

New Designs Charter School



2015 – 2016

Certificated Employee Handbook

"In Pursuit of Excellence"

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

Certificated Employee Handbook **2015 – 2016**

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NEW DESIGNS CHARTER SCHOOLS

EMPLOYEE HANDBOOK

Table of Contents

<u>Topic</u>	<u>Page</u>
Table of Content	2
Introduction to Handbook	4
Vision and Mission	4
Goals and Objectives	4
Legal Issues and Governance	5
Accreditation	5
Central Administration	5
Non-Discrimination Statement	5
Sexual Harassment Policy	6
Teacher and Student Interactions	7
Title IX Policy	10
Definitions of Hate Crimes	10
Bias Motivated Incidents	10
Due Process: Certificated Staff	11
Uniform Complaint Procedures	11
General Employee Requirements	12
Teacher Requirements	13
Teacher Attendance	13
Benefits	13
Dress Code	14
Child Abuse Prevention Policy	14
Staff Meetings and Professional Development Workshops	15
Lesson Plans	15
Leaving School Grounds	15

Reporting an Absence	15
Emergency Lesson Plans	15
<u>Topic</u>	<u>Page</u>
Transfers	15
Evaluation: Teacher Portfolios	15
Religious Holidays	15
Paid Holidays	16
Cell Phone Policy	16
Transporting Students	16
•	
FACULTY GUIDE FOR EFFECTIVE SCHOOL OPERATIONS AND CLASSROOM MANAGEMENT	
Home Visitation	16
Grading Policy	16
NDCS Code of Conduct (for Students)	16
Classroom Rules	17
NDCS Student Dress Code	17
Restroom/Hall Passes	17
Referral Procedure	17
Disciplinary Actions	17
Suspendable Acts	17
Effective Classroom Operations	18
General Classroom Management Strategies	19
Library Use	21
NEW DESIGNS SCHOOL PROGRAMS AND ACTIVITIES	
Teacher Participation in School Activities	21
Clubs and Organizations' Sponsors	21
Cardinal Athletics	21
Field Trips	21
School Clubs and Sponsor's Responsibilities	22

NEW DESIGNS SCHOOLS' ACADEMIC ASSISTANCE PROGRAMS

Title I 22

English Language Development 22

Gifted and Talented Education 23

Early College Program 23

College Counseling Center 23

Resource Specialist 23

Advanced Placement Courses 24

Graduation Requirements 24

HEALTH AND SAFETY ISSUES

Procedures for Responding to Natural Disasters and Emergencies: Fire Drills 25

Earthquake/Disaster Drills and Procedures 26

Evacuation Plan 27

Bomb Threats 28

TECHNOLOGY USE POLICY

Technological Equipment: Use & Care 28

Website Content and Update 28

Use of School Email 29

Software License Agreement 29

Technology Use Code of Ethics 30

Computer Lab 30

Classroom Rules for Computers 30

Lab Rules and Procedures 30

Disposal of Old Equipment/Salvage 31

BUSINESS DEPARTMENT POLICIES FOR TEACHERS AND ADMINISTRATORS

Keys 31

Procedures 31

Petty Cash Requests 32

Cash Reimbursement for Purchases 32

Mileage Reimbursement 32

School Bus Requests 32

TECHNOLOGY USE SIGN-OFF CERTIFICATE 33

HANDBOOK SIGN-OFF CERTIFICATE 33

INTRODUCTION TO HANDBOOK

The purpose of this handbook is to provide New Designs Charter Schools' employees with a ready resource of policies and procedures and other pertinent information related to their work. The handbook has been written based on the belief that staff morale improves when everyone understands his/her own rights and responsibilities along with the relationship of his/her work to the total organization. Every employee is part of the team whose goal is a quality education for all of the students. All are trustees of an important public confidence and, as such, must be dedicated to doing the most efficient and effective job of which they are capable. This handbook has been prepared to provide personnel with relevant information, policies, and patterns of practice. The handbook states policies as they exist at the time of publication. Not all policies and procedures are included. All policies are subject to change by the Board of Directors. It is important that all school personnel be thoroughly acquainted with the handbook and refer to it frequently. Suggestions for additions and improvements to this handbook are welcome and may be sent to Mr. Edward Frimpong, the Director of Human Resources.

VISION AND MISSION

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 characterized, therefore, by a learning environment focused on preparation for full participation in society, including college preparation, which emphasizes critical thinking, decision making, leadership development, conflict resolution, cultural awareness and appreciation.

GOALS AND OBJECTIVES

In line with our vision and mission, New Designs Charter Schools' students will:

- Meet the A-G requirements of the University of California/California State University systems.
- Become technologically proficient, mastering core technology competencies.
- Become proficient in academic core areas in accordance with state standards.
- Develop the knowledge, skills, and attitudes to be productive and responsible citizens.
- Develop essential life skills to become self-motivated, competent, and lifelong learners.
- Conduct themselves appropriately, and contribute to a safe and orderly atmosphere, both in school and in their community.
- Respect and appreciate diverse cultures within and outside their school.

- Participate in an “Early College Program” by taking selected college level classes while in high school.

LEGAL ISSUES AND GOVERNANCE

The New Designs Charter Schools (NDCS) are incorporated as a California Non Profit Public Benefit Corporation in pursuance of California law and has a 501(c) (3) tax-exempt status. The schools comply, therefore, with the California Corporation Code, and all other applicable State and Federal laws as affecting Non Profit Public Benefit Corporations.

The Chief Executive Officer (CEO) runs New Designs Charter Schools. The Principals at every school site, along with other administrative staff, delineate and articulate clearly each School’s instructional goals, vision and mission to its teachers, parents and students.

ACCREDITATION

New Designs Charter School (University Park), has, since July 2006, secured the full accreditation from Western Association of Schools and Colleges (WASC). Our Watts campus earned full accreditation status in June 2011.

**CENTRAL ADMINISTRATION OF NEW DESIGNS CHARTER SCHOOLS
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	Dir. of Educational Services

Michael Sithole	Project Manager
Maxwell Brown	Project Manager
Patrick Morris	Director of Development
Thomas Adueni	Business Manager 1
Tracy Billingsley	Business Manager 1
Jasmine Ogola	Business Assistant
Marcus Herring	SIS Coordinator
Saddat B. Adutwum	Technology Coordinator
Paul Boakye	Facilities Manager

NON-DISCRIMINATION STATEMENT

New Designs Charter Schools are 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, 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, which is intimidation or abusive behavior toward a student/employee that creates a hostile environment, 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 to 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 School 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)765-9084, ext.222.*

SEXUAL HARRASSMENT POLICY

New Designs Charter Schools District is committed to maintaining a working and learning environment that is free from sexual harassment. Sexual harassment of, or by, employees or students, is a form of gender discrimination in that it constitutes differential treatment on the basis of sex, sexual orientation, or gender, and, for that reason, is a violation of state and federal laws and a violation of this policy. The schools consider sexual harassment to be a major offense that can result in severe disciplinary action to the offending employee, or the suspension or expulsion of the offending student, in all grades.

