



EMPLOYEE HANDBOOK

for

Academic Year 2025-26

policies will be updated as needed

Table of Contents

[Disclaimer](#)

[1 Child, Family and Staff Handbook](#)

[2 Relationship With the Board](#)

[3 Information for All Employees](#)

[3.1 Non-Discrimination](#)

[3.1.1 Equal Employment Opportunities](#)

[3.1.4a. Discrimination, Harassment and Sexual Harassment Policy Under Title VII/VI](#)

[3.1.4b Title IX: Discrimination and Harassment Policies for Students and Staff Members](#)

[3.3 General Employment Policies and Procedures](#)

[3.3.1 Employment of Personnel](#)

[4 Information for 10-Month Employees](#)

[4.1 Uncommon Community, Uncommon Education: Community Building](#)

[4.3.11.1 Planned Absence](#)

[4.4 Leave and Time Off Information for Teaching & Support Staff](#)

[4.4.1 Personal Leave](#)

[5.1 All Full-Time, 12-Month Employees](#)

[5.1.1 Sick Leave](#)

[6 Communications](#)

[6.1.1 Cell Phone Use During School Hours](#)

[7.1 Appendix 1: CPSC Teacher Professional Development & Growth: Evaluation Process](#)

[7.6.1 “Talk it Out”](#)

[7.6.2 Behavior Expectations Matrix](#)

[7.6.3 Discipline Chart](#)

[7.8 Appendix 8: Title IX Policies](#)

[Appendix 7.1: Board of Trustees, 2023-24](#)

Disclaimer

This employee handbook (“handbook”) provides general information about Central Park School for Children (“the School,” or “CPSC”) human resources policies, practices, and benefits. It does not address every situation that may arise and, therefore, is not intended to serve as an exhaustive set of rules. This employee handbook supersedes all previous employee handbooks. The School, at its sole option, may change, modify, alter, delete, suspend, or discontinue any part or parts of the policies, practices, and benefits in this handbook at any time with or without prior notice. Any changes made to this handbook will be distributed, either in hard copy or email to all School employees. This handbook, in its entirety, will be shared on or before July 1, 2024. No oral statements or representations, whether or not in writing, by anyone at the School can in any way change, modify, or alter the policies, practices, or benefits in this handbook. The policies, practices, and benefits in this handbook may only be changed, modified or altered in writing by the Executive Director, with formal approval of the Board of Trustees in accordance with the School’s bylaws, policies and state law, or Board of Trustees. This Employee Handbook also describes the current benefit plans maintained by the School. Please refer to the actual plan documents and summary plan descriptions if you have specific questions regarding any benefit plans. Those documents are controlling.

This handbook and its related policies, practices and procedures are not intended and do not create an employment contract between the School and its employees. No one is authorized to provide any employee with an employment contract or special arrangement concerning terms or conditions of employment unless the contract or arrangement is in writing and signed by the Executive Director of the School and approved by the School Board of Trustees. This handbook does not limit an employee’s right or the School’s right to terminate employment at any time for any reason. The at-will relationship exists for all employees and the School or the employee may terminate the employment relationship at any time for any reason, other than those prohibited by law.

Should any provision of this handbook be found to be unenforceable or invalid, such a finding does not invalidate the entire handbook, but only the subject provision. If there is a discrepancy between the material in this employee handbook and the terms of official documents, the official documents will govern. Should any portion of this handbook conflict with local, state, or federal law, the appropriate law will govern. Any questions about the handbook or the School’s policies, practices or benefits should be directed to the Executive Director.

1 Child, Family and Staff Handbook

Our Mission of All Children Thrive (ACT) comes to life through our children's passions and brilliance, our partnerships with families and your intellectual courage in your instruction and teaching. At the core of all of our mission is our social emotional learning and healthy relationships that build a joy for learning for a lifetime. All Staff should have read, understand and be committed to the values, practices and policies in our [Child, Family and Staff Handbook](#). It speaks to the heart of how we put our children at the center of our daily work and growth.

2 Relationship With the Board

The Board of Trustees is committed to building a partnership with the teaching staff. In order to explore the ways the school can sustain itself as an excellent and uncommon school as well as a fulfilling and fun environment for dynamic staff, the Board wishes to have open and honest discussions with staff about the school's goals and plans for the future. The Board also has a significant interest in recruiting new students and depends on staff assistance in creating opportunities for potential families to learn more about the school.

The Executive Director is the official representative of the faculty to the Board. In addition, the faculty is encouraged to join Board committees in order to help shape Board policy and decision-making. All teachers are welcome to attend Board and Board Committee meetings, which are announced on the school's website.

Staff members wishing to comment on agenda items at a Board meeting should notify the Board Chair no later than the Friday before the Board meeting. Staff members wishing to add an agenda item to a Board meeting should consult first with the Executive Director, who will determine if the issue in question requires Board approval. Staff can also consult the Board Book. Board meetings are limited in length, and thus comments are occasionally limited. Agendas are announced in advance, at <https://cpsfc.org/who-we-are/board-of-trustees/>.

In order to get to know one another better, the Board may host gatherings with the staff from time to time. Dates for these events will be announced as far in advance as possible so everyone can attend.

3 Information for All Employees

This document is part of your contract of employment and expresses the expectations for continued employment. Therefore, employees are responsible for reading and understanding its contents. However, this document does not by itself serve as a contract of continuing employment between an employee and CPSC. The relationship between CPSC and its employees is an "at-will" relationship.

As CPSC grows and changes, policies, procedures and benefits may need to be adjusted between and during the Academic Year. The School's Executive Director and/or Board of Trustees reserve the right to make changes to these policies as and when deemed necessary.

3.1 Non-Discrimination

3.1.1 Equal Opportunity Employment Policy

The School is an equal opportunity employer and will not discriminate against any applicant, contractor, or employee on the basis of age, race, color, religion, sex, gender (including actual or perceived gender identity, gender expression, pregnancy/conditions related to pregnancy or childbirth), sexual orientation, national origin, veteran status, disability, natural hair style, genetic information or other legally protected status, except where it is an occupational qualification. This policy extends to all terms, conditions, and privileges of employment as well as

the use of the school's facilities and participation in all activities sponsored by the school. It is also School's policy to ensure that all employees are treated equally on the basis of merit and performance competence with regard to any and all terms of conditions of employment, including recruitment, hiring, compensation, promotions, demotions, assignments, trainings, layoffs, and terminations.

3.1.2 Employee Relations

CPSC considers good communication essential to creating a positive work environment that will retain motivated staff who can work together to achieve our goals. If you need information or clarification about a matter affecting you or have suggestions and ideas for improvement, we encourage you to communicate with your Building Director or Executive Director.

3.1.3 Addressing Harm

CPSC is committed to becoming an inclusive and equitable community that interrupts racism, sexism, ableism, and all forms of institutional and interpersonal oppression. With many forms of social oppression present in our community and our lives, all of which are worthy of attention and care, through our evidence based training and guidance from the Racial Equity Institute, CPSC acknowledges racism to be the -ism that is most insidious. When harm occurs, we strive to hold ourselves responsible by disrupting it, creating a new path by addressing it, and bringing each other along together. We recommend the use of our Protocol for Addressing Harm in Appendix 4

3.1.4a. Discrimination, Harassment and Sexual Harassment Policy

The School is committed to having a community in which every individual is treated with sensitivity and respect, and in which each student and teacher has an equal opportunity to work, learn, and develop to his or her full potential in an atmosphere free from all forms of unlawful discrimination and harassment, including sexual harassment. To that end, the School prohibits any form of harassment or discrimination (including sexual harassment) on the basis of age, race, color, national origin, religion, disability, sex, sexual orientation, gender (including actual or perceived gender identity, gender expression, pregnancy/conditions related to pregnancy or childbirth), or other protected characteristic, whether by a supervisor, administrator, co-worker, volunteer, contractor, student, or non-employee. The purpose of this policy is not to regulate our employees' personal morality. It is to assure that in the workplace, each employee is able to accomplish his or her job without being subjected to harassment.

