



North Oakland Community Charter School
Faculty and Staff Handbook
School Year: 2022-2023

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A Welcome Message from Principal Jimmie Brown

On behalf of the Board of Directors, faculty, families, and students of the North Oakland Community Charter School (NOCCS), we would like to welcome you to our community of learners. At NOCCS, we believe that each one of us has strengths to offer in addition to having room for improvement and growth. We deeply value your commitment to work at NOCCS and to engage in our collaborative process of learning for all. We are excited to learn and grow with you.

Our school strives to be a place where staff and families have an active role in shaping the school's policies and practices, and where their ability to learn from one another is supported and nurtured. This is NOCCS's defining characteristic.

North Oakland Community Charter School's mission is to help children become thoughtful, informed, and inquisitive citizens. NOCCS is a vibrant, diverse learning community driven by respect for each child's unique intelligence and history. The school's dynamic and challenging educational approach is intended to deepen the intellectual and social capacities of each child.

This handbook is a guide for all NOCCS employees as we seek to carry out our important work and achieve our mission. As you familiarize yourself with this handbook, please understand that it is intended to be a guide to our school's employment, benefits, administrative policies, practices, and philosophies. It is not meant to detail each and every standard or practice of the school, but rather to serve as a reference for the main aspects of daily life at NOCCS and a larger vision of the school's ideals and expectations. If you have any questions about the information contained in the handbook, please do not hesitate to speak with me at any time.

All the best,
Jimmie Brown

Purpose and Use of Handbook

This handbook is designed to help employees become acquainted with NOCCS. It explains some of our philosophies and beliefs, and describes in general terms, our employment guidelines and many of our other policies. It should be viewed as a useful source of information about working conditions, employee benefits, and policies affecting your employment. It is also intended to be an official policies and procedures manual with respect to the subject matter covered. In no way does the handbook replace any official plan documents (i.e., health insurance, retirement plan, etc.), insurance contracts, employment contracts or other legal agreements, which will govern in all cases. This handbook supersedes and replaces all previous versions.

NOCCS is a growing and changing organization; therefore, it is inevitable that new policies will be written and old policies will be revised. Accordingly, NOCCS reserves the right to revise, supplement, or rescind any policies or portions of the handbook from time to time, as it deems appropriate and at its discretion.

For this reason, employees should check with the Head of School or designee to obtain current information regarding the status of any particular policy. We will work hard to keep the manual up to date and to keep all employees informed of new or revised policies that are approved by the Board. These changes will be circulated to staff and incorporated into future editions of this handbook. Please also understand that there may be times when a policy will change (at the sole discretion of the Head of School and Board) before a written document can be revised and distributed to all employees.

This handbook can be found in digital form on NOCCS' Google Drive. Any updates or revisions to policies or procedures will be posted on the cloud for your reference. Staff members are responsible for remaining up-to-date on all policies and procedures.

This handbook is the property of NOCCS, and is intended for the use and reference by employees of NOCCS. Circulation of this handbook outside NOCCS requires the prior written approval of the Head of School.

All employees must sign the acknowledgement form in the Appendix of this handbook, and return it to the Head of School or designee before the first day of work. This will provide NOCCS with a record that each employee has received and read this handbook.

Our School

A. Charter School Background

Charter schools are nonsectarian public schools of choice that operate with independence from many of the regulations that apply to "traditional" public schools. The charter establishing each such school is a performance contract detailing the school's mission, program, goals, students served, methods of assessment, and ways to measure success. The maximum length of time for which charters are granted in California is five years. At the end of the term, the entity granting the charter may renew the school's contract. Charter schools are accountable to their sponsor - in our case, the Oakland Unified School District - to produce positive academic results and adhere to the charter contract. The basic concept of charter schools is that they exercise increased autonomy in return for this accountability. They are accountable for both academic results and fiscal practices to several groups: the sponsor that grants the charter, the parents/caregivers who choose the school, and the public that funds the school.

A copy of the current NOCCS Charter can be found on the NOCCS website. All NOCCS employees are responsible for working in alignment with the educational model outlined in the Charter.

Employment Policies and Practices

A. Equal Opportunity Employer

It is the policy of NOCCS to provide equal employment opportunities for applicants and employees. NOCCS does not unlawfully discriminate on the basis of race, creed, color, religion, national origin, ancestry, gender, sexual orientation, gender identity, age, physical or mental disability (including pregnancy, childbirth, or related medical conditions), gender identity, marital status, citizenship status, medical condition, or any other characteristic legally protected under federal, state or local anti-discrimination laws.

NOCCS' equal employment opportunity practices extend to all areas of employment, including recruitment, hiring, benefits, compensation, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment.

B. At-Will Employment Status

It is the policy of NOCCS that all employees work for NOCCS on an "at-will" basis.

“At-will” means that employment is for no definite period and both you and NOCCS have the right to terminate employment at any time, with or without advanced notice and with or without cause. Nothing in this handbook or in any other document or policy statement limits the right of either NOCCS or the employee to terminate employment at will.

No one other than the NOCCS Head of School has the authority to alter this at-will policy, to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to this policy. Any such modification of this at-will policy must be made in writing and must be signed by the Head of School of NOCCS and by the affected employee, and must express a clear and unambiguous intent to alter the at-will nature of the employment relationship.

C. Employee Classifications

All NOCCS employees will be properly classified based on applicable law and school policies. 1. **Non-Exempt and Exempt Status:**

All employees are considered “Non-Exempt” employees unless they qualify as “Exempt”. Non-Exempt employees are entitled to all wage and hour protections of the Fair Labor Standards Act (FLSA) and relevant California Labor Code statutes and regulations, including hourly minimum wage, overtime pay, meal periods, and rest periods. Employees working over eight (8) hours in a day or forty (40) hours in a week are entitled to overtime. Employees that qualify as “Exempt” are exempt from the above-referenced wage and hour provisions.

2. Full-Time Employees

An employee who is regularly scheduled to work 40 (or more) hours a week on a continuing basis, and who has successfully completed the introductory period, is considered a regular full time employee. Generally full-time employees are eligible for employee benefits including health and retirement benefits and leaves of absences described in this handbook, subject to the terms, conditions, and limitations of each benefit and leave program.

3. Part-Time Employees

Part-time employees are those who have successfully completed the introductory period and are regularly scheduled to work 39 hours or less per week. Part-time employees that are regularly scheduled to work less than 40 hours per week, but more than 20 hours per week are eligible to receive a prorated share of most of the employee benefits including health and retirement benefits and leaves of absences described in this handbook, subject to the terms, conditions, and limitations of each benefit and leave program.

Part-time employees that are regularly scheduled to work 20 hours per week or less are ineligible to receive employee benefits including health and retirement benefits.

4. Temporary/Long-Term Substitutes

A temporary employee is defined by NOCCS as a contractor or long-term substitute hired to work on special assignment(s) with the understanding that such work will be completed within a specified duration of time. These employees cannot change their status from temporary to regular full-time by virtue of the length of employment or hours worked. They are not eligible for any employer-provided benefits, except where mandated by applicable law.

E. ADA/Disability Accommodation

In compliance with the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA), NOCCS will not unlawfully discriminate against qualified applicants or employees with disabilities who can perform the essential functions of their jobs with or without reasonable accommodations. The school will not discriminate based on disability or perceived disability in hiring, promotion, discharge, compensation, job training, benefits, classification, referral, or any other aspects, terms, or conditions of employment.

In accordance with the law, it is the school's policy to provide such qualified applicants and employees with reasonable accommodations, except where such accommodations would impose an undue hardship on the school. Any employee who requires an accommodation to perform the essential functions of the job should contact the Head of School and request such an accommodation.

The individual with the disability should be prepared to discuss what type of accommodation is needed to perform the job. You should be aware that dialogue regarding the accommodation requested may occur. In collaboration with the candidate or employee, the school will make every effort to identify and implement an accommodation that is reasonable and will not impose an undue hardship.

F. Anti-Harassment Policy

1. Harassment in General

NOCCS is committed to providing a workplace free of harassment. All harassment based on race, color, gender (including pregnancy, childbirth, or related medical conditions), gender identity, religious creed, marital status, age, national origin, ancestry, physical or mental disability, genetic information, legally protected medical condition, veteran status, sexual orientation, family care or medical leave status, or any other basis protected by federal, state, or local law or ordinance or regulation is unlawful and strictly prohibited by school

policy. All employees should be able to work in an atmosphere free of harassment. This policy applies to all employee actions and relationships, regardless of position or gender.

Prohibited conduct can take many forms and may include, but is not limited to the following:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs, or unwanted sexual advances, invitations, or comments;
- Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures;
- Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race, or any other protected basis
- Threats and demands to submit to sexual requests as a condition of continued employment or to avoid some other loss and offers of employment benefits in return for sexual favors;
- Retaliation for having reported or threatened to report harassment.

2. Sexual Harassment

Sexual harassment is a specific and unique form of harassment protected under the FEHA. Such harassment applies to any sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexually suggestive nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- Submission to or rejection of such conduct is used as the basis for personnel decisions, including but not limited to appraisals, promotion, salary increases, and termination;
- Such behavior has the purpose or effect of interfering with an individual's performance on the job or creating an intimidating, hostile, or offensive working environment.

All complaints of sexual harassment will be investigated promptly, objectively, and confidentially. Employees are required to cooperate in any investigation. Retaliation against any employee for filing a complaint or participating in an investigation is strictly prohibited and shall be cause for discipline up to and including termination.

3. Filing a Discrimination/Harassment Complaint with NOCCS

Any incidents or prohibited conduct, including work-related harassing conduct by any NOCCS personnel or any other person, must be reported to the Head of School or any manager that the employee feels comfortable talking to. Any NOCCS supervisor, manager, executive, or officer that receives a complaint is

required to immediately contact the Head of School to ensure an immediate and thorough investigation about illegal, dishonest or fraudulent activity, the employee is to contact the Head of School immediately. If the Head of School is the object of concern of the complaint, the employee should instead contact the Board Chair.

NOCCS will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted. All investigations are confidential and NOCCS will take every necessary precaution to keep complaints made under this policy and any resulting investigation confidential to the extent feasible.

G. Whistleblower and Non-Retaliation Policy

1. Reporting

If an employee has knowledge of or a concern about illegal, dishonest or fraudulent activity, the employee is to contact the Head of School immediately. If the Head of School is the object of concern of the complaint, the employee should instead contact the Chair of the NOCCS Board of Directors.

Any investigation that arises out of a Whistleblower complaint is confidential and NOCCS will take every necessary precaution to keep complaints made under this policy and any resulting investigation confidential to the extent feasible.

2. Retaliation Protection

NOCCS will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as discharge, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he or she is being retaliated against should report the retaliation immediately to the Head of School or Board Chair.

The right of a whistleblower to protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated, including misrepresentation of the facts being reported.

H. Confidentiality of Information

1. Student and Related Information

During your employment, you as an employee of NOCCS may have access to and/or become privy to information of a confidential nature, including but not limited to information and data relating to students, parents, donors and others. As a public charter school, it is of the utmost importance to NOCCS that all employees maintain confidentiality with respect to all such

information. This includes not removing student records without administrative approval, and not discussing individual students outside of the school setting. Additionally, all student data must be stored on the NOCCS Google Drive or in approved servers or on-line systems. Student data and NOCCS work product should not be stored on personal computing devices or other on-line/cloud systems that are not secured and operated by NOCCS.