Any student or employee of the Schools who believes that she or he has been a victim of sexual harassment, whether in an office or at school, is to bring the problem to the

attention of the proper authority so that appropriate action may be taken to resolve the problem. The schools prohibit retaliatory behavior against anyone who files a sexual harassment complaint or any participant in the complaint or investigation process. Any such complainant is further advised that civil law remedies may also be available to them. Complaints will be promptly investigated in a way that respects the privacy of the parties concerned. The California Education Code Section 212.5 defines sexual harassment as any unwelcome sexual advances, requests for sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress
2. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work and or educational environment.
4. 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 educational institution.

Sexual harassment may include, but is not limited to:

1. Unwelcome verbal conduct such as suggestive, derogatory comments, sexual innuendos, slurs, or unwanted sexual advances, invitations, or comments; pestering for dates; making threats; or spreading rumors about or rating others as to sexual activity or performance.
2. Unwelcome visual conduct such as displays of sexually suggestive objects, pictures, posters, written material, cartoons, or drawings; graffiti of a sexual nature; or use of obscene gestures.
3. Unwelcome physical conduct such as unwanted touching, pinching, kissing, patting, hugging, blocking of normal movement assault; or interference with work or study directed at an individual because of the individual's sex, sexual orientation, or gender.
4. Threats and demands or pressure to submit to sexual requests in order to keep a job or academic standing or to avoid other loss, and offers of benefits in return for sexual favors.

Teachers 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-teacher 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

New Designs Charter School

- Sexual jokes, or jokes/comments with sexual overtones
- 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 written 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

Employee Handbook

- 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.

TITLE IX POLICY

New Designs Charter Schools are committed to providing a working and learning environment in which all individuals are treated with respect and dignity. Each employee and student has a right to work and learn in an environment that is free from unlawful discrimination. No employee or student shall be excluded from participation in, be denied the benefits of, or be subject to discrimination on the basis of sex, sexual orientation or gender, under any NDCS' education program or activity.

Definition of Hate Crimes

A Hate Crime is defined as an act or attempted act by any person against the person or property of another individual or group that in any way constitutes an expression of hostility toward the victim because of his or her race, religion, disability, gender, ethnicity, or sexual orientation. This includes, but is not limited to, threatening phone calls, hate mail, physical assault, vandalism, cross burnings, destruction of religious symbols, and fire bombings.

Bias Motivated Incidents

A Bias Motivated Incident is a School related behavior, which constitutes an expression of hostility against the person or property of another because of the victim's race, religion, disability, gender, ethnicity, or sexual orientation. This may include such behavior as non-threatening name calling, using racial slurs, or disseminating racist leaflets. **The site administrator for each site is responsible for receiving reports on such incidents and then referred to the Title IX Coordinator of the school (Mr. Edward Frimpong).**

Due Process: Certificated Staff

Critical factors in providing due process for certificated employees include PROGRESSIVE DISCIPLINE, DOCUMENTATION and UNIFORM TREATMENT.

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. Notify the employee in writing that they may invite a representative of their choice if the focus of the conference may be disciplinary.
4. Give the employee an opportunity to improve:
 - Provide assistance and guidance
 - Allow an adequate time interval. (This will vary with improvement sought.)
5. Notify the employee in writing that failure to improve may lead to a below standard evaluation, a Notice of Unsatisfactory Service or Act, suspension, or dismissal. There should be no surprises.
6. Contact Staff Relations for assistance with issuance of a Notice of Unsatisfactory Service/Act, with or without suspension.

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. Enforce 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.

EXPECTATIONS OF TEACHERS

All faculty members must share the vision and mission of the New Designs Charter Schools and be committed to assisting the Schools to attain their goal of academic excellence for all students.

GENERAL EMPLOYEE REQUIREMENTS

All teachers must satisfy the following requirements before their first day of work:

- a) Medical Clearance-must be free from tuberculosis and communicable diseases evidenced by a mantoux skin test, or chest x-ray.
- b) Fingerprinting by Department of Justice (DOJ) at the employee's expense. No employee shall commence employment at New Designs Charter School until that employee has been cleared by the DOJ.
- c) Disclosure statement regarding prior criminal record.
- d) Documents for US employment authorization.
- e) Certificate of Clearance for non-core, non-college preparatory courses.
- f) License to teach or the equivalent (teachers).
- g) Complete required LAUSD & school online trainings before the beginning of the first semester.

AT WILL EMPLOYMENT

We believe that an employment relationship is successful as long as both parties are mutually satisfied. Accordingly, both the employee and New Designs Charter School will have the right to terminate the 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.

TEACHER REQUIREMENTS

New Designs Charter Schools comply with the requirements for hiring of teachers and paraprofessionals as specified by the No Child Left Behind (NCLB) Act. All teachers at New Designs Charter Schools must keep the Human Resources informed of any changes in their credential status. All such documents are maintained on file and monitored to ensure that they are promptly

renewed and kept at the New Designs Charter Schools’ offices and are available to the Los Angeles Unified School District (LAUSD) for inspection if requested. Arrangements are made with LAUSD for processing of credentials on a fee for service basis if the need arises.

In the classroom it is expected that all teachers will uphold *California Standards for the Teaching Profession* by:

1. Engaging and Supporting All Students in Learning
2. Creating and Maintaining Effective Environments for Student Learning
3. Understanding and Organizing Subject Matter for Student Learning
4. Planning Instruction and Designing Learning Experiences for All Students
5. Assessing Student Learning and
6. Developing as a Professional Educator.

HEALTH BENEFITS: NDCS’ standard employee benefit package includes Medical (Kaiser or HealthNet HMO, Dental (Golden West HMO) and Vision (MES) coverage. Our standard package (HMO) include 100 percent coverage for employees and up to \$300.00 monthly contribution by the school towards premiums paid for total dependent cost for Medical, Dental and Vision coverage. In addition New Designs Charter School would match certificated staff contribution to the State Teachers Retirement System (STRS) up to 8.25% of your salary. NDCS covers the basic plan of insurance, which is HMO. For PPO insurance, the employee will have to pay the difference of the HMO plan & PPO plan.

TEACHER ATTENDANCE

Reporting Arrangement: Teachers are required to sign in by 7:30 a.m. and sign out no earlier than 4:00 p.m. Administrators and other certificated staff are also required to sign in by 7.30 a.m. and sign out no earlier than 5.00p.m. All employees are required to clock in and out at the Main Office every workday. Failure to do so may negatively impact your pay. Also, as stated in all our employment offers, excessive absences and/or tardiness may lead to early termination of your employment. Also it is against the policy of New Designs for employees to clock in or out for friends and colleagues; employees caught in these acts may (both) be terminated.

