening or humiliating.

This nondiscrimination policy covers admission or access to, or treatment or employment in, school programs and activities. The lack of English language skills will not be a barrier to admission to or participation in school programs or activities. Additional information prohibiting other forms of unlawful discrimination/harassment, inappropriate behavior, and/or hate crimes may be found in other New Designs Charter Schools' policies that are available in all schools and offices. It is the intent of the School that all such policies be read consistently to provide the highest level of protection from unlawful discrimination in the provision of educational services and opportunities. The Schools prohibit retaliation against anyone who files a complaint or who participates in a complaint investigation.

Any inquiries regarding this nondiscrimination policy or the filing of discrimination/harassment complaints may be directed to: ***Mr. Edward Frimpong at (213)765-0130, ext.222.***

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

The New Designs Charter School is an equal opportunity/affirmative action employer. New Designs recruits, hires and promotes the most qualified persons available based on objective, job-related standards.

Similarly, all other personnel matters, including compensation, benefits, transfers, layoff, return from layoff, demotion,

training and development, will continue to be administered in accordance with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, the California Fair Employment and Housing Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. This nondiscrimination policy covers admission and access to, and treatment and employment in, the District's programs and activities including vocational education. New Designs Charter Schools' Affirmative Action Plan (on file in the Schools' Human Resources Office), and rules and regulations are available for review by all employees and applicants for employment.

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990

Equal opportunity shall be provided to all employees and applicants in every aspect of personnel policy and practice. New Designs Charter Schools do not discriminate against qualified individuals with protected disabilities with regard to job application procedures, hiring advancement, training, compensation, benefits or termination. New Designs Schools do not discriminate against disabled persons who, with reasonable accommodation, can perform the essential functions of the position in question. Individuals with disabilities who desire reasonable accommodation shall submit a request to **Edward Frimpong, Director of Human Resources.**

All employees are expected to carry out their responsibilities in a manner, which is free from discriminatory statements or conduct. Employees who permit or engage in discrimination, or harassment may be subject to disciplinary action up to and including dismissal. Complaints alleging unlawful discrimination may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual has or any specific class of individuals have been subjected to unlawful discrimination. The complaint must be initiated no later than six months from the date of the alleged discrimination or when the complainant first obtained knowledge or the facts of the alleged discrimination.

The written complaint must be filed with the Schools' **Nondiscrimination Compliance Officer: Edward Frimpong, Director of Human Resource, 213-765-0130 ext 222.** You may also file a complaint with the Department of Fair Employment and Housing, or the U.S. Equal Employment Opportunity Commission (EEOC). There will be no intimidation or retaliation against any person based upon his/her assertion of rights to equal employment opportunities.

The California Fair Employment and Housing Act

(Section 12900 of the California Government Code, et seq.)

- Prohibits harassment of employees or applicants and requires employers to take all reasonable steps to prevent harassment.
- Requires that all employers provide information to each of their employees on the nature, illegality, and legal remedies

which apply to sexual harassment. Employers may either develop their own publication, which must meet standards set forth in California Government Code Section 12950, or use a brochure which may be obtained from the Department of Fair Employment and Housing.

- Permits job applicants to file complaints with the Department of Fair Employment and Housing (DFEH) against an employer, employment agency, or labor union which fails to grant equal employment opportunity as required by law.
- Requires employers not to discriminate against any job applicant or employee in hiring, promotions, assignments or discharge. On-the-job segregation is also prohibited, and employers may file complaints against workers who refuse to cooperate in complying with this provision.
- Requires employers, employment agencies, and unions to preserve applications, personnel, and employment referral records for a minimum of two years.
- Requires employers to provide leaves of up to four months to employees disabled because of pregnancy, maternity, or childbirth.
- Requires employers of 50 or more persons to allow employees to take up to four months leave in any two-year period for the adoption or birth of a child or the care of an ill or injured spouse, parent or child.
- Forbids any person to interfere with efforts to comply with the act. Authorizes the DFEH to work affirmatively with cooperating employers to review hiring and recruiting practices in order to expand equal opportunity.

- Makes employees personally liable for any harassment perpetrated by them, regardless of whether the employer knows or should have known of the conduct, and fails to take immediate and appropriate corrective action.

Remedies to individuals or penalties for violation(s) may include: hiring, back pay, promotion, reinstatement, damages for emotional distress, a cease-and-desist order, or a fine of up to \$50,000.

Job Applicants and Employees: If you believe you have experienced discrimination, DFEH will investigate without cost to you. AR 3115, Govt. Code Sec. 12900-12996

SEXUAL HARASSMENT

It is the policy of the New Designs Charter Schools to provide all employees and students a work and academic environment free from any physical or verbal harassment, of a sexual nature. Sexual harassment is considered to be a major offense, which can result in disciplinary action, up to, and including termination for employees, and expulsion of students in grades 6-12.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, when:

- Submission to the conduct is made either an explicit or implicit condition of an individual's employment or academic status.

- Submission to, or rejection of, the conduct is used as the basis for an employment or academic decision affecting that individual.
- The conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or of creating an intimidating, hostile, or offensive working or academic environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs or activities available at or through the New Designs Charter Schools.

Examples of sexual harassment include, but are not limited to:

- Unwelcome leering, sexual flirtations or propositions.
- Sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
- Graphic verbal comments about an individual's body, overly personal conversations or pressure for sexual activity.
- Sexual jokes, stories, drawings, pictures or gestures, including sexually explicit e-mails.
- Spreading sexual rumors.
- Touching an individual's body or clothes in a sexual way.
- Cornering, blocking, leaning over or impeding of normal movements.
- Displaying sexually suggestive objects in the work or academic environment.
- Massaging, groping, fondling, stroking or brushing the body.