More subtly, employees need to be sensitive to the surroundings they find themselves in when speaking about confidential information. An example includes discussing a student with parents while other people are within hearing distance. All employees must be constantly vigilant about the circumstances and situations under which confidential information is discussed so as to preserve the rights and dignity of the student and his/her family. When speaking directly to students about matters of a personal or sensitive nature, such as health or medical issues, take a moment to create a private one-on-one environment in which to communicate.

Under no circumstances is any confidential information to be disclosed to any person outside the NOCCS organization without a strict business-related need-to-know and the express permission of the Head of School.

2. Employee Information

NOCCS will restrict disclosure of personnel files to authorized individuals within NOCCS. Only the Head of School or his/her designee is authorized to release information about current or former employees. Disclosure of information to outside sources will be limited. However, NOCCS will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations, or as otherwise legally required. NOCCS provides each employee a list of employee contact information. This information is intended to be useful for employees, but should remain confidential to the larger community. This means staff phone numbers or addresses will not be distributed except with a staff member's permission.

I. Staff Information

It is important that your personal data such as your address, telephone number, email, number of dependents, beneficiaries, and tax withholding information be accurate and up-to-date. Please contact the Director of Operations to change your personal information as soon as possible after any life change

Active employees may review their employee file with reasonable notice and may request a copy of any document that the employee has signed. In no case may an

employee alter or remove information from the file, nor may the file be removed from the immediate area in which it is being viewed.

Personnel files are the property of NOCCS and access to the information contained within is restricted.

J. Personal and Professional References; Verifications

1. Letters or Telephone References

All requests for recommendations or letters of reference for past or current employees **must** be brought to the attention of the Head of School for approval. We strive to accommodate all current and past employees who have served NOCCS in good faith throughout the years. However, this process is necessary for the legal protection of all parties, so that NOCCS may ensure that all references provided are appropriate and consistent with its established records and actions.

2. Process

Letters of reference or recommendation written on NOCCS stationery are considered to be official school correspondence. Faculty, administrators, or staff members who are asked to provide references for current or former colleagues may *draft* the reference. However, they must review it and receive formal approval from the Head of School prior to mailing. Failure to do so is considered a serious violation of school policy and may subject the employee to corrective action. Similarly, the Head of School must be consulted before responding to any verbal requests for references.

3. Employment Verifications

From time to time, NOCCS is asked to verify the employment of current or past employees, such as for mortgage, auto loan, and other similar purposes, where only factual rather than qualitative information is sought (i.e., name, position, dates employed, etc.). All such requests for employment verifications must be directed to the Director of Operations, who will respond promptly.

K. Job Postings

In the event a faculty or staff position becomes available at NOCCS, the school ordinarily will issue an announcement of the vacancy (unless doing so would be inappropriate, given the nature or timing of the opening). NOCCS will conduct a search to fill the position in the usual manner. A current employee wishing to apply for the position should notify the Head of School and express an interest in pursuing the opportunity. The interested employee will then be required to submit an application for consideration. If NOCCS wishes to proceed with the application, the employee will be included in the interview process. Once a final decision is made, all parties will be notified.

Should the current employee not be chosen for the position, this in no way shall affect his/her current position with NOCCS. If you apply for a position and are not chosen, you are encouraged to use this as an opportunity to have a career development conversation with the Head of School and/or supervisor, to discuss what appropriate professional development opportunities might be undertaken to enhance your skills and qualifications so that you may successfully pursue similar positions of interest that become available in the future.

L. Outside Employment

Full-time employees are expected to devote the full measure of their work-related efforts and energies to their position with NOCCS. NOCCS strongly discourages outside employment for full-time employees. In no case may outside employment be with an organization or of a nature that is contrary to the goals and purposes of NOCCS or in which conflicts of interest are present.

M. Performance Standards and Evaluation of Teachers and Staff

The purpose of evaluation at NOCCS is to help all staff be more successful in the practice of the talents they possess to best serve the needs of the NOCCS community

1. Performance Standards for Lead Teachers

Performance Standards for all teachers have been devised using the TNTP Core Ratings Rubric, our NOCCS' Head of School Expectations, and NOCCS' Core Principles.

2. Evaluation of Other Staff

Each employee will be evaluated by their supervisor. Evaluation of staff will be based on the supervisor's observations and will include both commendations as well as recommendations for further development and improvement.

3. Supervision and Observations

The Head of School, and other Executive Staff will use supervision and/or formal observations to help evaluate all employees.

Instructional staff will be subject to walk-through observations during any instructional time and will include post-observation feedback and/or a post-observation conference. Formal observations may be requested by an employee at any time.

Formal observations will include a pre-observation conference as well as post-observation feedback and/or a post-observation conference.

During the school year, each teacher will be observed (formally and/or informally). Results of formal and informal observations, consisting of the teacher and the supervisor's observations and recommendations, will be put in writing.

Nothing in this section limits the Head of School and/or supervisors from conducting other observations of a formal or informal nature.

A summative findings document will be completed and presented to each evaluated employee no later than the last day of school. This evaluation consists of objective review from all observations, supervisions, discussions with other supervisors, and any other employee practice, based on the expectations stated in the position Job Descriptions/Employee Expectations. The Head of School or relevant supervisor will provide a written evaluation and will share this evaluation with the staff person.

4. Response to Observation and Review Findings

All employees shall make written comments on their observations or review findings within one week, (5) school days, of receipt of those findings.

O. Other Employment Requirements

1. Tuberculosis Test

Before the first day of employment, all employees must submit proof of a medical examination within the last two years that the employee is free of active tuberculosis. Thereafter, all employees shall be required to undergo an examination for Tuberculosis at least once every two years. The physician's current statement must be on file in the office before the first day of employment.

2. Criminal Background Check

Prior to beginning employment at NOCCS, employees must submit fingerprints to the Department of Justice and Federal Bureau of Investigation for the purpose of obtaining a criminal record summary. Fingerprints must be cleared prior to employment and are a condition of employment. Criminal record summaries will be maintained by the Business Manager in a secured file separate from personnel files.

3. First-Aid and CPR Training

All individuals working at NOCCS must receive or renew, and maintain basic first-aid and CPR certification by the first day of employment. These certifications must be renewed every two years.

4. Immigration Law Compliance

NOCCS is committed to employing only individuals who are authorized to work in the United States. In compliance with the Immigration Reform and Control Act (IRCA) of 1986, within three days of beginning employment, each new employee must complete the Employment Eligibility Verification Form I-9, and present the proper documentation that verifies an individual's identity and eligibility to work in the U.S.

The employee can meet the specified standards by providing his or her U.S. passport or driver's license and Social Security card, or other identity and eligibility documents. Employers may not specify which identity and eligibility documents the employee must provide; this is strictly the employee's choice. Employees may produce any of the acceptable documents listed on the reverse side of the I-9 form.

5. Competency - Licensure and Certification

a) Staff

All staff must demonstrate the ability necessary to effectively carry out their responsibilities, but non-core teaching staff members do not require a California Teaching Credential.

b) Core Teaching Staff

NOCCS complies with the federal Every Student Succeeds Act legislation and hires highly qualified teachers as governed by the California state law. Full-time, regular teaching staff, further defined by the terms of the charter as "core" teachers, shall be certified by the Commission on Teacher Credentialing ("CTC") with either a clear or preliminary multiple subject credential and shall be required to pass the CBEST. The Multiple Subject Teaching Credential authorizes the holder to teach all subjects in a self-contained classroom, such as the classrooms in most elementary schools, in grades preschool, k-12. All core teachers must also hold an authorization for instruction to English language learners in addition to an authorization in the content area of instruction. The authorization is based on the rights and needs of the students to an appropriate education. We encourage National Board Certification for teachers with the interest and skill to undergo the formal process.

c) Non-Core and Associate Teaching Staff

Non-core teachers are not required to hold credentials, Non-core teachers must pass their CBEST/CSET on or before October 1 of their first year with NOCCS. In addition, non-core teachers may be required to

obtain an emergency 30-day substitute, intern, and/or preliminary credential on or before November 1st or within the first 60 days of their employment at NOCCS. Employees are to consult their acknowledgement of employment memos for details concerning these requirements.

6. Media Protocol

There may be times when you are contacted by the press or other media with questions relating to NOCCS. While maintaining a friendly and gracious tone, any such calls should be referred to the Head of School, without comment. This is necessary so that the school may present itself to the public with one voice, especially at times of crisis or controversy.

7. Observation Protocol

Requests for observations of NOCCS' classrooms are regularly made by school districts, professionals, parents, and applicant families. While NOCCS is committed to offering interested parties the opportunity to observe our students and operations, we pledge to endeavor to give teachers advance notice of observations and limit them in frequency and size so that they are not overly disruptive to instruction. Faculty must be cooperative and courteous to observers and display best practices when observers are present. If requests for observations are made directly to faculty or staff they must be referred to the Head of School for approval and scheduling. Under no circumstances should a faculty member or staff allow a spontaneous or unapproved observation to occur.

P. Faculty and Staff Use of Social Networks and Blogs

NOCCS realizes that social networking bridges both the work life and personal life of employees -- and thus, some crossover and conflict of responsibilities may occur. NOCCS' interest is in defining the educational and work-related contexts of social networking and blogging, for the protection of our employees, students, and the school community as a whole.

It should be clear that employees are ultimately responsible for any information disseminated through any social media, whether through personal postings, comments, etc.; or when information is disseminated by an employee's "friend", "link", or other. NOCCS employees must be aware of both their affirmative and passive actions related to social media and any activity that runs afoul of legal requirements or NOCCS policies may be addressed under NOCCS disciplinary policy.

While certain references are made to "students" in this policy, the "audience" to whom the policy applies is NOCCS staff including volunteers or other adults acting on the school's behalf.

1. Key Principles

Interacting on-line is, in essence, the same as face-to-face interaction. As such, NOCCS staff are required to maintain the principles of respect, dignity, prudence, professionalism, concern for and protection of children, and safety in all interactions. With specific regard to social networking, all employees are:

- Accountable for their postings and other electronic communications. This includes responsibility for any on-line activities conducted with a school email address, or while using school property, networks, or resources, or other similar means of transmission which can be traced back to the school.
- Personally responsible for communications that can in any way impact their role at the school -- with the knowledge that adult behavior on social networks may be used as a model by our students. If you choose to list or reference your work affiliation (where permitted by this policy) on a social network, blog, or similar venue, you should treat all such communications with the same care and discretion as you would on your professional network.
- Cognizant that social networking activities may be visible to past, current, or prospective students, parents, colleagues, and community members.
- Aware that NOCCS may observe content and information made available by employees through social media and that NOCCS reserves the right to monitor usage by employees of social media, especially during applicable work hours.
- Not to publish, post or release any information that is considered confidential or not public or otherwise prohibited, including, but not limited to, commentary, content, or images that are defamatory, pornographic, harassing, libelous, or that can create a hostile work environment.
- Responsible for their after-hours postings. After-hours actions must adhere to the same policies as any other activity.

Please be aware that the school considers discretion and prudent judgment in social networking activities to be a serious matter with regard to protecting the school, its students, and employees. As such, violation of this policy may lead to corrective action, up to and including termination of employment.

2. Guidelines

a) Classroom / Professional Use of Social Networking

Faculty members are expected to limit class activities to school-sanctioned online tools (including social networks and blogs) to age-appropriate or

educationally-appropriate tools.

b) “Friending” Students, Alumni, and Parents

Do not initiate or accept social network friend requests from current students (of any age) or former students under the age of 18. Use professional discretion when “friending” alumni 18 and over. When doing so, recognize that many former students have online connections with current students (including younger siblings and underclassmen friends), and that information shared between school-related adults and recent alumni is likely to be seen by current students as well.