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.

Sick/Personal Days: Every teacher and/or certificated employee qualifies for sick/personal days; the number of day depends on policy and your employment agreement. Generally, all employees qualify for 10 sick days if they work for the full academic year. Sick days may be taken in units of one full day or in increments of 4 hours. Unused sick days may be carried forward or rolled over for the next two years.

Note: Sick days are earned once a month.

Pregnancy Leave/Disability:

You may take up to four months (693 hours for a full-time employee) of medically necessary pregnancy disability leave for pregnancy, childbirth or a related medical condition under California State law and (if eligible and

you have not exhausted your entitlement) an additional 12 work weeks for non-pregnancy disability-related family medical leave under the California Family Rights Act (CFRA) for the purpose of baby-bonding. The first 12 workweeks of pregnancy disability run concurrently with the federal FMLA, if eligible. Any remaining FMLA leave will run concurrently with CFRA leave. The amount of leave will be pro-rated based on number of hours worked (i.e. a part-time employee working 20 hours per week would be entitled to 346.6 hours of leave).

WORKER’S COMPENSATION INSURANCE

Eligible employees are entitled to workers’ compensation insurance benefits when suffering from an occupational illness or injury. This benefit is provided at no cost to the employee.

In the event of an occupational injury or illness (as defined under Workers’ Compensation Law) an employee may be covered by workers’ compensation insurance instead of group insurance.

If an employee should become injured or in any way disabled on the job, he or she must report the injury immediately to his or her supervisor. It is a felony to file a fraudulent or false workers’ compensation claim.

DRESS CODE

Teachers and staff are expected to dress appropriately, projecting a clean, neat appearance on campus and at school related activities. For men, professional slacks, collared shirts, dress shoes and ties are expected during school hours. Men’s dress shirts must be tucked-in at all times as expected by students. Women are expected to also dress professionally. During school hours, employees are

not permitted to wear denim pants, skirts or jeans, sneakers or flip-flops. Inappropriate attire is that which is unsafe or distracts students from the learning situation or task to be performed. . The principal or his/her assistant has the right to send a teacher or staff home without pay for violating the dress code.

CHILD ABUSE PREVENTION POLICY

New Designs Charter Schools upholds policies established by the California Department of Education regarding the prevention and reporting of child abuse. As representatives of New Designs Charter Schools, all employees are expected to uphold these policies and each year complete the online training courses in child abuse awareness training and other mandatory trainings and submit certificates signed by their principals or the assistant principals to the Human Resources Department.

STAFF MEETINGS AND PROFESSIONAL DEVELOPMENT WORKSHOPS

All employees are required to attend all staff meetings and professional development workshops as designated or scheduled by their school and/or site administrator.

LESSON PLANS

Teachers must submit their weekly lesson plans to their principal no later than 6:00p.m. on the Sunday before the work week. Lesson plans are to be submitted through e-mail using the NDCS approved template.

SCHOOL GROUNDS

The office must be informed of the whereabouts of each staff member during the entire school day. Anyone who needs to leave the campus for any reason must have prior

approval from the principal or the principal's designee, and must sign out and sign back in in the main office.

REPORTING AN ABSENCE

Teachers should inform their Site Administrators of any planned absences not less than three days before such absences. They should also fill out a "Request for Coverage Form" to be obtained from the school's Main Office. In case of an emergency, teachers should notify their Site Administrators not later than 6:00 a.m on the day of the unscheduled absence, if possible. Any employee who stays home as a result of sickness for two days or more must provide a doctor's note to get paid.

Note: Beginning next school year, sick/personal days must be earned before it can be used.

EMERGENCY LESSON PLANS

Lesson plans to cover an emergency absence are to be on file with the Principal or Assistant Principal.

Plans will include:

- Activities for one day
- Location of materials (i.e. books, supplies)
- Seating charts and copies of roll sheets
- Special instructions

Transfers

Employees may be transferred to the other campus under the New Designs Charter Schools charter management organization. Such transfers may be based on changes in enrollment or other special needs of other school sites as determined by the Chief Executive Officer in consultation with the Principals of the affected schools.

Evaluation: Teacher Portfolios

Teachers are required to maintain a portfolio addressing the California Standards of the Teaching Profession and NDCS evaluation instrument. Portfolio presentation with power point shall be done at the end of the first semester and during the middle of May every year.

Religious Holidays

New Designs Charter Schools do not close for every religious holiday, except 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 though they may be approved, but may be taken against available sick/personal days.

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

For an employee to qualify for holiday pay, the employee must work the day before and after such holiday. If an employee calls in sick the day before or after an approved holiday, such absence must be supported by a doctor’s note (though it may be only one day) before the holiday pay would be allowed. In case an employee cannot work because of an emergency, the employee must show

evidence or will not be paid for that holiday (sick/personal day cannot be used in such situations if the absence is not an emergency).

CELL PHONE POLICY

The use of cell phones or personal electronic devices is not permitted in the classroom for teachers or students. It is expected that all phones will be turned off or muted. Emergency calls should be made outside of the classroom.

TRANSPORTING STUDENTS:

Employees must refrain from transporting students to and from school for any purpose in their own vehicles.

FACULTY GUIDE FOR EFFECTIVE SCHOOL OPERATIONS AND CLASSROOM MANAGEMENT: HOME VISITATION

** All teachers who serve as advisors will visit their students at least once in a year, with the consent of advisees’ parents.

GRADING POLICY

The grading scale for **course grades** is as follows

90% - 100%	A
80% - 89%	B
70% - 79%	C
0 – 69%	F

NDCS Grading System (based on 100%)

Test	25%
Quiz	20%
Homework	15%
Class Assignment	15%
Benchmark Testing	10%
Project	10%
Extended Learning Academy	5%

Any course in which a student earns a grade below 66% must be repeated.

NDCS CODE OF CONDUCT (For Students)

New Designs Charter School maintains a safe and calm campus. Our students are courteous and friendly. The following guidelines are provided so that students, parents, and teachers are aware of the standards students must maintain at the school at all times.

CLASSROOM RULES

All teachers should make sure that the following rules are strictly followed:

1. No student is permitted to bring drinks or food to class.
2. No student may bring glass containers and cups to class.
3. All class parties must to be approved by the Assistant Principal.
4. Movies shown in class must be approved by the Assistant Principal.
5. Students may not listen to music from any kind of electronic device in the classroom.
6. Students are not allowed to take pictures in school either with their cameras or cell phones.