While it is not easy to define precisely what harassment or discrimination is, it certainly includes verbal, nonverbal, or physical conduct that denigrates, belittles, or puts down an individual or shows hostility, distaste, or a version toward that individual based on that individual's race, color, national origin, religion, gender (including actual or perceived gender identity, gender expression, pregnancy/conditions related to pregnancy or childbirth), sexual orientation, age, disability, veteran status, any other protected class, or participation in a protected activity.

Discrimination involves intentionally treating anyone in an unequal or disparate manner because of that person's inherent or natural personal characteristics, including race, color, national origin, religion, gender (including actual or perceived gender identity, gender expression, pregnancy/conditions related to pregnancy or childbirth), sexual orientation, age, disability, veteran status, any other protected class, or participation in a protected activity, when such treatment causes the victim to suffer adverse educational, employment, or other school-related consequences.

Harassment is any unwelcome offensive verbal, nonverbal, or physical conduct that is sufficiently severe, persistent, or pervasive as to significantly affect the conditions of one's employment or a student's learning. Harassment includes, but is not limited to the following: slurs, epithets, threats, derogatory comments, unwelcome or abusive jokes, insults, name calling, threats, bullying or intimidation, unwelcomed sexual advances, requests

for sexual favors and other verbal or physical conduct such as uninvited touching or sexually related comments or the exchange of benefits for performance of sexual or other favors.

Other conduct that can be unlawful harassment includes verbal, nonverbal, or physical conduct that shows aversion, denigration, or hostility because of race, color, religion, national origin, gender (including actual or perceived gender identity, gender expression, pregnancy/conditions related to pregnancy or childbirth), age, disability, sexual orientation, or other protected classification and that:

- Creates an intimidating, hostile, or offensive working environment;
- Unreasonably interferes with an individual's work; or
- Adversely affects an individual's employment opportunities.

Sexual Harassment

Of the various types of harassment, sexual harassment is worthy of special considerations beyond those applicable under the School's general Discrimination, Harassment and Bullying Policy. No employee, student, volunteer, or contractor shall engage in sexual harassment against any other student, employee, or another person in the School community.

Sexual harassment is a form of discrimination involving unwelcome sexual, or sex-based conduct that interferes with the employment of others. Sexual harassment is any unwanted or unwelcomed verbal or physical advances, sexually explicit derogatory statements, requests for sexual favors, or sexually discriminatory remarks made by someone in the workplace which is offensive or objectionable to the recipient or which causes the recipient discomfort or humiliation, or which interferes with the recipient's job performance. Harassing behaviors can be verbal, non-verbal, or physical, range from subtle innuendo of a sexual nature to coerced sexual activity, and other inappropriate verbal, written, or physical conduct of a sexual nature that usually takes place under the following circumstances:

- When submission to such conduct is made, explicitly or implicitly, a term or condition of instruction, participation in school activities, or employment.
- When submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions or benefits; or
- When such conduct has the purpose or effect of substantially interfering with an individual's academic, extracurricular, or work performance, or creating an intimidating, hostile, or offensive school environment or working environment.

Examples of Sexual Harassment

Workplace behavior that is sexually harassing includes but is not limited to:

- Unwanted sexual remarks or inferences.
- Offensive comments about sex or gender-specific traits.
- Unwelcome sexual propositions, threats, bribes, written notes, or phone calls.
- Unwelcome gestures or sounds or the display of sexually suggestive objects, signals, or pictures.
- Unwanted physical contact of a sexual nature (e.g., touching, pinching, kissing, holding).
- Promise of promotion, favorable performance evaluations, etc. in return for sexual favors, known as "quid pro quo" or "this for that"; or
- Threatening or insinuating, whether explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment.
- Pressure for sexual activity, continued or repeated offensive sexual flirtations, advances, or propositions.
- Continued or repeated verbal remarks about an individual's body.

- Sexually degrading words used toward, or in the presence of, an individual or to describe an individual.

A hostile environment exists if the conduct of a sexual nature is sufficiently severe, persistent, or pervasive to limit a person's ability to participate in or benefit from the educational program or creates a hostile or abusive educational or work environment.

Romantic or sexual advances toward students by employees or romantic or sexual relationships between school employees and students are always prohibited in all circumstances. School employees are prohibited from engaging in romantic or other inappropriate relationships with students and are required to report such relationships or reasonable suspicions thereof, to the Executive Director or other administrator. Procedures established by the School for reporting suspected sexual harassment shall be followed in any instances involving such conduct.

Application

Individuals of any gender identity can be sexually harassed by someone of the same or a different gender, and the law protects all individuals equally from this discrimination. This policy applies to sexual harassment by staff, students, volunteers, vendors, and service providers of any gender against someone of the same or a different gender.

Retaliation is Prohibited

The School prohibits reprisal or retaliation against any person who reports an act of discrimination or harassment or who participates in an investigation as a witness or in any other capacity. Employees should report any such retaliation to the Executive Director. This policy, however, shall not be used to bring frivolous or malicious complaints.

Procedure for Complaints of Harassment, Discrimination and Retaliation

- Any person who believes they been the victim of harassment, sexual harassment, discrimination, or retaliation should immediately discuss and report to their direct supervisor, the Executive Director, or any other supervisor with whom the person feels comfortable. While the person should report sexual harassment to a supervisor or the Executive Director, there is no requirement that the person report sexual harassment, discrimination, or retaliation to a particular supervisor.
- Any supervisor receiving a complaint of harassment, sexual harassment, discrimination, or retaliation is required to report such complaint to the Executive Director at arlie@cpsfc.org (919) 682-1200 ext 103. If the Executive Director is the subject of such a complaint, then the supervisor shall report to the Chair of the Board of Directors at board@cpsfc.org or to any other Board member that the supervisor believes is appropriate.
- Any complaint made under this policy will be investigated thoroughly and promptly. To the maximum extent possible, the School will protect the privacy of the parties involved.
- Any attempt to interfere with or influence the investigation of a harassment, sexual harassment, discrimination, or retaliation complaint is strictly prohibited, and will result in disciplinary action, up to and including immediate termination.
- There will be no adverse action against an employee who acts in good faith and reports an incident, or who participates in or cooperates with an investigation of an alleged incident.

Disciplinary Action

Any individual found to have engaged in harassment, sexual harassment, discrimination, or retaliation will be subject to disciplinary action up to and including immediate termination. In addition, some forms of sexual

harassment, such as sexual relations between an adult and minor, may violate criminal laws. The School will cooperate with local authorities in the investigation of any alleged criminal activity.

Confidentiality of Records

School will make every effort to maintain confidentiality and protect the privacy of the parties involved in the investigation of a sexual harassment, discrimination, and retaliation complaint. All written materials related to the investigation of allegations of harassment will be placed in confidential files, which are separate from student and personnel records. Reasonable efforts will be taken to ensure that access to these records is limited to those persons with a need to know.