All employees will be responsible for using their professional discretion in “friending” parents of current or prospective students, as there are inherent conflicts that may exist.

c) Use of Social Networks for Development/Alumni Relations Purposes

The school may determine that it is in its best interests to establish or maintain a social networking presence (e.g., a Facebook page) for development, alumni relations, internal marketing, or other school-related purposes. All official contacts or postings to this site or sites will be initiated under the direction of the Head of School or designee.

d) School-Related Friends (Co-workers, supervisors, and subordinates)

Employees are asked to use good judgment when making and/or accepting “friend” or “link” or “connection” requests to or from school colleagues. Employees in supervisor/subordinate relationships are particularly encouraged to use caution, due to inherent conflict of interest, unequal treatment, discrimination, or other concerns. Always respect the privacy of others in the school community.

e) Privacy Settings and Content

Exercise care with privacy settings and personal profile content, to ensure that posted content does not reflect poorly on the school in any way or otherwise create a conflict of interest. Content should be placed thoughtfully and periodically reviewed. On most sites, privacy settings can be changed at any time to limit access to profiles and searchability, and changes should be made when necessary.

f) Online Identity and Posting To Blogs

With specific reference to posting messages to blogs (i.e., meant to broadly include a variety of discussion-type forums viewable on the internet), employees may not post messages indicating or implying a connection to the school in any way without the prior written consent of the Head of School of NOCCS.

Example: If an employee chooses to post a personal message on a blog, they must not sign the post, "John or Jane Smith, Faculty Member, NOCCS" but rather only "John or Jane Smith."

Similarly, when making personal, non-work related posts to blogs, employees should not use their NOCCS e-mail address in the message or for reply purposes, as this may inadvertently and inappropriately imply approval of the message's content by NOCCS.

Employees are asked to append the following to all blog posts: "The views expressed are mine alone and do not represent the views of my employer or any other person or organization."

If an employee believes that he or she may have inadvertently revealed confidential information in a post, blog, etc., the employee is required to communicate this immediately to the Head of School of NOCCS.

g) Use of Logos, Trademarks, and Intellectual Property: Employees are not permitted to use the NOCCS logo, trademarks, official photographs, or any other intellectual property or proprietary materials of NOCCS in any postings without the written consent of the Head of School.

Compensation and Benefits

A. Pay-Day

NOCCS employees are paid on the 10th and the 25th of each month, except when those days fall on a holiday or a weekend, in which case employees are paid on the prior working day.

- All Exempt employees will be paid over a twelve month period in twenty-four (24) equal installments. o Any Exempt employee determined to be classified as a "10 month" employee will be paid over 12 months with a "summer hold back" unless such employee notifies NOCCS in writing of his/her desire to be paid over 10 months.
- All Non-Exempt employees will be paid for the hours they record during any pay period. ● Anyone identified as an Independent Contractor will be paid monthly based off of any invoice received by the contractor.

B. Time Sheets

All employees are required to accurately and timely complete a daily timesheet for the hours worked and have these hours approved by their supervisor and then submit the timesheet to the Director of Operations. If timesheets are not submitted on time, any necessary adjustments will be made on the next payroll.

C. Direct Deposit

Your paycheck can be directly deposited into the bank account(s) that you designate. If you decide to take advantage of direct deposit, complete the authorization form found in your new employee packet or available from the Director of Operations. Once your direct deposit is activated, you will receive a summary pay stub each pay period for your personal records. Direct deposit activation takes at least one payroll period. Until direct deposit is activated you will receive a "live check".

D. Payroll Deductions

The stub of an employee's payroll check lists all payroll deductions. Certain deductions are required by law and others are determined by the employee's participation in benefit plans and similar programs. Payroll deductions are made in equal installments from each payroll check.

1. Required Withholding

NOCCS is required by law to withhold Federal Income Tax, State Income Tax, Social Security (FICA), and State Disability Insurance from each employee's pay as follows:

- **Federal Income Tax:** This deduction is computed from Internal Revenue Service tax tables, based on the number of exemptions claimed by the employee on the Employee's Withholding Allowance Certificate (W-4 form). If an employee wishes to change their W-4, a new form must be completed and submitted to the Director of Operations.
- **State Income Tax:** The same factors that apply to federal withholdings apply to state withholdings.
- **Social Security (FICA):** The Federal Insurance Contribution Act requires that a certain percentage of employee earnings be deducted and forwarded to the federal government, together with an equal amount contributed by NOCCS. A portion of this is for Social Security and the remainder is for Medicare. **Certificated teachers and administrative staff are exempt from the Medicare portion of this tax, all other classified employees are not.**
- **State Disability Insurance (SDI):** This deduction funds a partial wage-replacement insurance plan for California workers. SDI provides short-term benefits to eligible workers through two programs: Disability Insurance and Paid Family Leave Insurance.

At the end of each calendar year, a "withholding statement" (W-2) will be prepared and forwarded to each employee for use in connection with

preparation of income tax returns. The W-2 shows Social Security information, taxes withheld and total wages.

2. Retirement Deductions

NOCCS certificated lead teachers, both full-time and part-time and all certificated administrators (ED and ADs) are required to be enrolled in the California State Teachers Retirement System (CALSTRS). Employee contributions of 8% of salary are automatically deducted from an employees' payroll check on a pre-tax basis. NOCCS contributes 8.25% to each employee's individual retirement account. The contributions from both the employee and NOCCS are forwarded on a monthly basis directly to CALSTRS.

3. Wage Attachments and Garnishments

Under normal circumstances, NOCCS will not assist creditors in the collection of personal debts from its employees. However, creditors may resort to certain legal procedures such as garnishments, levies or judgments that require NOCCS, by law, to withhold part of earnings in their favor.

D. Medical and Dental Care Benefits

NOCCS is proud to offer a well-rounded program of benefits to support the health and wellness needs of its employees and their dependents. This program includes medical, dental and life insurance. NOCCS employees are eligible for these benefits if they work an average of 20 or more hours per week. Temporary and part-time employees, working less than 20 hours, are not eligible to participate in these plans.

Full-time employees are eligible to receive up to \$425 per month or the total cost, whichever is lower, for medical and dental insurance benefits for themselves. Part-time employees, who work at least 20 hours per week, receive this amount on a prorated basis. Eligibility begins on the first day of the month following the date of employment for teachers, and the first day of the month 30 days after the date of employment for all other positions. Employees starting at the beginning of the school year will generally be covered beginning September 1 of the year they begin working. An enrollment form must be submitted to the Director of Operations within two weeks of hire. This form serves as a request for coverage, and authorizes any payroll deductions necessary to pay for coverage.

NOCCS currently offers a medical and dental health plan that allows employees to choose between several Kaiser and other Plans. Both of these plans offer various options at various levels of copayments and deductibles. The various options and levels are matched by corresponding premiums. Dental insurance is currently offered through Premier Access Dental Insurance. Employees can apply the

school's subsidy to the total insurance premium for themselves. If an employee chooses a health care premium that exceeds the amount that NOCCS pays, the employee will be required to pay the balance through a pretax payroll deduction.

For purposes of health benefits, all 10 month employees will have earned 12 months of health benefits by June 15th and they will therefore receive their stipend over the full 12 months (through the end of August) except where COBRA is initiated (see below). For NOCCS staff who terminate employment prior to the end of the school year, their subsidy will end as of the date of their last day of employment except where COBRA is initiated (see below).

E. Life Insurance

NOCCS employees are eligible to receive Life Insurance. Each employee's beneficiary is eligible to receive \$50,000 in death benefits and, in the case of an accident, an additional \$50,000.

F. Short-Term Disability and Unemployment Insurance

Short-term disability insurance is provided to all NOCCS employees and is provided through a payroll tax deduction. Short-term disability and unemployment claims are handled through the California Employment Development Department (EDD). Unemployment insurance is also a required benefit to all California employees and is paid for by the employee.

G. Continuation of Insurance Coverage (COBRA)

As a sponsor of employee benefits plans, NOCCS is covered by the regulations of the Consolidated Omnibus Budget Reconciliation Act (COBRA), the federal law pertaining to continuing benefits coverage after employees are no longer eligible. Under the provisions of COBRA, employees and their dependents that enroll in NOCCS' medical or dental plans may be eligible to continue coverage at their own expense, usually for up to 18 months, upon terminating employment or experiencing other qualifying events. The school's insurer continues coverage and bills directly to the employee (and charges an administrative fee). Employees should contact the insurer before an anticipated termination date for procedures and details, and review any issues or questions with the Operations Coordinator. The school's current health insurance provider only terminates health coverage at the end of a calendar month. Thus, if an employee terminates employment in mid-month the premium for the remaining portion of the month is the responsibility of the employee. The school can make a payroll deduction for this amount, if appropriate.

H. Retirement Plan

NOCCS certificated regular full-time and regular part-time teachers and credentialed administrators (ED and ADs) are enrolled in the California State Teachers Retirement System (STRS). Employees contribute on a pre-tax basis 8.0% of their bi-monthly pay. NOCCS contributes 8.25% to each enrolled employee's individual account. These contributions are handled automatically.

I. Workers' Compensation

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

- Medical care;
- Cash benefits, tax-free to replace lost wages; and
- Vocational rehabilitation to help qualified injured employees return to suitable employment.

To ensure an employee receives any worker's compensation benefits to which he/she may be entitled, the employee will need to:

- Immediately report any work-related injury to the Head of School;
- Seek medical treatment and follow-up care if required;
- Complete a written Employee's Claim Form ([DWC Form 1](#)) and return it to the Head of School; and
- Provide NOCCS with a certification from the health care provider regarding the need for worker's compensation disability leave, and the employee's estimated or specific date the employee may return to work from the leave.

It is NOCCS' policy that when there is a job-related injury, the first priority is to ensure that the injured employee receives appropriate medical attention. NOCCS, with the help of its insurance carrier, has selected medical centers to meet this need. Each medical center was selected for its ability to meet anticipated needs with high quality medical service and a location that is convenient to the NOCCS operation.

- If an employee determines at the outset of their employment that they want a specific physician to treat them during a Workers' Compensation claim process, that employee must identify the treating physician in writing at the outset of their employment.
- If an employee is injured on the job, he/she is to go or be taken to the approved medical center for treatment. If injuries are such that they require the use of emergency medical systems (EMS) such as an ambulance, the choice by the EMS personnel for the most appropriate medical center or hospital for treatment will be recognized as an approved center.
- All accidents and injuries must be reported to the Head of School and to the

individual responsible for reporting to NOCCS' insurance carrier. Failure by an employee to report a work-related injury by the end of his/her shift could result in loss of insurance coverage for the employee. An employee may choose to be treated by his/her personal physician at his/her own expense, but he/she is still required to go to NOCCS' approved medical center for evaluation. All job related injuries must be reported to the appropriate State Workers Compensation Bureau and the insurance company.

When there is a job-related injury that results in lost work time, the employee must have a medical release from NOCCS' approved medical facility before returning to work.

School Calendar; Time Off; Leaves of Absence

A. School Calendar and Events

The calendar for the school is determined annually by the Head of School and will be available electronically and in hard-copy form to all employees. The school calendar includes the days the school is open for teaching children, as well as professional development days before, during, and after the school year, holidays, and school events. The school calendar is subject to change at the Head of School's discretion.

1. Retreat, Professional Development Days, Other After-Hour Events

NOCCS may hold staff retreats occasionally. All staff will be required to attend these retreats. Non-exempt staff will be paid for a full-day (8 hours) for all retreat days.

Faculty members are required to attend Professional Development Days as laid out in the academic calendar and attend Wednesday Professional Development that begins after student dismissal (announcement, email, etc. will be communicated).