7. The use of electronic devices is prohibited on the schools.

NDCS STUDENT DRESS CODE

NDCS students are expected to wear the uniform assigned to their grade level, projecting a clean neat appearance on campus and at school related activities. Inappropriate attire may be deemed as that which is unsafe and/or distracts students from the learning situation or task to be performed.

RESTROOM/HALL PASSES

In order to ensure that students stay in their classes, teachers are entreated to make sure that every student is given a school approved **PASS** before he/she is allowed to leave or enter their (teacher's) class. Also, no teacher should issue a pass to more than one student at a time, unless in an emergency situation, or special program purposes.

REFERRAL PROCEDURE

- ✓ Teachers are required to complete a School Referral Form before sending a student to the Dean or designee's office. For more serious cases, it may be necessary to call the office to send a campus security aide to your room to escort the student to the office.
- ✓ Once a student has been processed, the teacher will receive a response from the Dean or designee as to the resolution of the case.
- ✓ A teacher may not readmit a student to class unless he/she has been cleared by the Dean or designee.

DISCIPLINARY ACTIONS

The following disciplinary actions may occur depending on the offense and the student's record:

- ✓ Counseling
- ✓ Telephone call to parents and Advisor
- ✓ Campus cleaning duty
- ✓ After-school detention
- ✓ Suspension
- ✓ Expulsion

SUSPENDABLE ACTS

The State of California Education Code 48900 policy provides for possible suspension and/or recommended expulsion from school when a student is involved in any of the following activities:

1. Threatening, attempting, or causing physical injury to another person.
2. Possessing, selling, or furnishing any firearm, knife, explosive, or other dangerous objects.
3. Possessing, using, selling, furnishing, or being under the influence of any controlled substance or intoxicant of any kind.
4. Offering, furnishing or selling any substance represented as a controlled substance or intoxicant of any kind.
5. Committing robbery or extortion.
6. Causing or attempting to cause damage to school or private property.
7. Stealing or attempting to steal school or private property.
8. Possessing or using tobacco.
9. Committing an obscene act or engaging in habitual profanity or vulgarity.

10. Offering, furnishing, or selling any drug or drug paraphernalia.
11. Disrupting school activities or willfully defying the authority of school personnel.
12. Knowingly receiving stolen school property or private property.
13. Possessing an imitation firearm.
14. Sexual harassment.
15. Sexual assault/battery.
16. Willful use of force/violence.
17. Violating bus rules.
18. Harassing/threatening/intimidating another pupil.
19. Hate violence.
20. Terrorist threats.
21. Harassing/threatening/intimidating a witness.

EFFECTIVE CLASSROOM OPERATIONS

Upon arrival at the school:

- a) On your first day at work, and periodically thereafter, determine if there's a significant difference between your watch and the school's time. This may be used to guide your attendance pattern throughout the academic year to ensure promptness.
- b) Sign in by 7:30 am on every workday.
- c) Check your mailbox to pick up attendance sheets, daily bulletins, etc.
- d) Familiarize yourself with school rules and procedures.

Upon arrival in the classroom:

- a) Keep the classroom key(s) on your person so you won't get locked out or so that no one can take them.
- b) Put your things including your food and drinks in a place where students won't have access to them.
- c) Secure your valuables.

New Designs Charter School

- d) Turn your cell phone off. (Please refer to the CELL PHONE policy.)
- e) Put classroom assignments (teacher edition, tests, answer keys, etc.) in a safe place where students won't have access to them.

Before students arrive:

- a) Review your lesson plan(s), noting important portions and things you should do right away. Find and set up materials.
- b) Make ready textbooks and necessary supplies (tests, worksheets, large sheets of paper, markers).
- c) Take attendance according to seating chart.
- d) Write your name and agenda for the day on the board.
- e) Be prepared to have the students begin to work immediately they enter the room. Have an assignment on the board.

At the beginning of class:

- a) Beginning at 7:50 a.m., stand at the door and greet students when they enter or pick students up from the designated location.
- b) Have students sit in their assigned seats.
- c) Introduce yourself briefly and establish expectations regarding student behavior through the mood check.
- d) Take attendance.
- e) Provide students with an overview of the work for the day or class period.

During class:

- a) Circulate in the classroom, monitoring students and keeping them on task.

Employee Handbook

- b) Have sponge activities ready if students complete the assignment(s) early.
- c) Consistently enforce classroom rules/expectations.
- d) If a student uses the hall pass, note their names.

If any students are disruptive:

- a) Make a note of their names and details of their behavior
- b) Warn them of possible consequences (e.g., detention, referral).
- c) Do not argue with, shout at, or belittle students.
- d) If disruptive behavior continues, make parent contact with Teleparent.
- e) If a student is hindering classroom learning, call for an administrator.

Before students leave:

- a) Collect assignments from the students and remind students of homework assignments.
- b) Have students pick up trash and straighten the room.
- c) Dismiss students only at the scheduled time, upon hearing the bell, unless specifically directed otherwise.

After students leave each period:

Write down brief notes about the class, noting any necessary adjustments that must be made to your lesson plan for the next day. Take note of class and individual plan and be ready to develop an action plan for the next day.

At dismissal:

Stand at the door and monitor students in the hallway or walk students to their designated dismissal location.

Before leaving the classroom at the end of day:

- a) Complete your lesson plan for the next day.
- b) Leave an orderly desk and room.
- c) Close windows and secure door (if applicable).
- d) Unplug all electric appliances, especially heaters.

Before leaving the campus:

- a) Report to the office to clock out.
- b) Check your mail box for any messages from your site administrators or parents.
- c) Clock out.

GENERAL CLASSROOM MANAGEMENT STRATEGIES

An effective teacher creates a climate where success is expected, academics are emphasized and the classroom is conducive for learning. As a teacher at New Designs Charter School, it is important to understand and practice good classroom discipline and management. This is necessary before any classroom learning can occur. Good classroom control can be the best prevention of behavior problems. Often students will "test" a teacher. Students may try to disrupt class routines on purpose. Your response to these situations is crucial. Teacher self-control is extremely important. Begin by establishing order during the first minute of the first period of the day. Your responses must be calm, firm yet fair, and tempered with good humor. Below are a few tips for maintaining order in the classroom.

- a). Arrive early to allow time to review lesson plans.
- b). Greet students at the door with a smile and something pleasant to say.
- c). Use the seating chart when you are checking the roll; anonymity breeds misbehavior.
- d). Remember that you are an adult leader and therefore, not a "friend" to these students.
- e). Set clear limits/rules for the students and then be consistent in enforcing them.
- f). Outline what students will be doing during class: Write the agenda on the board.
- g). Have the attention of everyone in the classroom before you start your lesson. Do not attempt to teach over the chatter of students who are not paying attention.
- h). Be prepared. Keep activities moving and students working. Always have some sponge activities planned.
- i). Expect students to behave well and praise students for their good behavior.
- j). Circulate around the classroom while students are doing their work. Constantly scan the room. Do not stand with your back to most of the room. Move close to students who are off task. *Privately* call students back to task when they stop working.
- k) Use your voice, eyes, and other nonverbal communication.
- l). Pause and wait, if necessary, for attention and silence before speaking.
- m) Follow the school's discipline policies and procedures. Don't make promises or threats that you may not be able to keep.