Sexual and Other Types of Unlawful Harassment/Discrimination on School Grounds by Contractors, Volunteers or Individuals Who Are Not School Employees

The policies contained in this section, including the reporting procedures and no retaliation policy, regarding harassment, sexual harassment, and discrimination, shall also apply to contractors, volunteers or individuals who are not employees of the School when such individuals are on School property or during School events.

Implementation: Information and Education/Training

- This policy will be distributed to all employees and will be discussed as part of the staff orientation at the beginning of each school year.
- The Executive Director is authorized and expected to establish training and administrative procedures to help eliminate discrimination and harassment, and to foster an environment of understanding and respect for all individuals.
- This policy will be included in the School's Operation and Board Policy Manual and a summary policy included in the Parent/Student, which is sent to parents and students at the beginning of each school year.

3.1.4b Title IX: Discrimination and Harassment Policies for Students and Staff Members

Title IX provides that "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

It is the policy of CPSC that students should not be subjected to forms of unlawful discrimination or harassment, while at school or school-sponsored activities. Furthermore, the policy's intent is to address the issue in a proactive manner through the establishment of a system for educating students and staff at CPSC regarding the identification, prevention, intervention, and reporting of such antisocial acts. The School acknowledges the dignity and worth of all students and strives to create a safe, orderly, caring and inviting school environment to facilitate student learning and achievement. CPSC strives to model an inclusive environment and prohibits discrimination and harassment on the basis of gender or sex, including sexual orientation and LGBTQ+ identification. CPSC will not tolerate any form of unlawful discrimination or harassment in any of its educational or employment activities or programs based on such protected classifications.

[Please read the full Title IX Policy](#)

3.1.4c Americans with Disability Act

CPSC is committed to providing equal employment opportunities to individuals with disabilities, those regarded as having disabilities and those associated with individuals with disabilities. Accordingly, CPSC does not discriminate against qualified individuals with disabilities in regard to

application procedures, hiring, advancement, discharge, compensation, training or any other terms, conditions and privileges of employment. CPSC complies with all federal and state laws concerning the employment of persons with disabilities including the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendments Act (ADAAA) and acts in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC).

Eligibility

CPSC will engage in an interactive process to find reasonable accommodation for qualified individuals with a disability to enable them to perform the essential functions of a job, unless doing so causes an undue hardship to CPSC, or a direct threat to these individuals or others in the workplace, and the threat cannot be eliminated by reasonable accommodation. When an individual with a disability is requesting accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, they will be given the same consideration for employment as any other employee or applicant.

All employees are required to comply with CPSC standards. Current employees who pose a direct threat to the health and safety of themselves or other individuals in the workplace will be placed on appropriate leave until CPSC can make a lawful and reasonable decision in regard to continued employment. Individuals who are active illegal drug users are excluded from coverage under CPSC's Americans with Disabilities Act (ADA) policy. Applicants and employees are assured that all information regarding a disability shall be kept confidential except that:

- Appropriate supervisors may be informed regarding restrictions on the work or duties of disabled employees and any accommodations that have been made; and
- Government officials investigating compliance with federal or state laws may be informed.

All employees with responsibilities which may require knowledge of disabilities, are advised that they are to treat the knowledge with confidentiality.

Procedures

The Executive Director or their designee is responsible for implementing this policy, including requests for and resolution of reasonable accommodations, safety and direct threat determinations, and undue hardship issues. All requests for reasonable accommodations should be presented to the Executive Director or their designee.

Any employee or job applicant who believes that they have been discriminated against on the basis of disability should immediately bring the problem to the attention of their supervisor/administrator, or any other supervisor/administrator with whom the individual feels comfortable, including the Executive Director or the Board of Trustees. The employee should also pursue CPSC's grievance procedure. No applicant or employee will be subject to coercion, intimidation, interference, discrimination or retaliation for registering a complaint or for assisting in an investigation of any alleged violation of laws prohibiting discrimination on the basis of disability.

3.2 Safety

3.2.1 Communicable Diseases

It is the policy of CPSC to attempt to provide a safe environment for all students and employees. In an effort to maintain a balance between the needs to protect the rights of students and employees and to control the spread

of serious communicable diseases and conditions, decisions regarding the employment status of employees with communicable diseases or conditions shall be made on a case-by-case basis. An employee suffering from a communicable disease or condition is encouraged to inform the Executive Director so that appropriate accommodations may be made and appropriate precautions may be taken.

3.2.2 Bloodborne Pathogens

It is the policy of CPSC to comply with Federal Occupational Safety and Health Act (29 U.S.C. 651) and with the Occupational Safety and Health Act of North Carolina (N.C. Gen. Stat. 95-126) and all rules and regulations promulgated thereunder. Specifically, it is the policy of the school to minimize and to prevent, when possible, the exposure of its employees to bloodborne pathogens i.e., disease-causing microorganisms transmitted through human blood.

3.2.3 OSHA Requirements

The Occupational Safety and Health Act (OSHA) addresses health and safety issues in the workplace. Any occupational injury or illness should be reported to the Executive Director immediately after occurrence. All occupational injuries and illnesses should be reported using incident report forms available from the school. Selected employees, based on job responsibilities, may be required to receive additional OSHA training.

3.2.4 Drug-Free Workplace & Environment

CPSC is a drug-free workplace and environment. CPSC prohibits the unlawful manufacture, transmission, conspiring to transmit, possession, use, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, counterfeit drug, alcohol, other intoxicants of any kind or any other controlled substance. CPSC prohibits the possession, use, transmission or conspiring to transmit drug paraphernalia. In addition, no employee shall be impaired by the excessive use of prescription or nonprescription drugs. Employees must not operate equipment while taking prescription drugs that impair or limit their ability to do so. School employees and students also are prohibited from possessing, using, transmitting or selling drug paraphernalia or counterfeit drugs. Drug paraphernalia may include lighters and matches.

When there are reasonable grounds to believe that an employee is in violation of the Drug-free Workplace policy, the Executive Director may require the employee to submit to an alcohol or drug assessment. In addition to reasonable suspicion or cause, an employee may also be tested for drugs and/or alcohol for any of the following: 1) random testing for employees; 2) follow up after an employee returns from a drug treatment or counseling program. Refusal to submit to testing upon request, for any of the reasons authorized, shall subject the employee to the same disciplinary consequences as would result from a positive test result including termination for cause. Any employee violating the policy shall be immediately suspended by the Executive Director and may result in termination of employment.

3.2.5 Smoke-Free Workplace

CPSC is a smoke-free workplace and environment. Smoking is prohibited on school grounds by all persons at all times. School employees may not display or use any tobacco products in the presence of or possible visibility of students on school premises or at school-sponsored events. No student, employee or visitor shall be permitted under any circumstances to use tobacco products in any indoor facility owned or leased or contracted for by CPSC and utilized for the provision of educational services to children.

School employees and students are prohibited from possessing or using any tobacco product including cigarettes, electronic cigarettes (e-cigarettes) or other vaping devices whether nicotine or non-nicotine based, cigars,

chewing tobacco, snuff and any other items containing or reasonably resembling tobacco or tobacco products. Students are prohibited from possessing or using any paraphernalia associated with tobacco or vaping use including pipes, rolling papers, e-cigarette “juices” or their cartridges, lighters, and matches. NC Senate Bill 530/S.L 2013-165 defines e-cigarettes and associated products as “tobacco products.”