Most employees are required to attend various evening and weekend school events as part of their regular job functions. The employee should consult with the Head of School to determine which functions the employee is expected to attend.

All teachers, whether lead or otherwise, and administrative staff are required to attend:

- Open House(s)
- Back to School Night & Back to School Bash
- Walkathon
- Step-Up Ceremony
- Graduation

All staff members must also attend:

- Professional Development as scheduled by your supervisor
- IEP Meetings as Requested
- Student Conferences as Requested
- Exhibition Night

All staff are welcome and expected to attend some of the following events:

- Silent Auction
- Science Fair
- Work Parties
- Concerts and Festivals

B. Business and Teaching Hours

NOCCS' regular business and teaching hours are from 8:00 am - 4:00 pm. The school day begins at 8:30 and ends at 3:00 p.m.

All NOCCS hours of operation, including regular business, teaching hours, and Extended Day program hours are located in the office and can be reviewed at any time. All full-time and part-time faculty members are expected to be available during teaching hours unless on an approved flexible schedule. Extended Day and Enrichment/Elective staff members are expected to be available according to their own approved schedule.

The following are the requirements mandated by NOCCS for any employee who is not going to be available during their required work hours.

| | | |
|--|---|---|
| <p>Planned Time Off/Personal Day Request</p> | <p>Contact your supervisor for request approval. This must be done a minimum of two weeks in advance</p> | <ol style="list-style-type: none"> 1. Ensure you are making the request two weeks in advance 2. Your supervisor will confirm the request; if they haven't make sure to follow up for a confirmation 3. Secure sub coverage (using our internal sub list. If you are unable to secure coverage from a NOCCS sub, you may ask your supervisor to assist you through teachers on reserve 4. Confirm your scheduled substitute with your supervisor and your supervisor will add to the staff calendar 5. Email all plans to your supervisor and sub 2 days before your planned time off |
| <p>Unplanned Absences & Sick Days</p> | <p>Contact via call or text AND email</p> <ul style="list-style-type: none"> ● Your supervisor ● Your assistant teacher (to update and ensure they are able to cover until a sub is secured) ● If a sub is not available, assistant teachers may be called to sub ● The supervisor will ensure to make arrangements for lunch duty coverage | <p>It is very important to let your supervisor and assistant teacher know as soon as possible that you will be out.</p> <ol style="list-style-type: none"> 1. Ensure you receive a message back from your supervisor to say the message was received 2. Email your emergency sub plans to the assistant teacher, subs and/or any internal staff member that will cover the class 3. Report your absence on your timesheet |

Staff are required to complete time sheets and to accurately reflect all absences including PD, personal time, illness, jury duty, etc.

STAFF TARDINESS POLICY

Staff who report at 8:00 am are required to report to the front office to sign in by 8:00 am (with a 10 minute grace period). Arriving after 8:10 am is considered tardy. Staff who report at 10:00 am are required to report to the front office to sign in by 10:00 am (with a 10 minute grace period). Arriving after 10:10 am is considered tardy.

The repercussions of being tardy are as follows:

If a staff member is tardy 3 times, the staff member will receive a verbal warning from the Principal after the 3rd tardy. If a staff member is tardy 6 times, the staff member will have a meeting with the Principal, and formal documentation of the issue will be placed in the staff member's file. If a staff member is tardy 9 times, the Principal will meet with the staff member and develop a Professional Improvement Plan to ensure that the issue is quickly resolved.

PROFESSIONALISM

It is the expectation of all NOCCS employees to act, to dress, and to speak in a professional manner at all times. Staff members should not be on their cell phones in front of students during the instructional day. Additionally, the front office is not responsible for personal staff items. Being a role model for students is a priority in the daily work of dealing with students. Members of the NOCCS staff are expected to build positive relationships among themselves, the students, and families.

DRESS CODE

NOCCS employees serve as role models for the students and as representatives of the North Oakland Charter Community School. Consistent with these roles, all employees shall dress professionally and appropriately. Employees are expected to project a professional image that sets positive dress and grooming examples for students and shall adhere to a standard of dress and appearance that are compatible with an effective learning environment. All employees are expected to dress in a casual business professional manner (Monday-Thursday, business casual; Friday, jeans). Clothing must be neat, clean, in good repair, and appropriate for on the job appearances at all times. Employees shall not wear clothing or jewelry that are obscene, distracting, or may be disruptive to the educational environment.

Our goal is to provide a workplace environment that is comfortable and inclusive for all employees. We expect that your business attire, although casual, will exhibit common sense and professionalism. Employees are expected to demonstrate good

judgment and professional taste. Courtesy towards coworkers and your professional image to coworkers are the factors you need to use to assess whether you are dressing in appropriate business attire.

- The following are examples of inappropriate workplace attire:
 - Shorts and skirts more than 2 inches above knee
 - Leggings or jeggings as pants (Leggings must be worn with a top or bottom that is no more than 2 inches above the knee.)
 - Spandex & Lycra (i.e. biking shorts)
 - Tank tops, tube tops, or spaghetti strap tops without a proper cover up
 - Halter tops
 - Athletic jogging pants
 - Beach wear (swimwear & trunks)
 - Shoes and sandals without a back strap (flip-flops are NOT allowed)
 - Athletic flip flops (Slides)
 - Thong flip flops
 - Athletic wear- Athletic Joggers or sweats suits
 - Cut off tops
 - Ripped jeans or shirts
 - Wrinkled, torn, stained, dirty, faded, discolored, patched, ripped, frayed clothing, including ripped jeans
 - Revealing shirts, pants, etc.
 - Clothes with offensive, racial, religious, or political slogans or pictures

C. Paid Time Off

Paid time off is available to all staff, both full-time and part-time.

NOCCS provides paid time off to eligible employees to enable them to use for sickness, care for family members, and/or personal matters. Eligible full-time staff earn paid time as outlined in their Acknowledgement of Terms Letter. Part-time staff may also be eligible to earn paid time based on the number of hours worked.

All employees may earn two (2) hours of paid time off for every thirty (30) hours worked, up to seventy-two (72) hours per year. Once an employee's paid sick leave balance reaches this limit, an employee may accrue more paid time off only after taking some paid time off, to bring the employee's balance back below the limit. Further, up to seventy-two (72) hours of paid time off shall roll over from year to year.

Staff can elect to transfer up to 30 hours of paid time off in a given year to other employees based on family emergencies and/or illnesses (i.e. cancer, death in the family, etc.). This transferred paid time off will remain with the employee given the sick time until the end of the year, at which point the 72 hours maximum transfer

will still apply.

The Director of Operations will keep track of your paid time off accrual and usage for three years. The number of accrued hours (or partial hours) will be reflected on your semi-monthly pay stub. For purposes of calculating paid personal time, eight (8) hours of work constitutes one day. If an employee works less than an eight (8) hour day, personal leave balances will be adjusted on a prorated basis.

An employee will be paid upon resignation, separation or retirement for all accrued paid time off.

Employees must schedule foreseeable paid time off in advance with their supervisor. While all paid time off requests will try to be granted, staff are strongly discouraged from taking off the days immediately before or after a scheduled vacation. Even for emergency use of paid time off, staff must provide reasonable advance notice of the need to be absent from work. If the need to use paid time off is unforeseeable, staff must provide notice as soon as it is practicable. Employees take sick leave in 1-hour increments.

D. CFRA/CFRA/FMLA

NOCCS' policy is to comply with the provisions of the California Family Rights Act (CFRA). The CFRA is the state equivalent of the federal Family and Medical Leave Act (FMLA). The qualifications and protections of which are identical.

1. Eligibility

To be eligible for family and medical leave, an employee must:

- Have worked for NOCCS for at least 12 months preceding the date on which the leave is to commence; and
- Have worked at least 1,250 hours at NOCCS in the 12 months preceding the leave.

2. Permissible Uses of Family Care and Medical Leave

Family care and medical leave may be taken for any of the following reasons:

- For the birth of a child, or the placement of a child with the staff for adoption or foster care;
- A staff member's own serious health condition. A "serious health condition" is one that requires either in-patient care in a medical facility or continuing treatment or supervision by a health care provider;
- To care for the staff's parent, child, spouse or domestic partner with a serious condition;
- Leave due to the "Active duty of a family member," which is leave due to a "qualifying exigency" arising out of the fact that an employee's spouse, domestic partner, child or parent is on active duty or has been notified of an impending call or order to active duty in the Armed Forces in support of a contingency operation;

- For service member leave, which is taken by an employee to care for an injured “covered service member” when the employee is the spouse, domestic partner, child, partner or next of kin of that service member.

3. Leave’s Effect on Pay

Family care and medical leave is unpaid; except to the extent that paid personal and sick leave is substituted for family care or medical leave.

Employees who are on CFRA/FMLA leave to care for their own serious health condition have the option to exhaust their personal and sick leave allowance concurrently with the unpaid CFRA/FMLA leave period. If the CFRA/FMLA leave is granted for any other reason, the employee may still elect to substitute CFRA/FMLA time with paid personal and sick time at his/her option for all situations except leave for an active duty of a family member.

4. Maximum Period of Leave

Eligible employees may take job-protected family medical leave of up to a total of 12 weeks during a rolling 12-month period (with the exception of qualifying leaves to care for a member of the Armed Services who has a serious illness or injury, when the employee may take up to a total of 26 work weeks of leave during a single 12-month period).

The substitution of paid personal or sick leave for CFRA/FMLA does not extend the total duration leave to which an employee is entitled to beyond 12 weeks (or 26 weeks for service member leave) in a 12 month period.

5. Leave’s Effect on Benefits

During CFRA/FMLA leave, the employee will continue to be eligible for health coverage as if he/she had remained employed, provided the employee pays the required employee contribution, if any. NOCCS will continue to pay for its portion of any applicable insurance premiums. The exception to this is if the employee has been granted an extended leave (over 12 weeks). In this case the employee will be required to cover the cost of the entire premium after the initial 12 weeks until he/she returns to work.

6. Intermittent Leave

CFRA/FMLA leave for the serious health condition of the employee or to care for an immediate family member may be taken intermittently or on a reduced schedule, if medically appropriate and certified by the physician. If a leave is due to the birth or placement for adoption or foster care of a child, the leave may be taken intermittently or on a reduced schedule, subject to school approval.

7. Requesting Family Care and Medical Leave

Notify your supervisor and the Head of School of your request for a family care or medical leave as soon as you are aware of the need for such leave. Such notification must be in writing and you must specify the reason for the medical leave, the individual to whom the medical issue is attributed, and any known information related to the duration of the leave. We understand that sometimes medical issues occur on an emergency basis and we will accommodate those situations.

If the need for leave is due to the active duty of a family member and is foreseeable, you should provide such notice that is reasonable and practicable. If the need for the leave is foreseeable, you must provide the school with at least 30 days' advance notice before the family and medical leave is to begin. If under the circumstances 30 days' notice is not practicable, notice of the need for the leave must be given as soon as is reasonable and possible. Failure to comply with these notice rules is grounds for, and may result in, deferral of the requested leave until you comply with the notice policy.

Any request for medical leave for an employee's own serious health condition, for family care leave to care for a child, spouse, domestic partner or parent with a serious health condition, or service member family leave must be supported by medical certification from a health care provider. For foreseeable leaves, you must provide the required medical certification before the leave begins. When this is not possible, you must provide the required certification within 15 calendar days after NOCCS' request for certification, unless it is not practicable under the circumstances to do so, despite your best good faith efforts.