- n). Avoid being derogatory, arguing with students, and shouting at students. Address the behavior, not the students.
- o) Do not get in the student's space. Maintain your distance from the student (around 3 ft.).
- p) Do not touch students. (Please refer to the **CHILD ABUSE PREVENTION POLICY**).
- q) Use assertive body language by maintaining an erect posture, facing the offending student, but keeping enough distance so as not to appear threatening and matching the facial expression with the content of the message being presented to students.
- r) Use an appropriate tone of voice, speaking clearly and deliberately in a pitch that is slightly, but not greatly elevated from normal classroom speech, avoiding any display of emotions in your voice.
- s) Persist until students respond with the appropriate behavior. Do not ignore inappropriate behavior; listen to legitimate explanation but do not get diverted by a student denying, arguing, or blaming.
- t) Do not get into a verbal confrontation with any student.
(Don't cause a student to "lose face"). Many times this will lead to an escalation of the situation. Other students will side with the offender also.
- u) Do not interrupt the class in order to penalize a student. Calmly ask the student to see you after class, write a discipline referral, call the office or send a note to the office by another student.
- v) Use "I" messages: "I want you to..." or "I need you to...". Continue to repeat these messages verbatim until the student responds to the request.
- w) Resist whole class sanctions. Choose ringleaders to single out for discipline.

LIBRARY USE

We are in the process of developing the library currently at our University Park school. The NDCS library will be a place where teachers and students may read and do their research. The library will store literature and other resource materials useful for teachers and students. Computers used at research stations, will be fully networked and online access will be available to both teachers and students.

Teachers wishing to engage their students in research projects may consider using the library at USC. (Please see guidelines for **FIELD TRIPS**.)

NEW DESIGNS' SCHOOL PROGRAMS AND ACTIVITIES

TEACHER PARTICIPATION IN SCHOOL ACTIVITIES AND EVENTS

Teachers are required to attend parent conferences, back to school nights, honor roll celebrations, graduation ceremonies and all end of the school year celebrations. The Schools encourage teachers to attend students' games, performances and other extracurricular activities.

CLUBS AND ORGANIZATIONS SPONSORS

Teachers are required to sponsor or co-sponsor at least one existing club or start a new one. (See your site administrator.)

CARDINAL ATHLETICS (UNIVERSITY PARK)

The following teams are available at New Designs:

- Basketball
- Soccer
- Football

NIGHTS ATHLETICS (WATTS)

FIELD TRIPS

Teachers who plan to conduct a field trip must follow these procedures:

1. Submit the following forms to the Principal prior to the trip.
 - a. *Field Trip Request Form (at least three months before the trip).*
 - b. *Application for Auxiliary Transportation*
2. The Principal must approve the trip before it can be taken. Any trip not on the master Calendar or not approved by the Principal will be cancelled.
3. All field trips must have a connection with the courses of study or with school related, educational, cultural, or athletic activities with specific objectives in order to be processed.
4. For trips occurring during school time, teachers are also required to arrange supervision for students not going on the trip.
5. Parent or Guardian's Permission for a Field Trip and Authorization for Medical Care forms are to be distributed, signed, and collected from all students participating in the trip.
6. A list of participating students and the parent approval forms must be submitted to the main office no later than three days prior to the field trip.

You may obtain all forms from your site administrator.

Note: Failure to follow these procedures will result in cancellation of field trip.

SCHOOL CLUBS AND SPONSOR'S RESPONSIBILITIES

1. All school clubs must have a constitution and be sponsored by a member of the faculty approved by the Principal.
2. Sponsors have overall responsibility but many details may be delegated to reliable students.
3. Sponsors must be present at all club and activity meetings as well as the clubs' planned activities.
4. No students are to be excused from classes for activities without prior written permission from the teacher whose class will be missed.
5. The sponsor is responsible for the annual budget of the organization which shall be submitted in accordance with the established rules approved by the Principal.
6. All club activities must be approved by your school site Principal before scheduling onto the master calendar.

NEW DESIGNS' ACADEMIC ASSISTANCE PROGRAMS

TITLE 1

Coordinator.....Mrs. Kim Smith/Ms. Wendy Chaves

The Title 1 Program provides enrichment through:

- Tutoring
- Curricular (field) trips
- Teacher assistants in classrooms
- Creative Learning Center (computer lab)
- Satellite computer classrooms
- Instructional materials.

What is “Title I”?

“Title I”, is the name of the program authorized under the Improving America’s Schools Act, from Congress. It is an entitlement program originally established in the 1960s.

The purpose of Title I is to enable schools to provide opportunities for children served to acquire the knowledge and skills contained in the state’s challenging content and student performance standards that all children are expected to meet.

ENGLISH LANGUAGE DEVELOPMENT (ELD)

The ESL/Bilingual Program offers services that enable English learners to develop language, literacy, and academic learning in order to meet the challenges of the future. Eligible students are provided with educational experiences that will prepare them to live and function effectively in a diverse society.

All concerns about ELD should be directed to the Principal Dr. Stephen Gyesaw @ 213-765-9084 ext. 103 for University Park and Dr. Joseph Ntung @ 323-418-0600 ext. 21 for Watts.

GIFTED AND TALENTED EDUCATION (GATE)

The GATE Program serves students who have been identified by the school as “gifted”. The goal of the program is for teachers to develop a flexible, individualized, differentiated curriculum that can meet the needs of these academically able students.

For more information about the GATE program, please contact the Principal or Assistant Principal.

EARLY COLLEGE PROGRAM

The schools have early college programs where students can start taking college classes as early as sixth grade. The goal is for students to finish their high school with an associate degree concurrently. For more information, please contact ***Mr. Azuka Ojini for University Park and Ms. Wendy Chaves for Watts.***

COLLEGE COUNSELING CENTER

The College Counseling Center is a resource for students, parents, teachers and staff. NDCS is committed to fulfilling its mission and therefore provides its students with this valuable resource. The College Counseling Center provides the following services:

- ◆ Making sure students are on track academically for college and are satisfying NDCS graduation requirements
- ◆ Helping students chose extracurricular activities that colleges like to see
- ◆ Connecting students with college representatives
- ◆ Planning college visits
- ◆ Preparing students for administering ACT, SAT, SAT II Subject Tests
- ◆ Fee Waivers for Tests and college applications
- ◆ Assisting students with college application process
- ◆ Choosing the right college
- ◆ Emotionally preparing for college
- ◆ Financial Aid
- ◆ College Opportunities for undocumented and AB 540 students
- ◆ Preparing and issuing transcripts
- ◆ Letters of Recommendations
- ◆ Alumni Support, Outreach and Networking

- ◆ Parent workshops throughout the year around college related topics including:
 - Becoming College Ready
 - College Application Process
 - Financial Aid for College

For more information about the College Counseling Center, please contact the College Counselor, Ms. Ekanayake at (213) 765-9084, ext. 302 for University Park and Ms. Lauren Birnbyer at (323)418-0600 ext. 29 for Watts.