3.2.6 Weapons, Dangerous Instruments/Substance, and Firearms

CPSC prohibits weapons (or replicas of weapons) on CPSC property, in school vehicles and at school-sponsored activities on or off school property. Weapons and replicas of weapons constitute any item (regardless of its nature) used to threaten or cause actual harm, including but not limited to: firearms, knives, metal knuckles, chains, razors, explosives, poisonous or noxious gasses or any other tool or instrument capable of inflicting bodily injury as determined by school administration. On-duty Law Enforcement Officers (LEO) or School Resource Officers (SRO) are the only approved individuals to carry weapons on school property or at other school-sponsored activities on or off school property. **Possession of a concealed handgun permit does not authorize the holder to carry a weapon on school property.**

Students who violate this policy will be subject to disciplinary action, up to and including expulsion from School for a period of one (1) year from the date the student was found guilty of the violation. The Executive Director will review each alleged violation of this policy and will exercise discretion for expulsion on a case-by-case basis.

Employees who violate this policy will be subject to disciplinary action up to, and including termination. The Executive Director will review each alleged violation of this policy and will exercise discretion for disciplinary action on a case-by-case basis.

Visitors or volunteers who violate this policy will be subject to local law enforcement action.

Any employee who is aware that a student, volunteer, parent or employee is carrying a weapon must report the infraction to their supervisor or an administrator immediately. All acts of violence and possession of weapons as defined in this policy shall be reported to parents of the violator, appropriate law enforcement agency and any other government agency as required by law.

The Executive Director is required to report immediately to the appropriate local law enforcement agency whenever the Executive Director has personal knowledge or actual notice from school personnel that any of the following acts has occurred on school property:

- assault involving the use of a weapon
- unlawful possession of a firearm
- unlawful possession of a weapon

This reporting requirement applies regardless of the age or status of the person thought to have committed the act. School property includes any School building, bus, campus, grounds, recreational area or athletic field. In addition to the School’s reporting requirements under N.C.G.S. Section 115C-288(g) and under any other state or federal law or regulation, the School may take any lawful action it deems appropriate, including reporting any suspected criminal activity to authorities, whether or not such activity occurred on School Property.

3.2.7 Threats and Violence Policy

CPSC strives to maintain a work environment that is free from intimidation, threats or violent acts. This includes, but is not limited to, intimidating, threatening or hostile behaviors, physical abuse, vandalism, arson, sabotage, use of weapons, carrying weapons of any kind onto school property, or any other act, which, in the

administration's opinion, is inappropriate to the workplace. In addition, jokes or offensive comments regarding violent events will not be tolerated and may result in disciplinary measures, up to and including termination.

Employees who feel they have been subjected to any of the behaviors listed above are requested to immediately report the incident to the Executive Director. Complaints will be promptly investigated. Based upon the results, disciplinary action will be taken against the offender, if appropriate.

3.2.8 Unlawful Activity/Reporting of Arrests and Convictions

Any employee who is arrested for, charged with, convicted of or pleads guilty to any offense other than a non-moving traffic violation must self-report that offense to the Executive Director within 24 hours. Failure to report an offense may lead to disciplinary action.

3.2.9 Internal Investigation and Search Policy

From time to time, CPSC may conduct internal investigations pertaining to security, auditing or work-related matters. Employees are required to cooperate fully with and assist in these investigations if requested to do so.

Whenever necessary, CPSC reserves the right to search without notice work areas (i.e., desks, file cabinets, computers, etc.) and personal belongings (i.e., backpacks, purses, vehicles, etc.) if there is a reasonable suspicion to believe that any CPSC policy or law is being, or has been violated. CPSC may provide desks, computers, lockers and other items for the use by CPSC's employees. At all times, these items remain the property of CPSC. Employees are expected to cooperate with CPSC's workplace searches. While CPSC will generally try to obtain an employee's consent before conducting a search of work areas or personal belongings, it may not always do so.

Any employee who refuses to submit to a search or is found in possession of prohibited articles will be subject to disciplinary action up to and including termination. Employees with questions regarding this policy should contact the Executive Director.

3.2.10 Drug and Alcohol-Free Testing

In order to protect the interests of CPSC, its students, its employees, and the public, the School may take reasonable measures to ensure that the school property remains free of illegal drugs, the illegal use of legal drugs, and alcohol at all times. The measures taken may include, at the discretion of management, but shall not be limited to, the following:

1. Testing of Applicants. The School reserves the right, as a condition of employment, to implement a drug testing procedure as a routine part of the pre-employment application process for all job applicants who have otherwise been approved for employment, but before hire. If an applicant refuses to submit to a drug test or tests positive for drugs, he or she will not be considered for employment.
2. Testing of Employees. The School reserves the right, as a condition of continued employment, to require any employee to submit to a breathalyzer test, urinalysis or other drug and/or alcohol test in any one or more of the following circumstances:
 - a. Reasonable suspicion testing – Any employee of the School may be required to submit to a drug and/or alcohol test when a supervisor or other management employee has reasonable suspicion to believe that the employee is under the influence of alcohol or illegal drugs or is abusing prescription drugs during working hours or while on the School's property. Factors which may raise reasonable suspicion include, but are not limited to:
 - Excessive absenteeism or tardiness

- Deterioration of job performance
 - Significant changes in personality, dramatic mood swings, abusive behavior, or insubordination
 - Reliable reports from employees or other credible sources
 - Unexplained, frequent absences from normal work area
 - Unusual, irrational or erratic behavior
 - Difficulty in motor coordination, poor muscle control, unsteady walking, nervousness, slurred speech
 - Direct observation of drug or alcohol use or discovery of evidence of drug or alcohol possession or use in the employee's vicinity
 - Impaired short-term memory or logical thinking
- b. Post-accident testing – The School may require a drug and alcohol test of any employee involved in an injury, accident or near accident (one in which safety procedures were violated and/or unusually careless acts were performed) on school grounds or during working hours.
- c. Periodic or random testing – The School may require employees to submit to drug and alcohol testing as a follow-up upon returning to work after illness or injury, after a positive test result, or on a random basis if the employee is a school bus driver or other commercial motor vehicle operator employed by the School.

All positive test results will be confirmed by a second test. Employees have the right to retest a confirmed positive sample at the same or another approved laboratory, at their own expense. If an employee refuses to participate in a requested test, or tests positive for drugs or alcohol, the employee will be subject to disciplinary action, up to and including termination of employment.

Alcohol is prohibited everywhere on campus.

This policy is intended to comply with all state and federal laws, including anti-discrimination laws and procedures for conducting drug and alcohol testing.

3.3 General Employment Policies and Procedures

3.3.1 Employment of Personnel

All candidates for employment must apply for positions through the Executive Director. Criteria to be used in screening applicants will include meeting the minimum requirements for a position, experience and work record, certification, scholastic record, recommendations and evidence of commitment to the school's philosophy. Criminal background checks are required pursuant to North Carolina law.

Employment with CPSC is based on mutual consent; both the employee and CPSC have the right to terminate employment at any time, with or without notice, for any lawful reason, or for no reason at all.