Failure to provide the required medical certification may result in the denial of foreseeable leaves until such certification is provided. In the case of unforeseeable leaves, failure to provide the required medical certification within 15 days of being requested to do so may result in a denial of the leave. Any request for an extension of the leave must also be supported by an updated medical certification.

The medical certification for leave to care for a child, spouse, domestic partner or parent with a serious health condition, or service member family leave must include:

- The date on which the serious health condition commenced;
- The probable duration of the condition;
- The health care provider's estimate of the amount of time needed for family care;
- The health care provider's assurance that the health care condition warrants the participation of the employee to provide family care;

- In the case of intermittent or reduced schedule leave where medically necessary, the probable duration of such a schedule.

The medical certification for leave for the employee's own serious health condition must include:

- The date on which the serious health condition commenced;
- The probable duration of the condition;
- A statement that, due to the serious health condition, the employee is unable to perform the functions of his or her position;
- In the case of intermittent or reduced schedule leave where medically necessary, the probable duration of such a schedule. In addition, the certification may, at the employee's option, identify the nature of the serious health condition involved. If you request leave due to active duty of a family member you must provide certification to support the request.

8. Job Reinstatement

Leave requests must include the anticipated starting date and duration of the leave. It is the employee's responsibility to report to work at the end of the approved leave. An employee who fails to report to work on the day after the approved leave (or approved extension) expires will be considered to have resigned from employment. Employees requesting an extension must do so *prior* to the expiration of the current approved leave.

Employees granted leave are guaranteed reinstatement to the same or an equivalent job position at the end of the leave, unless the job ceases to exist for legitimate business reasons, subject to any other considerations allowed under the law. In the event that a reduction in force or other reorganization has taken place while the employee was on leave, and the employee's position has been eliminated and a comparable position for which the employee is qualified is unavailable, the employee will be terminated upon the end of the approved leave period.

9. Health Certification

NOCCS may require an employee on a CFRA/FMLA leave to periodically submit written certifications from a doctor and reports regarding his/her status and intent to return to work. An employee returning from an CFRA/FMLA leave due to his/her own serious illness must provide a medical certification verifying his/her ability to resume work upon return.

10. Exceptions

There are certain exceptions to eligibility for family care and medical leave and the obligations in providing such leave. When legally permitted to do so, the school may deny requests for leave.

11. Notice: U.S. Department of Labor

A notice regarding CFRA/FMLA Rights provided by the U.S. Department of Labor is posted on the bulletin board in the NOCCS staff room or other staff space as designated by the ED.

12. Summary of California’s Wage Replacement Programs Available during CFRA/FMLA leave

The chart below summarizes the types of wage replacement benefits that may be available under various CFRA/FMLA circumstances. These wage replacement benefits are managed by the state of California. NOCCS does not determine eligibility or wage-replacement amount.

| Paid Leave | Explanation of Paid Leave | Leave Eligibility |
|-------------------|---|---|
| Paid Family Leave | <p>Paid Family Leave (PFL) is a California state benefit that provides eligible employees a portion of their lost wages when they are off work to care for a sick family member (including a CA-registered domestic partner), a newborn baby, or a newly adopted child. This benefit runs concurrently with the unpaid CFRA/FMLA leave.</p> <p>PFL is administered by the Employment Development Department (EDD), to which employees make direct applications to benefits. The EDD is responsible for determining whether the absence qualifies for benefits and can require medical and other documentation in support of the claim</p> | <p>Leave to care for a newborn baby or a newly adopted child or foster child</p> <p>Leave to care for a family member with a serious health condition</p> <p>Service member leave</p> |
| State Disability | <p>State Disability Insurance (SDI) is a California benefit that provides eligible employees a portion of their lost wages when they are off work to care for their own serious health condition. Unlike otherwise required by law, SDI must be taken concurrently with the family care and medical leave under this policy and does not entitle an employee to take any additional time off.</p> <p>SDI is administered by EDD, to which employees make direct applications for benefits. The EDD is responsible for determining whether the absence</p> | <p>Leave for an employee’s own serious health condition</p> |

| | | |
|----------------------|--|----------------------------------|
| | qualifies for benefits and can require medical and other documentation in support of the claim. | |
| Pregnancy Disability | Pregnancy Disability Leave (PDL) is a unique program within California SDI. It is administered much like SDI. Please see Pregnancy Disability policy for more information in the handbook. | Leave to Care for a newborn baby |

F. Pregnancy Disability Leave

NOCCS aims to provide a supportive work environment for parents and families. Below summarizes NOCCS' Maternity/Primary Caregiver/Paternity Leave Policy. Please do not hesitate to contact your supervisor or the Head of School if you have any questions or concerns.

1. Eligibility and Duration of Pregnancy Disability Leave

The total duration of job-protected leave for expectant and new mothers varies based on each woman's unique medical circumstance, her tenure with NOCCS, and her desire to take time off.

2. Pregnancy Disability Leave ("PDL")

Under California's PDL, NOCCS is required to give each female employee an unpaid leave of absence of up to four months, as needed, for the period(s) of time a woman is actually disabled by pregnancy, childbirth, or related medical conditions, which may include such conditions as severe morning sickness, prenatal or postnatal care, bed rest, gestational diabetes, pregnancy-induced hypertension, preeclampsia, postpartum depression, childbirth, loss or end of pregnancy, etc.

The California Pregnancy Disability Leave Act (PDL) protects employees against discrimination or harassment because of an employee's pregnancy childbirth or any related medical condition. California law also prohibits employers from denying or interfering with an employee's pregnancy-related employment rights.

The pregnancy leave may be taken in one or more periods, but not to exceed four months total. "Four months" means the number of days the employee would normally work within four months. For a full-time employee who works five eight-hour days per week, four months means 88 working and/or paid eight-hour days of leave entitlement, based on an average of 22 working days per month for four months.

Generally, NOCCS is required to treat an employee's pregnancy disability the same as it treats other disabilities or similarly situated employees. An employee on pregnancy disability leave must use all accrued paid sick leave and may use any or all accrued personal leave at the beginning of any otherwise unpaid leave period. The receipt of personal leave pay, sick leave pay, or state disability insurance benefits will not extend the length of a pregnancy disability leave.

3. Leave Following PDL

After Pregnancy Disability Leave ends, mothers may be eligible for up to additional 12 weeks of job-protected leave to bond with their baby under the CFRA/FMLA leave as outlined above and for the express purpose "baby bonding".

It is important to note that PDL and Baby Bonding leave under CFRA run concurrently with federally mandated CFRA/FMLA. CFRA/FMLA does not provide additional leave.

4. Health Benefits

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

Employees will be required to reimburse NOCCS for health insurance premiums that are more than the amount they are entitled to by NOCCS once unpaid leave begins. The Director of Operations will notify affected employees of this amount.

Employees who intend to add the baby to their health insurance must inform the Director of Operations prior to the commencement of leave.

5. Seniority

An employee on pregnancy disability leave remains an employee of NOCCS, and a leave of this type will not constitute a break in service. When an employee returns from pregnancy disability leave, she will return with the same seniority she had when the leave commenced.

6. Medical Certifications

- An employee requesting a pregnancy disability leave should provide medical certification from her healthcare provider within fifteen days of the leave request.

- Written re-certifications are required if leave is sought after expiration of the time estimated by the healthcare provider. Failure to submit required re-certifications can result in termination of the leave.
- While on disability leave, NOCCS will provide up to 88 calendar days of insurance coverage. After the 88-day period, the employee is responsible for paying 100% of the premium coverage.

7. Requesting and Scheduling Pregnancy Disability Leave

- An employee should request pregnancy disability leave by submitting a request, in writing, to her supervisor and the Head of School. An employee asking for a Request for Leave form will be referred to NOCCS' then current pregnancy disability leave policy.
- Meet with the Head of School to answer questions about our policy.
- Work with your medical provider to coordinate wage replacement benefits with EDD based on medical need/duration. Instructions on how to apply: <http://www.edd.ca.gov/Disability/DI> How to File a Claim.htm or call CA Employment Development Department (EDD) at: 1-877-238-4373. For Primary Caregiver Leave, each out to EDD directly for wage replacement benefits.
- Employees should provide not less than 30 days or as much notice as is practical, if the need for the leave is foreseeable. Failure to provide such notice is grounds for denial of the leave request, except if the need for pregnancy disability leave was an emergency and was otherwise unforeseeable.
- Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt NOCCS' operations.
- Pregnancy disability leave may be taken intermittently or on a reduced leave schedule when medically advisable, as determined by the employee's healthcare provider.
- If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment, the employee may be transferred temporarily to an available alternative position for which he or she is qualified that has equivalent pay and benefits that better accommodates recurring periods of leave than the employee's regular position.
- Confirm return date with supervisor and Head of School prior to return.

8. Return to Work

- Upon timely return at the expiration of the pregnancy disability leave period, an employee is entitled to the same position, unless the employee would not otherwise have been employed in the same position (at the time reinstatement is requested). If the employee is not reinstated to the same position, she must be reinstated to a comparable position unless

there is no comparable position available, and filling that position with the returning employee would substantially undermine NOCCS' ability to operate the school safely and efficiently. A "comparable" position is a position that involves the same or similar duties and responsibilities, and is virtually identical to the employee's original position in terms of pay, benefits, and working conditions.

- When a request for pregnancy disability leave is granted to an employee, NOCCS will give the employee a written guarantee of reinstatement at the end of the leave (with the limitations explained above).
- Before an employee will be permitted to return from a pregnancy disability leave of three days or more, the employee must obtain a certification from her healthcare provider that she is able to resume work. If the employee can return to work with limitations, NOCCS will evaluate those limitations and, if possible, accommodate the employee as required by law.

9. Employment during Leave

An employee on pregnancy disability leave may not accept employment with any other employer without NOCCS' written permission. An employee who accepts such employment will be deemed to have resigned from employment with NOCCS. This will be treated as an employee initiated termination of employment.

G. Voting Time Off

If an employee does not have sufficient time outside working hours to vote in an official state sanctioned election, the employee may take off enough working time to vote (Elections Code 14001). Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time and the time taken off shall be combined with the voting time available outside working hours to a maximum of two hours combined. Under these circumstances, an employee will be allowed a maximum of two hours of time off during an election day without loss of pay. The employee requesting time off to vote shall give the Head of School at least two days' notice.

H. Emergency Duty Leave

Volunteer firefighters, reserve peace officers, and other emergency rescue personnel are entitled to unpaid leave as required to perform emergency duties. You should notify your supervisor as soon as possible of your need to take this

leave.

“Emergency rescue personnel” includes any officer, employee, or member of a fire department, fire protection or firefighting agency of the federal, California State, city, county, or other political subdivision of California, or of a sheriff’s department, police department, or private fire department, whether volunteer or paid, while actually engaged in providing emergency services. Emergency duty leave is unpaid. You may choose to use your accrued personal time if you wish to receive compensation for this time off, but you are not required to do so. If you feel you have been treated unfairly as a result of taking or requesting emergency duty leave, you should contact your supervisor or any other manager, as appropriate.

I. Military Leave

If you are a member of a military reserve unit or you enlist in military service for the United States, you will be granted leave without pay when you are required to be absent from work in order to fulfill your military commitments. You should submit a written request, which will be placed in your personnel file. Returning military leave personnel will be re-employed according to the guidelines of the federal Uniformed Services Employment and Reemployment Rights Act (USERRA) and any other applicable state or federal law.

If you are a voluntary member of a military reserve unit, you should give written notice to your supervisor well in advance of your required attendance at a two-week summer reserve training camp.