RESOURCE SPECIALIST

All students in the Special Education program have some kind of disability as defined in their Individualized Education Program (IEP). It is the responsibility of the Special Education Resource Specialist and every teacher to provide students with an equal opportunity for learning and personal growth. Discipline issues involving special education students are resolved according to federal and state requirements along with LAUSD policy on discipline of special education students. Any continued infraction of school discipline code by special education students will be handled by the IEP team and the principal or the designated administrator. We understand that the discipline procedures for IEP students are different from those of non-IEP students.

Please contact your school's Resource Specialist (UP and Mr. Erin Sanchez--Watts) for further information.

ADVANCED PLACEMENT COURSES

Advanced Placement (AP) is an internationally recognized program of college-level courses and exams designed by the College Board and The Educational Testing Service. By taking these classes in high school and by successfully completing the AP exams, students can earn credit for college even before graduating from high school. New Designs Charter Schools offer a wide variety of Advanced Placement classes. The following are the Advanced Placement courses from which students will be able to choose:

AP Biology*

AP Calculus AB*

AP English Literature*

AP World History*

AP European History*

AP Statistics

AP U. S. History

** AP courses the University Park school is offering this school year.*

NEW DESIGNS' GRADUATION REQUIREMENTS

To graduate from New Designs Charter School, students shall enroll and pass the following classes:

- 3 yrs of a Social Science
- 4 yrs of English
- 4 yrs of Mathematics (3 years recommended)
- 3 yrs of a Lab Science
- 2 yrs of a Foreign Language
- 1 yr of Visual/Performing Arts
- 2 yrs of Engineering/Career Pathway
- 1 yr of Information Technology

- 2 yrs of Physical Education
- 1 yr of Health/Life Skills
- 2 yrs of College Preparatory Electives
- Service Learning/Business Internship
- 2.0 Grade Point Average or Better
- A passing score on the CAHSEE
- College Admission Tests
- Obtain a minimum of 245 credits
- Senior Portfolio (including personal statement, two letters of recommendation, resume, awards, specialized electives, extra-curricular activities.
- Complete any other graduation requirements approved by the New Designs Charter School Board and published in the parent and student handbook.

Course requirements include but are not limited to:

English - 4 years

English 9A-9B

English 10A-10B

American Literature-Contemporary Composition

Expository Composition-Senior English Elective

Social Studies - 3 years

World History/Geography: Modern A,B

U.S. History/Geography: 20th Century A,B

Principles of American Democracy – Economics

Mathematics - 3 years (4 years recommended)

Geometry

Algebra 2

Pre-Calculus

Science

Biology

Chemistry

Physics

Note: All courses must be completed with a grade of “C” or better. (Please see GRADING POLICY.)

The requirements stated above are bare minimum in order to be eligible for graduation. You are encouraged to take rigorous courses beyond the minimum in order to be competitive for college admissions.

For more information about Graduation Requirements, please contact the College Counselor, Ms. Ekanayake at (213) 765-9084, ext. 302 for University Park and Ms. Lauren Birnbyer at (323)418-0600 ext. 29 for Watts.

HEALTH AND SAFETY ISSUES

New Designs Charter Schools provide emergency health services to students and staff. Students’ health problems are evaluated, and appropriate referrals are made. New Designs Charter Schools comply with all applicable safety laws. Prior to commencing instruction, the New Designs Charter Schools adopted and implemented a comprehensive set of health, safety, and risk management policies. These policies, at a minimum, address the following:

- 1) A requirement that all enrolling students and staff provide records documenting immunizations to the extent required for enrollment in non-charter public schools.

- 2) Policies and procedures for response to natural disasters and emergencies, including fires and earthquakes.
- 3) Policies relating to preventing contact with blood-borne pathogens.
- 4) A policy requiring that instructional and administrative staff receive training in emergency response, including appropriate "first responder" training or its equivalent.
- 5) Policies relating to the administration of prescription drugs and other medicines.
- 6) A policy that the schools will be housed in facilities that have received state Fire Marshal approval and that have been evaluated by a qualified structural engineer who has determined that the facilities present no substantial seismic safety hazard.
- 7) A policy establishing that the school functions as a drug, alcohol, and tobacco free work environment. Note: Any employee may be selected at random to undergo a drug screening.
- 8) A requirement that each employee of the school submits to a criminal background checks and furnishes a criminal record summary as required by Education Code Section 44237.

Procedures for Responding to Natural Disasters and Emergencies

a) Fire Drills

- i. Fire drills will be held at least once a semester.
- ii. New Designs Charter Schools will maintain a record of actual fire drills held and total required time for complete evacuation.
- iii. When a fire drill signal is given, teachers will lead the students in their room using the route indicated on the evacuation map posted in each room for that purpose. Before leaving the room, teachers should see that all windows and doors are locked and that they have their roll-book with them.
- iv. Students who are not in a classroom at the time the fire drill signal is given will attach themselves to the nearest teacher exiting the building for the purpose of getting to the designated evacuation site.
- v. Once students arrive at the designated fire drill area, teachers and other staff should ensure that all students find their teachers. Teachers must then take roll, and names of all students not accounted for, must be given to the site administrator who will initiate a process to find the missing student(s).
- vi. Students will remain with their teachers at the designated evacuation site until the site administrator or designee gives the "all clear call".

b. Earthquake/Disaster Drills and Procedures

Students must be familiar with the "duck and cover" routine. An earthquake or similar disaster will require the

use of this protective procedure. New Designs Charter Schools will conduct two school-wide drills each year.

i. A “duck and cover” drill is initiated by the Office Manager’s announcement over the intercom. Staff and teachers will hear “this is an emergency drill duck and cover.” During duck and covers in the classroom, teachers will turn off the lights and have students get under a desk or table or against the wall away from the windows, talking calmly to students at all times. Students must remain quiet and orderly so they will be able to hear additional instructions when given. All drills will be concluded when “an all clear” announcement on the intercom or a visible signal from the Principal or designee is received.