No provision in this handbook or any other personnel policy or procedure document shall be construed to the contrary or construed to limit this right in any way. No supervisor, employee or other representative of CPSC is authorized to alter the terminable at-will nature of employment with CPSC or make any agreement to the contrary. Any agreement altering or modifying the terminable at-will nature of employment with CPSC must be in writing signed by the Executive Director and approved by CPSC's Board of Trustees.

CPSC is committed to fair and equitable treatment for all employees. Good-faith complaints, grievances, questions, comments, suggestions, or ideas are of interest to CPSC. CPSC encourages its employees to communicate such good-faith complaints, grievances, questions, comments, suggestions, or ideas to their supervisor, or the Executive Director.

3.3.2 Employment of Relatives & Nepotism

CPSC recognizes that there are times when the most qualified candidate for a particular vacant position might be related to a current employee. CPSC further recognizes that an educational institution functions best when all staff members are free of situations which might encourage conflicts of interest in the supervision and evaluation of employees. The following guidelines shall be established to eliminate the possibilities of conflicts existing in the direct supervision and evaluation of an employee:

Central Park School for Children will not place any employee under the direct supervision of a member of that employee's immediate family. An employee's immediate family includes the employee's spouse, child, parent, brother, sister, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandmother, grandfather, grandson, granddaughter, stepmother and/or stepfather.

No member of an immediate family of an employee will be shown preference for employment in either a temporary or permanent position because of that family relationship. No employee or Board of Trustees member shall recommend the employment of immediate family without disclosure to the Executive Director or the Board.

Members of the immediate families of Board of Trustees members may be considered for employment in either temporary or permanent positions subject to the Board's Nepotism policy and a Board decision that such employment is in the best interest of the organization. Board of Trustees members must disqualify themselves from discussions or votes related to the employment of immediate family members and will be required to comply at all times with the School's Conflict of Interest policy.

3.3.3 Employee Evaluations

Teaching staff will be evaluated based on the [North Carolina Educator Effectiveness System or NCEES](#). Non-teaching staff will be evaluated based on criteria relevant to their positions. Contracted employees hired through a third party entity will undergo performance reviews on an annual basis. The review process may include the use of state and national standards for the contracted position. The review process is at the discretion of the Executive Director.

3.3.4 Termination

All employment with Central Park School for Children is on an "at-will" basis. While Central Park School for Children hopes its relationships with employees will be long-term and mutually rewarding, the Executive Director has the discretion to dismiss any employee at any time for any reason that is not unlawful.

Dismissal may occur due to conduct listed below, or for other reasons not listed, as determined by the Executive Director:

1. failure to fulfill the responsibilities of one's position in a manner consistent with expected quality of performance
2. inability or refusal to perform job duties
3. insubordination
4. breach of professional ethics
5. moral turpitude
6. harassment
7. unexcused lateness for work

In most cases, a dismissed employee will be given advance notice and/or two weeks severance pay, but the Executive Director may choose immediate dismissal (for example, in circumstances where an employee's presence is deemed harmful to the students or the school or undermines school culture or operations).

Our teachers and staff are vital to the growth and well being of our students and it is because of their invaluable role that it is expected that a teacher or salaried employee give thirty days notice if he/she chooses to resign. If a salaried employee desires to leave prior to thirty days, they must have the consent of the Executive Director. If a 30-day notice is not provided, the Executive Director may request that the State Board of Education revoke the teacher's license/certificate for the remainder of that school year. A copy of the request shall be placed in the teacher's personnel file. Hourly employees should give notice of resignation to the Executive Director no less than two weeks prior to the proposed date of resignation. (Such acts of courtesy will be entered on the employment record.)

If applicable, final payment of salary and other compensation due for terminated employees will be made on the next scheduled payday. Employees are expected to return all keys and other property of Central Park School as well as provide passwords and other access information at the termination of employment for any reason. Failure to return such property or provide passwords and access information may result in consequences including the involvement of law enforcement or legal action.

3.3.5 Employee Grievances

It is the policy of the Board, in keeping with the ultimate goal of serving the educational welfare of children, to develop and practice reasonable and effective methods of resolving employee disputes and/or complaints. The Board values open communication between faculty, staff, administration, and the Board. The Board also believes that individuals can generally resolve their disputes through open, respectful communication. If a situation arises that cannot be informally resolved by the parties involved, employees should utilize the Board's Grievance Procedure policy and file a formal written Grievance. A copy of the policy is found in Appendix 3 is available in the school office at both the Elementary and Middle School.

The purpose of the Grievance Procedure is to maintain recognized channels of communications and to secure equitable solutions to disputes and/or complaints that remain unresolved after the parties have exhausted less formal channels of communication and resolution. When filing a Grievance, employees must state the facts of the grievance, state the remedy sought, and express their opinions without fear of reprisal. No reprisal of any kind will be taken by the Board or by an employee of the school against any employee on account of that employee filing a Grievance in accordance with the Grievance Procedure policy.

The Board wishes to emphasize that the School is an at-will employer, and the Grievance Procedure policy does not modify the at-will employment relationship between the School and its employees.

The CPSC Community Grievance Policy for parents is found in the Parent/Student Handbook.

3.3.6 Personnel Files

Personnel files are maintained by the Executive Director, Elementary or Middle School Directors dependent on direct reports for all personnel who work for the Central Park School for Children.

- All complaints, commendations, evaluations made by the supervisor and/or administrative staff, and suggestions for correction or improvement relating to the employee must be placed in his or her file.
- Access to the file of the employee will be limited to the employee, the school officials involved in the supervision and evaluation of the employee, anyone with a need to review such files, anyone to whom the employee has given written consent, or a court of law that has subpoenaed the information.
- An employee may respond in writing to a complaint, commendation, suggestion, or evaluation. This response will also be included in the file.

- If any employee wishes to review his/her personnel file, they should make an appointment to meet with the Executive Director or Business Manager.
- Every employee may have access to his/her own personnel file (except pre-employment data) during working hours, provided that reasonable notice is given to the Executive Director/Business Manager.

A cumulative file for each career teacher will be maintained. All documentation related to licensure renewal credit and the Personal Growth Plan will be maintained in this file. Career teachers will be provided with a copy of all items included in the cumulative file annually.

Non-confidential file information will contain: name, age, date of original employment or appointment, current position title, current salary, date and amount of most recent increase or decrease in salary, date of most recent change in position classification, status, and current assignment. Such information is available to anyone making a public record request.

3.3.7 Outside Employment/Conflict of Interest

All employees will present themselves in a professional manner that supports the core values of the school. CPCS teachers work under a position of trust when it comes to the academic development of students. All employees are expected to be mindful of the impact their conduct, actions and words may have on the School and its community.

All CPCS staff members, full and part-time, will acknowledge any conflict of interest, perceived

or real, which may interfere with, impacts, or jeopardize their decision-making process while working or conducting school business. Conflict(s) of interest may involve membership in certain organizations that are contrary to the school's core values and can damage the school's reputation. Please see the School's Conflict of Interest Policy for more information.

Responsibilities related to employment with Central Park School will take precedence over any form of outside employment. Outside employment is not allowed when it prevents the employee from performing responsibilities in an effective manner or when it raises any question of conflict of interest should the employee's position in the school provide access to information or other advantage useful to an outside employer.

All tutoring of students will be monitored and assessed by the Executive Director and Elementary or Middle School Director. Authorization for tutoring students in your class outside of school hours or off-site from the school facility is at the discretion of the Executive Director. Classroom teachers may not babysit for students enrolled in their class.