J. Religious Observances

NOCCS supports all employees in observing their own religious beliefs and practices, so long as such observations or absences can be reasonably accommodated and not place an undue burden on the operation of the school. If an employee needs to take earned personal time or unpaid time off for a recognized religious observance which is not one of NOCCS’ school holidays, please make sure you notify the Head of School and your direct supervisor in writing a minimum of one week in advance.

K. Jury Duty

As a school whose Mission is to help students to become active citizens, we wish to support the adults in our community in doing their civic duty. To this end, any NOCCS employee who is required to perform jury duty shall receive their regular/typical pay while on jury duty up to a maximum of five (5) work days in a twelve (12) month period. An employee who receives jury fees shall receive from

the Employer only the difference between their regular/typical pay and such fees. Employees are expected to provide official documentation of their jury participation / attendance.

Operational and Business Office Policies

A. Expense Reimbursement Process

NOCCS will reimburse you for ordinary, necessary and reasonable expenses incurred when conducting authorized school business. Original receipts are required for reimbursement requests. If you are spending budgeted funds, please check with the Director of Operations to make sure that you have enough funds left to be reimbursed.

You may apply for reimbursement of expenditures by filling out a Reimbursement Request Form. These forms are available with the Director of Operations. The Director of Operations can answer any questions you may have about the form. Reimbursements are generally processed only once per week or at the discretion of the Head of School. The form must be accompanied by original receipts.

B. Faculty Mailboxes

Each staff member will have an assigned mailbox in the main office, which should be checked daily, as timely information may be placed in the boxes. All outgoing business mail can be brought to the main office. **Students are not to check teacher mailboxes, because sensitive information may be in the mailboxes.**

C. E-Mail and Google Drive (Cloud) Storage

All employees are expected to become familiar with and regularly use NOCCS provided email, as it is the primary source of communication. It is expected that staff will check their NOCCS email accounts at least once during the day to keep updated on last minute announcements, changes, or messages for staff and students. It is also expected that staff will respond to emails within 24 hours of receipt. Emails that are confidential should not be shared with students, nor should they be left visible, on screen or hardcopy, where students may have access.

Each NOCCS staff will be provided with an @noccs.org email address. The format will be firstname.lastname@noccs.org. All staff must use this email account for all email communications related to the school, and for all communications between staff and students/alumni under age 18. Communications that violate this policy may be grounds for disciplinary action up to and including termination.

All NOCCS employees will also be issued a NOCCS google docs account. All NOCCS related work and work-product (lesson/unit plans, etc.) is to be housed and stored on the NOCCS google drive. When an employee plans to leave NOCCS, all work-related documents stored on the employee's personal computer must be transferred onto a designated space on the NOCCS google drive.

D. Supplies and Equipment

NOCCS attempts to provide all staff with the equipment and supplies needed to do their job. To equip staff comes at great expense to NOCCS and we expect that everyone will protect and care for all equipment and supplies issued to them. Staff is responsible for the cost of lost, stolen, or broken items issued to them including keys, textbooks and teacher guides, laptops, and any other equipment that may be assigned to them or their classroom. It should be noted that teachers are responsible for the protection of all desks and furniture in their classroom as well as the room's general appearance and upkeep. The appearance of our school, hallways, and classrooms, greatly influence opinions of every student, parent, and visitor and we believe, affects the behavior of students.

There are printers that are networked so that all teachers and staff have access to printing from them. Both the color printer and black and white printer, also serving as the copier, are located in the main office. Please limit printing to the color printer as needed.

NOCCS teachers also have access to overhead projectors and LCD projectors that they can use with their classroom instruction.

E. Copies

Copy machines are located in the main office. The machines should be treated with care. Both machines have the capability of reduction, two sided copying, and sorting. The copier in the main office can also be used as a scanner.

Health and Safety at NOCCS

A. Administration of Medicine

NOCCS students should not be in possession of any medication, nor take any medications, during the regular school day or on school premises on their own. NOCCS administers appropriate medications to students only with written consent of the parent and notes from medical professionals. If students require prescribed medication, the school designee is the only person on campus that can administer

medicine if: 1) There is a written request from the parent which includes the type of medication, dosage, and time of administration, and 2) The medicine is in its original packaging with the prescriptive label.

B. Child Abuse Reporting

All school personnel are mandated reporters of suspected abuse and/or neglect, and therefore must follow state policies on reporting abuse. Mandated reporters are required to report suspected child maltreatment immediately when they have “reasonable cause to believe a child who is 17 years of age or younger and known to them in a professional or official capacity has been harmed or is in danger or being harmed – physically, sexually, or through neglect – and that a caregiver either committed the harm or should have taken steps to prevent the child from harm.” In California, all school workers must report abuse or neglect if they “have knowledge of or observe” instances of child abuse or neglect, or if they “know or reasonably suspect” abuse or neglect have occurred. Once you become aware that a student may be the victim of abuse or neglect you must:

1. Notify the Head of School and/or your direct supervisor
2. Call the Abuse Hotline together with the Head of School and/or your direct supervisor
3. Complete a report.

No one in the workplace is permitted to suppress, change, or edit a report of abuse. A mandated reporter who willfully fails to report suspected incidents of child abuse or neglect is subject to license suspension or revocation, and commits a misdemeanor. Falsely reporting information to the hotline is also a misdemeanor.

When calling the hotline, you must provide the following information (or as much is known) the name, birth date, and address of the alleged victim; the name, address, age or birth date, and relationship of the alleged perpetrator; which type of injury or harm was allegedly done to the victim; and a description of the incident (time/date, place in which it occurred, and indication of intention to harm).

If the report is taken (the intake worker will inform you over this over the phone), the case worker will inform you of the next steps you must take.

Physical abuse is defined as occurring when a parent or person responsible for the child’s welfare “inflicts or allows to be inflicted upon such child physical injury, by other than accidental means.” Common injuries include bruises, human bite marks, bone fractures, and burns, Physical abuse also occurs when the caregiver or parent “creates a substantial risk of physical injury” shaking, throwing, choking, smothering, or pushing the child into fixed objects. Acts of torture are defined as “deliberately or systematically inflicting cruel or unusual punishment which results

in physical or mental suffering.” When reporting physical abuse, it is also important to document the presence of any injuries, as a report may not be taken unless evidence of harm exists.

Sexual abuse is defined as occurring when a person responsible for the child’s welfare commits sexual penetration, sexual exploitation, sexual molestation, or when a young child contracts a sexually transmitted disease. A child’s disclosure of sexual abuse must be handled sensitively. When a student attempts to disclose sexual abuse, observe the child closely and listen attentively while maintaining a calm demeanor. The mandated reporter must pay very careful attention to the disclosure of sexual abuse, but should not encourage the student to disclose information in addition to what is being given voluntarily. Take very careful notes, writing the student’s words verbatim as much as possible. Refer the student immediately to the Head of School.

Neglect occurs when a person responsible for the child “deprives or fails to provide the child with adequate food, clothing, shelter or medical treatment,” or when an adult “provides inadequate supervision or a child (particularly small children).”

Please see the Head of School if you have any questions or concerns.

C. Professional Conduct and Boundaries

NOCCS recognizes its responsibility to make and enforce all rules and regulations governing student and employee behavior to bring about the safest and most learning conducive environment possible. As such each employee is responsible for reviewing, understanding, and acting at all times in accordance with the NOCCS Professional Boundaries: Staff/Student Interaction Policy, outlined below:

North Oakland Community Charter School (“NOCCS”) recognizes its responsibility to make and enforce all rules and regulations governing student and employee behavior to bring about the safest and most learning conducive environment possible.

This policy is intended to guide all NOCCS faculty and staff in conducting themselves in a way that reflects the high standards of behavior and professionalism required of NOCCS employees and to specify the boundaries between students and staff. Trespassing the boundaries of a student/NOCCS employee relationship is deemed an abuse of power and a betrayal of public trust. All staff must carefully review this policy along with each of the examples given in the policy related to acceptable and unacceptable employee behavior. (See Examples section below.)

Although this policy gives specific, clear direction, it is each staff member’s obligation to avoid situations that could prompt suspicion by parents, students,

colleagues, or school leaders. One viable standard that can be quickly applied, when you are unsure if certain conduct is acceptable, is to ask yourself, "Would I be engaged in this conduct if my family or colleagues were standing next to me?"

Some activities may seem innocent from a staff member's perspective, but can be perceived as flirtation or sexual insinuation from a student or parent point of view. The objective of providing the examples of acceptable and unacceptable behaviors listed below 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 responsibility 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 disciplinary purposes. Thus, it is crucial that all employees learn this policy thoroughly and apply the lists of acceptable and unacceptable behaviors to their daily activities. Although sincere, competent interaction with students certainly fosters learning, student/staff interactions must have boundaries surrounding potential activities, locations and intentions.

When any employee becomes aware of another staff member having crossed the boundaries specified in this policy, he or she must speak to this staff member if the violation appears minor, or report the matter to the school administrator. If the observed behavior appears significant, it is the duty of every staff member to immediately report it to the Head of School. All reports shall be as confidential as possible under the circumstances. It is the duty of the Head of School to investigate and thoroughly report the situation.

EXAMPLES OF UNACCEPTABLE BEHAVIORS (VIOLATIONS OF THIS POLICY)

- (a) Giving gifts to an individual student that are of a personal and intimate nature.
- (b) Kissing of any kind.
- (c) Any type of unnecessary physical contact with a student in a private situation.
- (d) Intentionally being alone with a student away from the school.
- (e) Making or participating in sexually inappropriate comments.
- (f) Sexual jokes.
- (g) Seeking emotional involvement with a student for your benefit.
- (h) Listening to or telling stories that are sexually oriented.
- (i) Discussing inappropriate personal troubles or intimate issues with a student in an attempt to gain their support and understanding.
- (j) Becoming involved with a student so that a reasonable person may suspect inappropriate behavior.
- (k) Being alone in a room with a student at school with the door closed.

- (l) Allowing students in your home.

EXAMPLES OF CAUTIONARY BEHAVIORS

(These behaviors should only be exercised when a reasonable and prudent person, acting as an educator, is prevented from using better practice or behavior. Staff members should inform their supervisor of the circumstance and occurrence prior to or immediately after the occurrence)

- (a) Remarks about the physical attributes or development of anyone.
- (b) Excessive attention toward a particular student.
- (c) Sending emails, text messages or letters to students (not school related)

EXAMPLES OF ACCEPTABLE AND RECOMMENDED BEHAVIORS

- (a) Getting school and parental written consent for any after-school activity.
- (b) Obtaining formal approval to take students off school property for activities such as field trips or competitions.
- (c) E-mails, text, phone and instant messages to students must be very professional and pertaining to school activities or classes (Communication should be limited to school technology).
- (d) Keeping the door open when alone with a student.
- (e) Keeping reasonable space between you and your students.
- (f) Stopping and correcting students if they cross your own personal boundaries.
- (g) Keeping parents informed when a significant issue develops about a student.
- (h) Keeping after-class discussions with a student professional and brief.
- (i) Asking for advice from fellow staff or administrators if you find yourself in a difficult situation related to boundaries.
- (j) Involving your supervisor if conflict arises with the student.
- (k) Informing your principal about situations that have the potential to become more severe.
- (l) Making detailed notes about an incident that could evolve into a more serious situation later.
- (m) Recognizing the responsibility to stop unacceptable behavior of students or coworkers.
- (n) Asking another staff member to be present when you must be alone with a student.
- (o) Giving students praise and recognition without touching them.
- (p) Pats on the back, high fives and handshakes are acceptable.
- (q) Keeping your professional conduct a high priority.
- (r) Asking yourself if your actions are worth your job and career.