ii. In case of a real earthquake, everyone must take cover immediately and remain there until the teacher determines that it is safe to leave the building. If remaining in the room becomes dangerous or when the shaking stops, teachers will proceed with their emergency pack to the pre-designated fire-drill area or other safety zone.

iii. If students are on the playground or other outdoor area when an earthquake drill is called or if they experience a real earthquake, students are to drop to the ground, away from trees and power lines, and cover their heads with their hands. They are to remain in that position until given additional instructions.

iv. In the case of disasters other than earthquakes, the Principal or designee will contact each room, advise staff of potential dangers and give further directions or orders for evacuating the building, if necessary, in which case

the teachers will proceed to the pre-designated fire drill area or other safety zone.

v. Teachers will stay with their classes for the duration of the emergency. In the event of an earthquake or national disaster, all school employees are immediately designated “Civil Defense Workers” and are not allowed to leave school until they are given official clearance to do so by the Principal or designee.

vi. A disaster of a significant nature may require the evacuation of the school. All students will remain with their teacher until picked up by a parent or other adult listed on the emergency information card.

vii. Parents will be asked to remain by the parking lot entrance where students will be brought.

c. Evacuation Plan

i. Immediately upon notification by outside authorities that the school must be evacuated, the Principal will verify the name and position of the person placing the alert.

ii. The code word to do this is “safe school drill”. This code word instructs teachers and students to report to the teacher who is their assigned “advisor” so that an orderly evacuation can occur, if necessary. Teachers whose students are in another area will immediately unlock their rooms and proceed to locate and assemble their students in their classroom. Teachers in classrooms adjacent to bathrooms will bear the responsibility of checking the bathrooms. Teachers will take roll using the emergency

information cards to make sure all students are accounted for. Students with a history of medical problems that could be worsened by stress should be identified.

iii. Teachers and students will remain in their classrooms until instructions are received for an all clear or an evacuation. For safety purposes, no one is to leave the rooms.

iv. All unassigned staff will report immediately to the office for assignments.

v. If there has been a chemical spill, the teacher must make sure that all doors, windows, and vents remain closed before leaving the classroom.

vi. The Principal of the school or designee will turn off the gas before leaving the school.

vii. If and when an evacuation is ordered, classes will be evacuated to a designated site by grade level, starting with those students with a history of medical problems that could be worsened by stress, and then continuing by grade level, beginning with 6th grade students.

viii. After arriving at a designated evacuation site, teachers will work together to monitor students with injuries, respiratory problems or other medical problems.

ix. Teachers will again take roll on emergency cards. Any missing students should be reported to the Principal or his/her designee. The Principal will thereafter designate a staff to look for any missing students.

x. In the event that students cannot be returned to the school site, the Principal or designee(s) will notify parents directly. Parents and /or media will be notified so that parents will know where students can be picked up.

xi. The Principals of the schools and their designee(s) will work as a team to sign out students as they are being united with parents.

d. Bomb Threats

i. The person receiving the call or letter will note the time of day, wording of the message, background noises, and quality of the voice to determine if it is a young child or an adult. This person will delay the caller as long as possible, while they can alert another adult to the crisis. The adult will immediately notify the telephone company to trace the call immediately, and thereafter, notify the police with a 911 call.

ii. Based on the information at hand, the Principal will make a decision whether an immediate evacuation is warranted. If so, the code word “safe school drill” will be given and evacuation procedures followed.

iii. If an immediate evacuation is not warranted, the Principal will notify teachers to inspect their rooms for any suspicious materials without alarming students.

iv. The Principal’s designee will search offices, bathrooms and all other common areas, including outdoor facilities.

v. The Principals or their designee(s) will coordinate information requests to and/or from law enforcement, Telephone Company, media and parents.

All information regarding the schools' health and safety issues should be directed to Mr. Harry Obienu (University Park) and Mr. Robert Neil (Watts).

TECHNOLOGY USE POLICY

TECHNOLOGICAL EQUIPMENT: USE AND CARE

New Designs Charter Schools pride themselves on being a school where technology and academic educational pursuits meet. It is expected that all teachers will use technology in their teaching and incorporate students' use of technology in their work. Towards this end, you may check out the following equipment for use in your classroom:

- E-Beam Remote Control
- Laptop Computer
- Desktop Computer
- Projector

It is expected that you keep these items safely in your care. In the event that any of these items are lost or stolen from you, you must immediately report this information to your school site supervisor, safety personnel, and the Business Department.

WEBSITE CONTENT AND UPDATE

All teachers have a webpage on the New Designs Charter Schools' website. It is expected that teachers will regularly post announcements to students and parents on their webpages. In addition, homework assignments should be posted daily or weekly. DO NOT post students' names or photos on your webpage. DO NOT post any offensive documents, photos, or images on your webpage. School site administrators will check periodically to make sure teachers are maintaining and updating their web pages.

USE OF SCHOOL E-MAIL

New Designs Charter Schools have a goal of becoming paperless, limiting interoffice correspondence to computer access only. All employees will be assigned a New Designs Charter Schools email address upon hire. Daily emails related to you as an employee of New Designs Charter Schools will be communicated using your New Designs Charter Schools' email address, and not your personal email address. All New Designs Charter Schools' employees are expected to read and respond to emails at least two times each day. Emails communicated through your schools' email address must be professional in nature.

Below are instructions on how to access your email from school or home:

To access your email on campus, use

MS Outlook program, then use "Inbox" to read email and Ctrl N to compose emails

To access your email from home, use

The internet (for the web-based outlook program), and enter the following URL:

1. Go to [http:// www.newdesignscharter.net](http://www.newdesignscharter.net) and click on "E-mail login"

2. Fill in the following credentials:

Username: newdesigns/firstname.lastname

Password: (your current self-created password)

There are some inherent risks with exchanging e-mails. All employees understand that New Designs Charter Schools are not, and will not be, responsible for the unauthorized access, interception, or redirection of e-mails including any attachments, nor will NDCS be responsible for the effect on any computer system of any e-mails or attachments. You also agree that NDCS will not be responsible for the incorrect or incomplete transmission of information by e-mail.

The information contained in New Designs Charter Schools' e-mails, and any attachments, are confidential and are intended solely for the use of the intended recipient. Access, copying or re-use of e-mails or attachments, or any information contained therein, by any other person is not authorized. If you are not the intended recipient, please return the e-mail to the sender and delete it from your computer. Although we attempt to sweep e-mail and attachments for viruses, we do not guarantee that our antivirus software is completely effective and accept no liability for any damage sustained as a result of viruses.

For any questions or problems in accessing your emails in MS Outlook, please contact Mr. Saddat Adutwum at Saddat.Adutwum@newdesignscharter.net.