No staff member will engage in any type of private business during school time or on school property, or use CPSC facilities, equipment or materials in performing work outside the school.

Goods Used by The School: No school employee may serve as an agent for any manufacturer, merchant, dealer, publisher or author of any merchandise to be used at CPSC. No school employee may receive any gift, reward or promise of reward for recommending or procuring the use of any goods by CPSC.

Confidentiality: No school employee may use confidential information obtained in the course of employment for pecuniary benefit, or allow another employee to do so.

3.3.8 Criminal Records Check Policy

According to NC Charter School law GS_115C-238.29F (e) (1), all NC Charter Schools shall adopt a background check policy mirroring the local board of education policy that requires an applicant for employment to be checked for a criminal history, as defined in G.S. 115C-332. CPSC is required to apply its policy uniformly in requiring applicants for employment to be checked for a criminal history before the applicant is given an unconditional job offer. According to NC charter school law, a charter school may employ an applicant conditionally while the board is checking the person's criminal history and making a decision based on the results of the check.

CPSC is required by the state of North Carolina to conduct criminal background checks for all staff including full-time, part-time and substitutes, which will be done upon the acceptance of a conditional employment offer. A criminal records check may also be conducted on a selective, random or rotating basis for any current employees, annually rehired employees, and employees whose contracts are scheduled to be renewed.

The Executive Director and Principals will be required to also undergo a credit history check and civil records check in addition to the criminal background check and a Social Security Search.

In order to conduct an accurate check of criminal records, all applicants for employment and any current employee may be required to submit to fingerprinting as part of the background check process. The refusal to consent to a criminal records check or fingerprinting will result in the applicant not being offered employment, or if a conditional offer has been made, the offer will be withdrawn or the employee's employment will be terminated, as applicable.

If a person omits information or gives false information concerning his or her criminal history on his or her employment application, background check form, resume or any other required or submitted application-related document, that person may not be offered employment. If the person has been: (a) hired, or (b) offered employment conditioned on the results of a criminal history check, the person will be subject to disciplinary action up to and including dismissal or the offer of employment will be withdrawn, as applicable.

The Executive Director will review all criminal background checks. If a criminal history presents itself in a review, the CPSC Board of Trustees shall review the criminal history it receives on a person. The Board shall determine whether the results of the review indicate that the applicant or employee (i) poses a threat to the physical safety of students or personnel, or (ii) has demonstrated that he or she does not have the integrity or honesty to fulfill his or her duties as public school personnel and shall use the information when making employment decisions and decisions with regard to independent contractors. The Board shall make written findings with regard to how it used the information when making employment decisions and decisions with regard to independent contractors.

The Executive Director will notify applicants if any adverse results are found and the applicant will be given a chance to respond with any relevant explanation. CPSC shall apply its policy uniformly in requiring applicants for school personnel positions to be checked for a criminal history.

Each employee is required to notify his or her immediate supervisor within five calendar days after any felony or misdemeanor criminal conviction, guilty plea or plea of no contest. Any employee who is aware of any criminal conviction, guilty plea or plea of no contest of another employee should notify their supervisor or an administrator.

There shall be no liability for negligence on the part of the CPSC Board of Trustees, or its employees, or the State Board of Education, or its employees, arising from any act taken or omission by any of them in carrying out the provisions of this section. The immunity established by this subsection shall not extend to gross negligence, wanton conduct, or intentional wrongdoing that would otherwise be actionable. The immunity established by this subsection shall be deemed to have been waived to the extent of indemnification by insurance, indemnification under Articles 31A and 31B of Chapter 143 of the General Statutes, and to the extent sovereign immunity is waived under the Tort Claims Act, as set forth in Chapter 31 of Chapter 143 of the General Statutes.

Any applicant for employment who willfully furnishes, supplies, or otherwise gives false information on an employment application that is the basis for a criminal history record check shall be guilty of a Class A1 misdemeanor. (1995, c. 373, s. 1; 2001-376, s. 1; 2012-12, s. 2(rr).)

Any staff members, coaches or volunteers that will be driving students for school related purposes will be required to have a Motor Vehicles Check performed in addition to the criminal background check stated above. The Executive Director's background check will be requested and reviewed by the Board's Governance Committee.

Information obtained through the implementation of this policy shall be kept confidential as provided in Article 21A of Chapter 115C of the North Carolina General Statutes, and NC GS §115C-332(e). However, the criminal history received on any person who is certificated, certified or licensed by the State Board of Education will be provided to the State Board as required by NC GS §115C-332(e).

3.3.9 Parking

Because of its urban location and limited budget, CPSC does not own parking spaces and therefore cannot provide parking spaces for employees. The parking lots adjacent to our buildings are reserved for families and visitors. Teachers who need to unload materials may use the drop-off lane before student drop-off begins.

- **For our Elementary campus**, on-street parking is available within a block of the school on Washington Street (one block west), on Trinity Avenue (adjacent to the north), and on Foster Street (one block south).
- **For our Middle School campus**, staff parking is available in the back of campus, near Warehouse in front, and along the street across from the warehouse.

3.3.11 Changes in Employment Records

It is the employee's responsibility to advise the school of name, address, and telephone number changes as well as additional educational degrees. Prompt notification will help maintain accurate employment records for pay, leave, salary verification and other purposes.

3.3.12 Building Access

The school offices will remain locked during all non-school times. Administrative staff members will be issued keys for building entry to their classroom during non-school hours. All external doors will remain locked at all times. Teachers should lock their classroom door when they are not in their classroom. All staff must follow the Visitor Policy as set forth in the Parent/Student Handbook. Staff shall not allow any visitor into any building without a proper visitor badge except during project celebrations, field trips and other special events where a sign in sheet may be used for visitors. Otherwise, any visitor that is on campus and does not have a visitor badge shall be escorted to the front office. If any staff member has a concern about an unauthorized person on campus, they should contact an administrator immediately. It is the responsibility of all staff to ensure that all visitors are following the Visitor Policy, therefore all staff MUST report any unauthorized visitors to an administrator.

3.3.13 Keys and Access Fobs

Keys and Fobs to CPSC's property or premises are issued to eligible employees for official CPSC business only and remain the property of CPSC only. Employees are not to copy, loan or make keys available to any other person. Lost or stolen keys should be reported immediately to the Executive Director and keys and access fobs must be turned in immediately upon request.

3.3.14 Employment Identification/Badges

The school will provide all CPSC employees an identification badge to validate their employment with the school. The badge is to be on your person, while on campus and authorized school events. The badge is the property of CPSC and must be replaced when lost, stolen or unreadable. The employee will surrender their badge upon termination of their employment.

3.3.15 Personal Items Brought on Campus

Employees are responsible for any personal items brought on campus. CPSC will not be held responsible for any personal items belonging to employees that get damaged, lost or stolen. Valuable personal items, such as purses and all other valuables should not be left in areas where theft might occur.

3.3.16 Driving

Employees may drive their own personal vehicles while conducting CPSC business. These employees must maintain adequate personal automobile liability insurance. Employees shall not use their personal vehicles to transport students at any time, unless directed by the Executive Director, Principal, or his/her designee.