The District prohibits retaliatory behavior towards any complainant or participant in the complaint process.

New Designs Charter Schools have established procedures for filing complaints of sexual harassment. These procedures, and information concerning the procedures, may be obtained from **Mr. Edward Frimpong, who is the Schools' Title IX Officer for employees.** A student or parent(s) on behalf of a student, who feels (s)he is being harassed, should immediately report the incident to the Principal or to Mr. Edward Frimpong.

All employees have the responsibility for maintaining an academic and work environment free of sexual harassment. This responsibility includes adhering to the New Designs Charter Schools' sexual harassment policy by not engaging in any inappropriate conduct.

Section 7287.8, Title II, CCR, Ed. Code 212.5

STANDARD PRECAUTIONS TO PREVENT SPREAD OF INFECTIOUS DISEASES AT SCHOOL

Health and Safety Code Sections 120875 and 120880 mandate that schools inform their employees about appropriate methods to prevent exposure to both Hepatitis B and AIDS. Information about Hepatitis B and AIDS must be provided annually or more often if new information is supplied by the State Department of Education.

TOBACCO-FREE WORKPLACE/SCHOOLS

Ample research demonstrates the health hazards associated with the use of tobacco products, including smoking, chewing,

and breathing of second-hand smoke. As required by law, New Designs Charter Schools provide instructional programs designed to discourage students from using tobacco products. All employees are expected to assist students in developing good health practices, which are consistent with the safety of all employees. In the best interest of students, employees and the general public, the Board of Directors therefore prohibits the use of tobacco products at all times on school property. This prohibition applies to all employees, students, visitors and other persons at any school or school-sponsored activity or athletic event. It also applies to any meeting on any property owned, leased or rented by or from New Designs. All employees are required to abide by this policy as a condition of employment. All individuals on School premises share in the responsibility for adhering to this policy and informing appropriate school officials of any violations.

FAMILY CARE AND MEDICAL LEAVE AND PREGNANCY DISABILITY LEAVE

Pregnancy Disability Leave

Even if you are not eligible for Family Care and Medical Leave, if your doctor certifies you are disabled by pregnancy, childbirth or related medical conditions, you are entitled to take a Pregnancy Disability Leave of up to twelve (12) weeks depending on your period of actual disability. If you are eligible, you have the right to take BOTH a Pregnancy Disability Leave and a Family Care and Medical Leave for the birth of your child. Accrued sick leave shall run concurrently with Pregnancy Disability Leave. An employee may utilize accrued vacation leave to cover any unpaid portion of

Pregnancy Disability Leave. Pregnancy Disability Leave will run separately from Family Care and Medical Leave.

Family Care and Medical Leave

The California Family Rights Act of 1991/("CFRRA" – California Government Code Section 12945.2) and the Federal Family and Medical Leave Act of 1993 ("FMLA" – 29 United States Code, Sections 2601, et seq.) provide for Family Care and Medical Leave. Pursuant to Board Policy 4161.8, the District will provide employees the greatest benefits allowable under either state or federal legislation. Accrued sick leave shall run concurrently with Family Care and Medical Leave. The legislation provides:

- *The right to unpaid, job-protected leave of up to twelve (12) work weeks within a twelve (12) month period to "eligible" employees for certain family and medical reasons.
- *Employees are eligible under federal law if they have worked 1,250 hours over the previous twelve (12) months.

Reasons for Taking Leave

Unpaid leave must be granted for any of the following reasons:

- *For the birth and care of the employee's child after birth, or placement with the employee of a child for adoption or foster care.
- *To care for the employee's spouse, child, or parent, who has a serious health condition,
- *For a serious health condition which makes the employee unable to perform his/her job.

Differential leave shall run concurrently with Family Care and Medical Leave.

Advance Notice and Medical Certification

The employee will be required to provide advance notice and medical certification.

Taking leave may be delayed if notification requirements are not met.

*The employee ordinarily must provide thirty (30) days advance notice when the leave is “foreseeable”, or as soon as practicable after learning of the need for the leave when the leave is “unforeseeable.”

*New Designs will require medical certification to support a request for leave because of pregnancy or a serious health condition.

*The employee will be required to submit certification of fitness to return to work when the absence was caused by pregnancy or the employee’s serious health condition.

Job Benefits and Protection

For the duration of the leave, the employer must maintain the employee’s position and health benefits.



New Designs Charter Schools

Technology Use Policy

Code of Ethics

Your signature below certifies that you have knowledge of the foregoing Federal law provisions and School policy concerning the prohibited and unauthorized copying and use of computer software programs, and the use of your email account, upkeep of your School webpage, and maintenance of computer equipment assigned to you, and that you will comply with them.

Name _____ Position _____

School Site _____

School email address: _____

Home email address: _____

Signature _____ Date _____



New Designs Charter Schools

Employee Handbook

Your signature below certifies that you have received and read New Designs Charter Schools Employee Handbook, and that you have knowledge of New Designs Charter Schools' policies and conditions of employment.

Name _____ Position _____

School Site _____

Principal/Supervisor _____

Signature _____ Date _____

(These forms must be signed and turned into your principal by the start of your first day in the classroom. Your Principal will submit the forms to the Human Resource Department which will retain them in your file.)