SOFTWARE LICENSE AGREEMENT

New Designs Charter Schools license the use of computer software from a number of third parties. The software developer normally copyrights such software. Federal law and School policy prohibit the unauthorized copying and use of computer software programs. Any employee found copying software other than for backup purposes, or giving

software to any other person, is subject to appropriate administrative and disciplinary action, up to and including, dismissal. All employees and students shall use software only in accordance with its license agreement. Unless otherwise noted in the license or in the event that software arrived without a license agreement, any duplication of copyrighted software except for backup and archival purposes is a violation of Federal law and Schools' policy.

TECHNOLOGY USE CODE OF ETHICS

A signed Code of Ethics (found at the end of this Employee Handbook) will be filed with the site administrator, in which each employee agrees to the following:

1. I will use software according to the provisions of the license agreements.
2. I will not make unauthorized copies of software under any circumstances.
3. I recognize that the School will not tolerate the use of any illegal software copies on School computers.
4. I understand that anyone found copying software other than for backup purposes is subject to administrative and disciplinary action, up to and including dismissal.
5. I understand that anyone found making illegal software copies may be subject to civil and criminal penalties up to \$250,000 per work copied and termination from New Designs Charter Schools.
6. I will report any suspected misuse of software to the site administrator.

COMPUTER LAB

Classroom Rules for Computers

There are five rules that we expect all teachers to enforce in classrooms and labs containing computers. It is important that teachers model good behavior for students. This means that teachers are also expected to follow the rules, especially rules 1 & 4.

Teachers must understand that computers at school are not recreational devices. Teachers should never use computer time as a reward, and they should never allow students free time on computers. If students are working on computers in a teacher's room, it should be of a sound educational purpose, and the teacher should know what activity the students are working on. This is the minimum and not a limiting set of rules. If teachers want to impose more stringent rules in their own classrooms, they are free to do so.

Lab Rules and Procedures

1. No food, drink (any liquid), or gum may be placed near computers or printers, ever. Please do not ever set food or drink on tables or desks that have computers.
2. Make-up, perfumes, grooming chemicals or fine powders may not be opened in rooms containing computers or printers or network equipment.
3. No student may load software onto a computer (except students who are employees of the school and are assigned that responsibility by a school administrator).
4. Recreational computer games of all types are forbidden during school time.

In more general terms, keep these two points in mind:

5. All computer use, whether by students or by faculty, must be related to some specific educational purpose. This can be a project, a lesson, or an assignment. It can be educational research. It can be practice and training on

computer applications. It can be something related to student or teacher productivity. Nothing else is permissible. If students are using computers productively, they will take care of them. If they are not allowed to use computers, they will carve them into junk. Please find ways to use these expensive and valuable tools in your lessons. *If you need help finding ways to incorporate technology into your curriculum, consult with the **Technology Coordinator, Mr. Saddat Adutwum** @ 213-765-9084 ext. 291.*

DISPOSAL OF OLD EQUIPMENT (SALVAGE)

Employees cannot give old equipment away, and shouldn't just throw it in the trash. There is a process called "salvage" that you must go through to get rid of old equipment. All equipment belongs to NDCS, which means it belongs to the taxpayers. As an employee, you do not have the right to give equipment away, sell it, or exchange it, no matter how worthless the equipment may seem to you. Also, many times old equipment contains parts made up of hazardous materials. It is important that these are recycled safely or disposed of properly. ***So, what do you do?*** You must fill out a form called a Salvage Form: you have to fill out three columns: (1) the quantity, (2) the description, and (3) the unit price. If you don't know the unit price, take a guess. Putting \$1 for the unit price is perfectly acceptable if you think the equipment is worthless, but you must put a price. Zero is not acceptable. Finally, make sure you put the date on the form and—most importantly—include the room number where the item is located. Put this room number just right of NDCS's address near the top of the form. You also need to put your name on the form. You can just print your name at the top in the margin above the organization code.

Once you have filled out the form, including your room number or the location of the items and your name, send the form to the school's Technology Coordinator, Mr. Saddat Adutwum. You may place it in his mailbox in the main office. Keep a copy of the form in case the original gets lost or misplaced. If a custodian does not remove the equipment from your room in a reasonable time (four or five days), contact the Technology Coordinator again or speak to the Assistant Principal. If the equipment is large, bolted down or otherwise difficult to move, NDCS will hire movers to pick it up. This can take two weeks or more, please be patient.

BUSINESS DEPARTMENT POLICIES FOR TEACHERS AND ADMINISTRATORS KEYS

It is the responsibility of each staff member to take special care of keys assigned him/her. Keys are distributed to teachers and staff by the Facilities Manager prior to the beginning of the school year.

PROCEDURES

- Any key, other than classroom, washroom, or corridor doors, will be issued only as needed, and may require the principal's approval.
- Staff members are required to fill out a *key inventory card* when receiving keys.
- Report loss of keys to the site's Facilities Manager, Principal or Business Department.
- Take your keys home. Do not leave them in your desk or mailbox.
- Do not give your keys to any student.

- Lock all doors when leaving for the day.
- Consult the principal for entrance into any building when the school is closed.
- The principal will arrange for the collection of all keys from all staff at the end of the school year.
- Remember, you cannot change any key without prior permission from the principal or the assistant principal. If any employee is permitted to change his/her lock, a copy must be given to the Facilities Manager. The Facilities Manager keeps copies of all keys in the Schools, and under no circumstance can an employee keep a key without giving a copy to the Facilities Manager.

PETTY CASH REQUESTS

Petty Cash requests must go through the Business Department. If prior approval has not been granted by the Business Department, no petty cash will be dispensed. Additionally, employees must obtain prior approval from the Business Department through the principal before supplies are ordered or purchased

CASH REIMBURSEMENTS FOR PURCHASES

Reimbursements are only given to employees who have received prior approval from the Business Department. This includes supplies or related school expenses. Without prior approval, you will not be reimbursed. Please be aware that reimbursements of less than \$50 are given in cash form unless otherwise conveyed. Reimbursements of more than \$50 will be in the form of a check. The checks are not prepared in-house, rather, are outsourced to our accounting firm. Please allow up to two weeks to receive your check.

MILEAGE REIMBURSEMENTS

Any travel associated with the school which has been approved by the Business Department may qualify for mileage reimbursement. Please request a Mileage Reimbursement Form from the Business Department **before making your trip.** Upon your return to school, complete the form and return it to Mr. Paul Okaiteye who will process the reimbursement. Allow two weeks for processing.

SCHOOL BUS REQUESTS

If you need a bus to transport students to a school related field trip, a School Transportation Request Form should be filled out and signed by your school site Principal. This form should be turned in four weeks prior to the trip to ensure the booking of a bus. Complete the form in its entirety with the name of the destination, including address and times for pick up and return. Please confirm your request at least one day prior to your scheduled trip. These guidelines should be adhered to in order to reduce any mishaps.



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.)