3.3.17 Employment Reference, Verification and Inquiries

All references, inquiries, or verifications of employment regarding any current or former employee of CPSC shall be directed to CPSC's Executive Director. No individual employee is authorized to provide a reference or answer such inquiries unless approved to do so by CPSC's Executive Director or the Board of Trustees. This includes but is not limited to inquiries and verifications pertaining to employee compensation, terms of service or position. It is CPSC's policy to provide only the following reference for any current or former employee: dates of employment, position, salary, and whether the individual would be rehired.

3.4 Employee Responsibilities

3.4.1 Code of Ethics or Code of Conduct

Each employee is responsible for both the integrity and the consequences of his or her actions and is expected to perform his or her job according to the highest standards of honesty, integrity and fairness. Employees shall perform their jobs in a competent and ethical manner without violating the public trust or applicable laws, policies and regulations.

3.4.2 Reporting Child Abuse or Neglect

Any school employee who has reason to suspect that a child is the victim of child abuse or neglect has a legal obligation to report the case in accordance with the following procedures:

- The employee must promptly report the case to the Executive Director and Counselor. The Executive Director must then report the suspected child abuse or neglect to the Department of Social Services (DSS). This requirement is mandatory according to the North Carolina Child Abuse and Neglect Reporting Law. If the Executive Director does not report to DSS, the employee must do so.
- Once the suspected abuse or neglect is reported, school employees should refrain from further investigation. If the child needs medical attention, the reporting employee should inform the child protective services investigator when making the report. Information regarding suspected child abuse or neglect should be shared only among appropriate school staff who are asked to assist in the investigation by DSS.

Sometimes circumstances arise in which an employee suspects abuse or neglect but does not want to report it because the filing of the report may destroy his/her rapport or relationship with the family or employee. However,

failure to file a report of suspected abuse or neglect places both the employee and CPSC at risk. If you are struggling with a concern about possible abuse or neglect, you should discuss the matter at once with the Executive Director.

3.4.3 Child Sexual Abuse and Sex Trafficking Training Policy

It is the intent of this policy to comply with North Carolina law with respect to child abuse and sex trafficking, including N.C.G.S. 115C-218.75(g). Those laws require that CPSC adopt and implement a child sexual abuse and sex trafficking training program in accordance with N.C.G.S. 115C-375.20. Specifically, N.C.G.S. 115C-375.20, states as follows:

(1) School personnel. – Teachers, instructional support personnel, principals, and assistant principals. This term may also include, in the discretion of the employing entity, other school employees who work directly with students in grades kindergarten through 12.

(b) Each employing entity shall adopt and implement a child sexual abuse and sex trafficking training program for school personnel who work directly with students in grades kindergarten through 12 that provides education and awareness training related to child sexual abuse and sex trafficking, including, but not limited to, best practices from the field of prevention, the grooming process of sexual predators, the warning signs of sexual abuse and sex trafficking, how to intervene when sexual abuse or sex trafficking is suspected or disclosed, legal responsibilities for reporting sexual abuse or sex trafficking, and available resources for assistance. This training may be provided by local nongovernmental organizations with expertise in these areas, local law enforcement officers, or other officers of the court. All school personnel who work with students in grades kindergarten through 12 shall receive two hours of training consistent with this section in even-numbered years beginning in 2020.

(c) No entity required to adopt a child sexual abuse and sex trafficking training program by N.C.G.S. 115C-47(64), 115C-218.75(g), 115C-238.66(14), or 116-239.8(b)(17), or its members, employees, designees, agents, or volunteers, shall be liable in civil damages to any party for any loss or damage caused by any act or omission relating to the provision of, participation in, or implementation of any component of a child sexual abuse and sex trafficking training program required by this section, unless that act or omission amounts to gross negligence, wanton conduct, or intentional wrongdoing. Nothing in this section shall be construed to impose any specific duty of care or standard of care on an entity required to adopt a child sexual abuse and sex trafficking training program by G.S. 115C-47(64), 115C-218.75(g), 115C-238.66(14), or 116-239.8(b)(17)."

Such a program shall be adopted and implemented by January 1, 2020, and training shall be required for school personnel beginning with the 2020-2021 school year. CPSC program under this policy shall be conducted in accordance with North Carolina law and supervised by the Executive Director and School Administration.

3.4.4 Relationships with Students

All CPSC employees are expected to conduct themselves in a professional and appropriate manner at all times. Relationships between staff and students that "grooming," "dating," "courtship," or "romantic involvement" are strictly prohibited. We encourage staff members to set Facebook and Instagram profiles to private and to not allow students to follow them or friend them on social media. CPSC strongly discourages engaging individual students and parents via personal emails or social media. Please refer to CPSC's social media policy. We will add an Appendix in summer (appropriate, inappropriate, and harmful examples, ratio present, appropriate and inappropriate times for one on one interactions, details of what that looks like).

3.4.5 FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all educational agencies and institutions that receive funds under any program administered by the Department of Education. The law prohibits a school from disclosing personally identifiable information from students' education records without the consent of a parent or eligible student, unless an exception to FERPA general consent rule applies.

CPSC employees, contractors and volunteers are exposed to confidential information daily. Information concerning children and their families should be treated as confidential information, including personally identifiable information from students' education records. The CPSC staff with access to this information do not have the right to give this information to anyone who does not have a legitimate professional reason for access. Teachers or other staff members can be held liable for the individual release of information. Staff members are not permitted to discuss information about their students in open areas or where parents or other students have access. Anything said in meetings discussing students is considered confidential!

Do not put a student's name in the subject box of an email. Treat their names as confidential as well.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." If you have questions regarding FERPA or have received a request for educational records, please contact the Executive Director. See FERPA:

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

3.4.6 Confidentiality

Respecting the privacy of our students, donors, staff, and volunteers of CPSC itself is a basic value of CPSC. Confidential information should not be disclosed or discussed with anyone without permission or authorization from the Board of Trustees. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared.

Employees, volunteers and board members of CPSC may be exposed to information, which is confidential and/or privileged and proprietary in nature. It is the policy of CPSC that such information must be kept confidential both during and after employment or volunteer service. Staff and volunteers, including board members, are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service.

Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal.

3.4.7 Attendance and Punctuality

Attendance and punctuality are important factors for your success within our school. We work as a team and this requires that each person be in the right place at the right time.

If you are going to be late for work or absent, notify their supervisor or the Executive Director as far in advance as is feasible under the circumstances, but no later than 8:00 AM on the day of your absence. Personal issues requiring time away from your work, such as doctor's appointments or other matters, should be scheduled during your non-working hours if possible. Failure to timely report an absence may result in disciplinary action.

If you are absent for three days without notifying CPSC, it is assumed that you have voluntarily abandoned your position with CPSC, your employment with CPSC is terminated and you will be removed from the payroll.

3.4.8 Tardiness

Notwithstanding unexpected or personal emergencies, every teacher and staff member is expected to arrive on time for work. Punctuality demonstrates personal commitment, organization, work ethic, and discipline. Start time is 8:00, grace period until 8:10 (once supervising students begins). If staff is not going to be in place by 8:10, they must notify the building supervisor and front office, so coverage can be arranged. After 3 of these incidents administration will follow these next steps

1. Verbal Warning with note with the Campus Director
2. Written warning, with support plan, a modification to the day/explanation
3. Final written warning, with an action plan
4. Conference with Executive Director, which may result in suspension or termination

3.4.9 Medications at School

Under no circumstance should any student K-8 have any medication (prescription or OTC/non-prescription, including but not limited to throat lozenges containing medicine, tinctures, homeopathic remedies, etc.) on their person, in their book bag or in their lunch bag (other than approved self-carry medication as described below). All medications must come through the main office to be accounted for throughout the school year.