D. Non-Smoking Policy

Smoking shall not be permitted anywhere on the NOCCS campus. This policy applies to all NOCCS employees, contractors, volunteers, visitors, and community members.

E. Substance Free Workplace

NOCCS is committed to providing a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs, which includes not having the scent of alcohol, tobacco, or other drugs on breath or clothes.

While at NOCCS, conducting or performing activities on behalf of NOCCS (regardless of location), or responsible for the safety of others in connection with, or while performing, NOCCS-related business, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. An illegal drug is any substance not legally obtainable, is legally obtainable but has not been legally obtained, or has been legally obtained but is being sold or distributed unlawfully. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program.

Under the Drug-Free Workplace Act, an employee must notify the Head of School in writing of any criminal conviction for drug-related activity occurring in the workplace or during any NOCCS-related activity or event. The report must be made within 5 days of the conviction. NOCCS will notify any agency it is required to notify by law of any employee who has been convicted under a criminal drug statute for a violation occurring in the work workplace. Within 30 days after NOCCS receives notice of such a conviction, the convicted individual may be disciplined up to and including immediate discharge.

NOCCS recognizes that there are times when the consumption of alcohol may be acceptable, for example at a NOCCS or school holiday party. Only the moderate and limited use of alcohol is acceptable on such occasions. Employees are expected to remain responsible, professional, and sober at all times, and permission from the Head of School must be received before any alcohol comes on NOCCS premise at any time during the day or year. Consumption of alcohol on a NOCCS field trip or at any time when students are present/and or under NOCCS' care is prohibited.

F. Violence in the Workplace

NOCCS is committed to providing safe, a violence-free workplace and school and

strictly prohibits employees, contractors, students, parents, visitors, or anyone else on NOCCS-premises or engaging in a NOCCS-related activity from behaving in a violent or threatening manner.

NOCCS seeks to prevent workplace violence before it begins, and reserves the right to deal with employee behavior that suggests a propensity towards violence. NOCCS believes that prevention of workplace violence begins with

recognition and awareness of potential early warning signs, and has established procedures for responding to any situation that presents the possibility of violence.

1. Workplace Violence Defined

Workplace violence includes the threat of any kind; threatening, physically aggressive, or violent behavior, such as intimidation, or attempts to instill fear in others; other behavior that suggests a propensity toward violence, including belligerent speech, excessive arguing or swearing, sabotage, threats of sabotage of NOCCS property; defacing NOCCS property or causing physical damage to the school building; and, bringing weapons or firearms of any kind on NOCCS school grounds or while conducting NOCCS business.

2. Complaint Procedure and Investigation

If you observe or become aware of any of the above-listed actions or behavior by an employee, contractor, student, parent, visitor, or anyone else on NOCCS-premises, you must immediately notify the Head of School. You should also notify the Head of School if any restraining order is in effect, or if a potentially violent non-work related situation exists that could result in violence in the workplace.

All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly. In appropriate circumstances, NOCCS will inform the reporting individual of the results of the investigation. To the extent feasible, NOCCS will maintain the confidentiality of the reporting employee. However, NOCCS may need to disclose information in appropriate circumstances (for example, in order to protect individual safety). NOCCS will not tolerate retaliation against any employee who reports workplace violence.

If NOCCS determines that workplace violence has occurred, NOCCS will take appropriate corrective action and may impose discipline on offending employees, up to and including termination.

G. Building Security

NOCCS has developed guidelines to maintain a secure school site. To ensure proper security procedures, we ask all employees to abide by the following policies.

- **Ensure all Doors Are Locked**—At night, if you are the last employee to leave (please be sure no one else is in the building), you must lock all the exterior building doors. Also, check to see that all the lights are off and doors to corridors are closed and locked. The alarm for the administrative office must be armed first, and then the entire building alarm must be armed before you leave.
- **Visitors**—All parents and visitors must check in at the office before entering the building. Please direct visitors and parents to the office for name badges. Please send them back to the office for a name badge if they do not have one. Parents may come into the building to drop their children off but their length of stay should be brief. Please remind parents if they are on campus for a conference or meeting they need to check in with the office. The office will contact the appropriate teacher, administrator, or staff member.
- **Challenging Any Unknown Person**—If you notice anyone on school property whom you are not familiar with, it is your responsibility to ensure that they are, indeed, supposed to be here. Better to be safe and challenge a prospective family or vendor than to ignore a potential threat. Our employees and families should respect the fact that we take security seriously.

However, **do not place yourself (or anyone else) in harm's way.** If you encounter belligerence or sense any danger, **please call the office or Head of School immediately.**

- **After-Hours Access**—The school office closes at 6:00 p.m. on most days. Visitors seeking access after this time should be directed to report to the school during business hours. In the case of an emergency, staff should contact the ED or a NOCCS Administrator to report the emergency incident and receive further directions. Members of the community and/or public may be granted after hours access to the building via rental agreement or other permission granted by the Head of School and/or other members of the administrative team.
- **Securing Classrooms** - Each employee is responsible for securing his/her classroom or office at the end of each day. This includes locking doors, closing windows, and securing any other item within the realm of the classroom, and putting away NOCCS' equipment, clothing, or other items that may be left on the play yard or in the hallways at the time of one's departure. When called away from the classroom for an extended length of time, do not leave valuable

or personal articles unattended. The security of our facility is directly related to the health and safety of our students and colleagues.

Employees should immediately notify the Director of Operations and/or Head of School when keys are missing, or if security access or codes have been breached.

H. Emergency Plans

Appropriate fire exit and earthquake preparedness drills will be administered at least two times per year. In the case of an actual emergency, teachers are responsible for staying at the school site (or evacuation staging area) until the Head of School or a Board Member releases them. During an emergency, teachers must always have a roster of students under their direct supervision. Over the course of the year, one staff meeting will be devoted to emergency plan implementation.

I. Accident/Incident Reporting

It is the duty of every employee to immediately report any accident or injury occurring during school activities or on the NOCCS premises. Arrangements will be made for medical or first aid treatment, and for investigation and follow-up purposes based on reports.

J. Reporting Fires and Emergencies

It is the duty of every employee to know how to report fires and other emergencies quickly and accurately. Employees should report any such emergency to office staff or the Head of School. In addition, all employees should know the local emergency numbers such as 911, police, fire station, and local hospital numbers. This information can be found in the Appendix.

K. Guests and Visitors

All guests and visitors must report to the main office to sign in and receive a guest pass to enter the NOCCS campus.

L. Injury and Illness Prevention Program

NOCCS is committed to the health and safety of all employees and this commitment will govern actions when planning work, maintaining the school site, training employees, or conducting other activities that would have an impact on the health and safety of the NOCCS workforce.

1. Responsibility

Safe procedures, safe working conditions, and the enforcement of safe

working habits are the responsibility of the Head of School. The Head of School has been given this authority and responsibility to ensure that an effective Injury and Illness Prevention Program is implemented and maintained. Assigned duties include the following:

- Communicate health and safety issues and concerns to all employees (via staff meetings and Board meetings);
- Conduct and/or coordinate inspections;
- Investigate employee reports of unsafe work conditions;
- Conduct and/or coordinate employee safety training

Ensuring the health and safety of all employees is a goal which the NOCCS Head of School cannot accomplish alone. All employees must actively participate in achieving a safe and healthful environment. It is only through communication and cooperation that this objective can be achieved.

NOCCS staff will:

- Adhere to all safety rules and regulations;
- Wear appropriate safety equipment, as required;
- Maintain equipment in good condition;
- Report all injuries immediately, regardless of severity;
- Encourage co-workers to work safely;
- Report unsafe acts and conditions as the situation arises.

2. Hazard Assessment

To identify and evaluate workplace hazards, periodic inspections will be performed by the Head of School and/or the Facilities & Safety Committee.

Periodic inspections are performed according to the following schedule:

- When NOCCS recognizes a new and previously unidentified hazard;
- When occupational injuries and illness occurs;
- When new substances, procedures, or processes that present a potential occupational and health hazard are introduced into the workplace;
- Whenever workplace conditions warrant an inspection.

Specific schedules for conducting periodic inspections at NOCCS include the following: Annual Facilities & Safety committee site assessment, monthly inspection of portable fire extinguishers and smoke alarms. Ongoing identification and evaluation of workplace hazards will also occur as a result of communications from employees, investigations of workplace injuries and illness, and information gathered from other sources.

3. Hazard Identification

Identification of hazardous conditions in and around NOCCS is an

absolute priority. These hazardous conditions may include:

- Slipping and falling: games, pencils, toys, small chairs, debris. Good housekeeping ensures a hazard free work space.
- Back strain: Lifting correctly by using the large muscles of the legs instead of the smaller muscles of the back will help reduce this hazard.
- In addition to the above-mentioned issues, there are other potential hazards which cannot be anticipated. To identify these potential hazards, periodic inspections will be conducted.

4. Hazard Correction

The procedures for correcting hazards found during an inspection, or those which are reported by a member of the NOCCS community, is as follows:

- The Head of School and/or the Facilities & Safety Committee will assess the hazard and interim control measures will be used if permanent control measures cannot be instituted in a timely manner.
- All conditions considered being beyond the ability of the Head of School and/or the Safety Committee will be referred to an outside professional/contractor.

5. Exits

A means of egress is a continuous and unobstructed way of exit travel from any point in the building to a public way and consists of the following: the way of exit access, the exit, and the way of exit discharge. All exits and exit paths need to be unobstructed and clearly identifiable and all doors should preferably swing with exit travel.

6. Office and Classroom Safety

The following standards have been established for safety in office and administrative areas:

- Desks and reference tables are to be arranged so that electrical and/or telephone outlets and cables do not present tripping hazards;
- Floors are kept clean of objects (pencils, papers, etc.) and aisles are kept free of all tripping hazards (garbage cans, storage, etc.);
- Electrical cords on machines and desk lamps must be kept in good repair. Ensure that cords are replaced when outer insulation is broken, and never remove (break off) the ground terminal of a 3-prong plug;
- Ensure that objects hanging on walls, cabinets, etc. are properly secured;
- Remove any defective office equipment from service immediately;
- Maintain all storage rooms and closets in a neat and orderly condition.

7. Sanitary Conditions

Good sanitary conditions must be maintained at NOCCS. Each employee

shares in the responsibility for maintaining these standards. All lavatory facilities shall be maintained in a sanitary condition and provide running water, hand soap or other cleansing agent, with individual hand towels and receptacles for used towels.

Progressive Discipline Policy

A. Discipline Policy

The Head of School or designee may terminate the employment of any employee that is determined to have failed to fulfill the duties and responsibilities and/or demonstrate the qualities outlined in the job description, NOCCS' Expectations for the employee's position, or if other good cause exists.

In general, any employee conduct that violates NOCCS rules or that, in the opinion of the supervisor and/or Head of School, interferes with or adversely affects the NOCCS Mission and its environment is sufficient grounds for disciplinary action.

Disciplinary action can range from coaching to immediate discharge. NOCCS' general policy is to take disciplinary steps in the following order:

- Coaching – giving feedback through a one-on-one discussion and a course of action for correction determined.
- First Warning – after feedback has been given and an employee's action(s) have not been corrected. Memorialized through an email to an employee with a copy sent to the Head of School.
- Second Warning – formalized written warning completed and signed by both employee and supervisor.
- Termination – when the action(s) has not been corrected. All terminations must be approved by the Head of School.

However, NOCCS reserves the right to alter the order described above or to skip disciplinary steps, or to terminate an employee at any time based on the severity of the actions.

The following list, while not complete, gives examples of behavior that can result in termination of employment. Specification of these causes will not negate the at-will agreement:

- Breaching confidentiality;
- Theft;
- Fighting, roughhousing, or using abusive language or conduct that is hostile or disrespectful to a student, co-worker, supervisor, board member, volunteer, or any other persons associated or served by the school, including parents;
- Disregarding established safety procedures;
- Advertently placing students and/or in a dangerous situation;

- Falsifying or altering school records;
- Possessing weapons or firearms on school property or during school activity;
- Violating the school's equal opportunity or harassment policies;
- Unauthorized use of school property;
- Breaching the Professional Boundaries: Staff/Student Interaction Policy with regard to students or parents/guardians.

Nothing in this policy changes the at-will nature of the employment relationship. This means that NOCCS and the employee may terminate its relationship with each other at-will, at any time, with or without cause.

Ending Employment

A. Resignation

In the event an employee finds it necessary to resign during the school year, the employee shall give written notice to his/her supervisor as soon as possible, but preferably, at least 14 calendar days prior to leaving employment.

Lead teachers who notify their intent not to return for a future school year and complete the school year they are currently in, may continue their health benefits until the day before staff report back for the following school year.

B. Exit Interviews

All employees who leave employment at NOCCS are invited to take part in an exit interview with the Head of School or a requested designee to reflect upon their challenges and growth while being employed at NOCCS. Information shared during an exit interview will be treated as confidential and acted upon in a timely and appropriate manner.

C. Job Abandonment

It is the responsibility of the employee to report to work at their scheduled time. An employee who is unable to come to work at the start of their shift is expected to report their tardiness or lateness as defined in this handbook. Any employee who fails to report to work or leaves their shift early without advanced notice to their supervisor and does not return to work within 3 consecutive business days, will be considered voluntarily resigning as a result of job abandonment.

Any property of NOCCS issued to you must be returned to the school. Failure to return property of NOCCS may result in a deduction of final pay.

Conclusion

Again, Welcome to NOCCS! We are so pleased to have you here and we will endeavor to do our best to ensure a successful and enjoyable employment experience. If at any time you have any questions about the policies, benefits, and terms of this handbook, please do not hesitate to see the Head of School to discuss your questions.

Appendixes

- A. Acknowledgement of Handbook and At-Will Employment
- B. NOCCS Disaster/Emergency Action Plan

A. Acknowledgment of Handbook and At-Will Employment

I understand and agree that I have read and will comply with the NOCCS Faculty and Staff Handbook. I understand that it replaces and supersedes any prior version of the handbook. I understand that this handbook contains important information on the personnel and benefits policies applicable to me and about my privileges and obligations as an employee. I will familiarize myself with the material in the Employee Handbook, and I understand and acknowledge that I am responsible for knowing and abiding by its contents.

Since the information, policies, and benefits described here are subject to change, I acknowledge that revisions to the handbook may occur without prior notice. While NOCCS strives to communicate such changes in a timely manner, I understand that revised information may supersede, modify, or eliminate existing policies before such notices are officially published.

I understand and agree to my at-will employment as described in the Employee Handbook summarized as follows:

- This handbook does not in any way reflect a contract of employment, either express or implied.
- NOCCS is an at-will employer. Just as I am free to terminate the employment relationship with NOCCS at any time, NOCCS, in its sole discretion, also reserves the right to modify or terminate the employment relationship with me at any time.
- Nothing in this handbook creates, or is intended to create, a promise or representation of continued employment or guaranteed terms and conditions of employment for any employee.
- Other than the NOCCS Board of Trustees, no other entity or person has the authority to modify this handbook.

I further acknowledge and understand the Discrimination, Harassment, and Sexual Harassment policies and reporting requirements as discussed fully above and will at any time necessary follow the reporting requirements stated in this handbook.

I understand that I should consult with the Head of School regarding any questions not answered in the handbook.

This form must be signed and dated and returned to the NOCCS Director of Operations promptly upon receipt of the handbook and review of this form.

Employee's Signature Date _____

Employee's Printed Name _____

B. NOCCS Disaster/Emergency Action Plan

PURPOSE

This Emergency Action Plan has been developed to protect lives, reduce injuries, and minimize property damage during emergencies and/or natural disasters at NOCCS. Examples of such situations are fires, earthquakes, explosions, natural gas leaks, bomb threats, or other unanticipated emergency situations.

Emergency events, and issues that arise during an emergency, can never be fully anticipated, and emergencies can never be completely planned for, since each situation is unique. The procedures provided will address the most anticipated events. However, all emergencies, anticipated or unanticipated, will require good judgment and prudent response by the staff at NOCCS, who are ultimately responsible for emergency decisions.

PRE-EMERGENCY PLANNING AND PREPAREDNESS

Site Specific Emergency Phone Numbers

Emergency - (Medical, Police and Fire) 911

Local Police - 510-622-2916

Local Fire - 510-238-4000

Ambulance - 911 or 510-695-6600

Poison Control - 1-800-523-2222

Utilities (PG&E) - 1-800-743-5000

Nearest Hospitals:

Alta-Bates Medical Children's Hospital Summit Medical 2450 Ashby Avenue
747 52nd Street 350 Hawthorne Avenue Berkeley, CA 94705 Oakland, CA
94609 Oakland, CA 94609 510-204-4444 510-428-3240 510-655-4000

Emergency Broadcast Stations:

KCBS (740 am) KNBR (680 am) KGO (810 am)

In the event of an emergency that requires that complete evacuation of the site (major earthquake or fire damage, toxic gas, etc.), NOCCS will relocate as a group to:

Home Depot Parking Lot
3838 Hollis Avenue
Emeryville, CA 94608.

MEDICAL EMERGENCY PROCEDURES

First Aid is everyone's responsibility. Being ready to give emergency care can make the difference in saving a life, relieving pain, or preventing further injury or infection.

Students injured while at NOCCS are cared for in the following ways:

An injury may be inspected by the teacher, who may keep the student under observation in the classroom. For a more serious injury, the child is sent to the office for First Aid. Parents or caregivers are routinely notified of a student receiving a blow to the head, whether it appears serious or not. In an emergency situation, 911 emergency services will be called. First Aid kits are regularly stocked and located in each classroom, and in the office.

FIRE PREVENTION PLAN

The purpose of this plan is to outline procedures, training, and good housekeeping practices that are to be used in the prevention of fires.

General Housekeeping

Attention must be given to providing and maintaining a high standard and general cleanliness in an effort to reduce facility fire hazards. Teachers should ensure that areas are checked on a daily basis to avoid accumulation of combustible materials such as cardboard, papers, plastics, etc., that combustible materials awaiting disposal and/or recycling are kept in proper containers, and that combustible materials are not stored so they are touching hot surfaces such as light fixtures, hot water pipes, etc.

Potential Fire Hazards and Ignition Sources

The Facilities & Safety Committee will conduct an annual survey to determine the proximity of flammable and chemically reactive materials, high voltage power lines and gas lines. The Facilities & Safety Committee shall ensure that flammable liquids are stored in designated areas that are well ventilated and away from possible ignition sources, and that corrosive chemicals are stored in separate designated areas. Storage areas will be located away from main emergency evacuation exits and routes to exits. Smoking is prohibited throughout the building.

Fire Prevention and Protection Systems

The Facilities & Safety Committee shall be responsible for the proper maintenance of existing fire prevention and protection equipment. There are fire extinguishers throughout the building: Two in the hallways, one at the building's entrance, one in the cafeteria, one in the kitchen, and two in the gym. Evacuation routes are posted in visible locations in each classroom.

Drills

NOCCS' fire evacuation drill procedure is as follows: Upon hearing the alarm, teachers lead their students through a predetermined emergency route into the school's play yard to a predetermined spot next to the Colby Street Driveway, proceeding in an orderly manner. If the first escape route is blocked, the teacher uses an alternate route. Post-evacuation, teachers promptly account for their students.

EARTHQUAKE PROCEDURES

The main concern during an earthquake is taking cover from falling objects. If inside the school building, **STAY INDOORS**. Drop to the floor, get under a desk or table, and cover your head. If a desk or table is not available, stand in a doorway or corner facing away from windows. Remain calm and quiet. Listen for instructions from the teacher. If outside the school building **STAY OUTSIDE**. Move away from buildings, trees, fallen wires, or telephone poles. If in school yard, stay in yard and do not re-enter the building until instructed to do so by the Head of School

Evacuation

Teachers lead students through a predetermined route to the designated area (School play yard). If the route is blocked, the teacher will use an alternate route.

FOLLOW-UP IMMEDIATELY AFTER AN EVACUATION

Upon arriving, teachers:

- Report injured or trapped people to the Head of School;
- Provide First Aid, if needed. Seriously injured students are not moved from designated area;
- Take class roll from list in emergency bag;
- Check for fires and gas leaks;
- Locate and respond to injured or trapped people;
- Turn off main electrical circuits and check for electrical hazards;
- Check for pipe breaks and turn off valves, as needed;
- Replace phone receivers on hooks

Supervision of Students

Students will remain in the School play yard. Staff must remain on site at all times while there are children present. Students are to be kept calm and focused. If on a field trip, the teacher will call NOCCS to determine whether the class should come back to school or remain at the current location.

GAS LEAK/EXPLOSION PROCEDURES

Leaking gas, hazardous material spills, or other chemical contamination could be the cause of life endangering explosions in or near the School. If there is a threat of

an explosion, the Head of School will activate the emergency evacuation plan or other appropriate measures to ensure student/staff safety.

If the odor associated with natural gas is detected, act fast. The odor will be strongest closest to the origin. Since there is an immediate danger of fire, explosion, or in an enclosed area, asphyxiation, do not try to discover the source of the gas. Staff should notify the Head of School if odor of gas is detected.

The gas company should be notified immediately. Do not touch electrical items (Don't turn on/off). If possible, open windows. Extinguish all ignition sources. Turn off gas at the main. In the event of a strong gas odor, or if a gas main breaks in your area, evacuate the area utilizing the Fire Evacuation Drill Procedures and notify the Fire Department.

BOMB THREAT PROCEDURES

This plan for bomb threat procedures shall include training for key personnel most likely to receive a threat at the school (i.e., staff). The following should be observed in the event a bomb threat is phoned in:

- Remain calm;
- Take the phone off the hook. Do not use it to make any calls. The police may be able to trace the call

The following procedures should then be followed:

- If the threat is perceived as serious and immediate, evacuate the building utilizing the Fire Evacuation Drill Procedures;
- Contact local law enforcement;
- Proceed in accordance with local law enforcement instructions;
- If an evacuation is ordered, evacuate the building using the predetermined exit route and proceed to the designated assembly area. Await further instructions from local law enforcement.

CRISIS PROTOCOL/LOCKDOWN

Crisis Preparedness

It is NOCCS' goal to ensure that students are given the opportunity to attend school in a safe and secure learning environment. During NOCCS' annual Facilities & Safety committee meeting, site security and safety will be evaluated. Assessment will include the following areas: crisis preparedness, security operational policies and procedures, and physical security measures (access control, intrusion detection/warning systems, inventory and key control, perimeter security and physical design).

Safety Strategies

The most common School security measure used to prevent violence or other

disrupting acts requires School staff to monitor both student movement and visitor movement in and around the school.

Lockdown

In order to further secure staff and student safety, Lockdown may be utilized. Telephones, located in every classroom and the office, function as the warning alarm. Upon hearing the alarm:

- Staff will access 9-1-1- emergency services
- All staff members will immediately lock their doors and cover windows/close their blinds;
- Students will be instructed to get under their tables and cover their heads;
- Remain calm and quiet;
- Listen for instructions; If on the school yard: assemble in the corner of the yard; drop, cover, and hold for instructions.