Prescription Medications:

If a doctor orders medication to be given during the school day, office personnel will administer it, as directed. If school personnel administer medications, it will be under the following conditions:

- Medication Request Form/Medication Log signed by a physician with specific directions for administration must be submitted to the school office. These forms are available in the office and on the school's website.
- The bottle/container with the pharmacist's label designating the patient's name, instructions, and name of drug and name of physician must be submitted to the Director of Student Services. If this person is unavailable, please give it to the Receptionist.
- Parents/Guardians of Middle School Students (5-8) can request permission for the student to self-carry emergency medications (Epi-Pens, Inhalers) by completing a form with the physician. This 65 form is available in the office and on the school's website. If a student misuses this privilege, they will not be allowed to self-carry for the remainder of the school year. Medication is kept in the office except for emergency medications (i.e. epipens, inhalers) which are kept in the red emergency bag that follows the child for all indoor and outdoor activity.

Non-Prescription Medications:

- **Elementary School:** Office personnel may administer non-prescription medicine to students in elementary school if the Medication Request Form/Medication Log has been filled out and signed by the physician and the parent/guardian. A record is kept of all children receiving medication.
- **Middle School:** Students in middle school may take non-prescription medications as long as parents have completed the Medication Request Form/Medication Log . Medications, both prescription and nonprescription, must be brought to the office by the parent in the original, labeled container with the student's name and date, along with written, signed instructions from the parent. The main office will store the medication appropriately and administer it according to the indicated dosage and schedule.

Diabetes, Asthma, Life Threatening Allergies & Concussions The School will work with parents/guardians to develop a Diabetes Care Plan, an Asthma Care Plan, an Allergy Action Plan, and/or Concussion Plan for all children with diabetes and/or asthma and/or life threatening allergies. Parents should make school personnel aware of their child's medical needs so that the School can respond appropriately. Parents of children who need a 504 accommodation plan to meet her/his medical or educational needs should contact the 504 Coordinator.

3.5 Employee Status and Benefits

3.5.1. Employee Status

Permanent, Full-Time Employee - An employee who is employed to work more than 30 hours or more a week for nine or more months per year. These employees are eligible for benefits as outlined in the benefits sections and benefits plans.

Part-Time Employee - An employee regularly scheduled to work less than 30 hours per week. This person will only receive those benefits mandated by state or federal law.

Temporary Employee - An employee who has been hired for a limited period of time, which usually does not exceed three to six months. This person will only receive those benefits mandated by state or federal law.

In addition, all employees are classified, according to the Fair Labor Standards Act as "Exempt" or "Non-Exempt."

- Non-exempt employees must maintain an accurate record of all hours worked and will be paid overtime for all hours worked in excess of forty (40) in the pay week. Non-exempt employees may be full-time, part-time, or temporary and are paid on an hourly basis. All overtime must be authorized in advance by the Executive Director.
- Exempt employees are not eligible for overtime pay and are paid a predetermined salary. Exempt employees may be full-time, part-time, or temporary. ***The predetermined salary may only be reduced for specific, lawfully permitted reasons.***
- If you believe that an improper deduction has been made from your predetermined salary, you must notify the Executive Director. The reason for the deduction will be thoroughly investigated and if it is determined that an error was made, you will be reimbursed.

3.5.2 Payroll

All CPSC employees are subject to the terms of employment and compensation contained in their individual employment contract. Unless otherwise noted, the employees will be paid on a twelve-month basis with checks being disbursed on the 20th of the month unless the pay date falls on a holiday or a weekend. In that event, paychecks will be disbursed the day before the holiday or weekend. Teachers starting employment after the beginning of the school year will be paid on a pro-rata basis.

3.5.3 Hourly Pay

All hourly employees and staff that are assigned extra duties that are paid by the hour, must clock in and clock out of the EmployeeInq.LINQ.com system. The employee will need to create an account in the system using a personal email address and the school's unit number of 32K. Once the job assignment has been entered into the payroll system by the business manager, employees will be allowed to clock in and out. If the employee misses clocking out, a "Time Correction" form must be completed, approved by the supervisor and turned in to the business office before the end of the pay period. The "Time Correction" forms can be found at the front office at each campus. The pay period for hourly pay ends the 2nd Friday of each month. The pay schedule is posted in the front office of each school.

3.5.4 Wage Garnishments

From time to time, we may be required to withhold monies from an employee's pay. If CPSC receives a court-authorized garnishment or levy, the affected staff member will be notified promptly.

3.5.5 Payroll Deductions

Your payroll and earnings deductions are detailed with your check. Mandated and voluntary deductions generally include: Federal and State income tax; Social Security and Medicare contributions; court ordered garnishments and wage attachments; retirement plans, as well as employee paid benefits.

3.5.6. Benefits Summary

Permanent full-time employees are eligible for benefits. Full-time employees are defined as employees working at least 30 hours per week for nine or more months per year.

Full-time employees are eligible to receive:

- NC State Health Insurance
- North Carolina Teacher and State Employees' Retirement System Benefits (Go to myncretirement.com to see the State's specific requirements)
 - Retirement
 - Disability
 - Death Benefit
- Worker's Compensation
- NC Total Retirement Plans (401(k) & 457 Plan)
- Direct Deposit
- Professional Liability Insurance
- Sick Leave
- Shared Leave Program
- Professional Leave
- Personal Leave
- Paid Holidays/Vacation

Benefits are described in more detail below. CPSC reserves the right to modify, change or cancel any benefits provided with notice to employees at any time in the School's sole discretion.

3.5.7 Health Insurance

Health insurance coverage is provided for full-time permanent employees through the North Carolina State Health Plan for Teachers and State Employees (<http://www.shpnc.org/>). The Business Manager will create an SHP account for you and email the username and password to new hires along with enrollment instructions. You have 30 days from your hire date to enroll for your health insurance. If you have other insurance and will not enroll into the plan, please log into your account, and decline the health insurance.

3.5.8 Employee Paid Insurance Policies

First Financial Group of America provides Central Park School for Children employees with dental insurance, vision insurance, Flex 125 Cafeteria plan for dependent care and medical reimbursement, disability, life insurance, telemedicine, critical care insurance and accident insurance. These are optional employee paid policies and the premiums will be a monthly payroll deduction. All employees are responsible for understanding and being knowledgeable regarding the policies they elect from the First Financial Group of America. Call First Financial

Group of America at 800-924-3539 for information and support. New employees have 30 days from their hire date to enroll. The annual open enrollment is offered to full-time employees each year in May/June.

CPSC reserves the right to modify, change or cancel any benefits provided with notice to employees at any time in the School's sole discretion.

3.5.9 Teachers & State Employees Retirement System Benefits

Retirement

Permanent, full-time (30 hrs. or more) employees are covered by the North Carolina Teachers and State Employees Retirement System. Employees contribute 6 percent of their monthly salaries, and employers contribute a percentage of employee wages to the Retirement System. Employee contributions are paid with pre-tax dollars, thereby reducing current state and federal income taxes. Please visit www.myncretirement.com for specific information on this benefit.

Disability

Employees can receive a short and/or long term disability income benefit through the NC Teachers and State Employees Retirement System. Please refer to the plan documents and go to myncretirement.com for specific information on the eligibility and benefits.

Death Benefit

After one year as a contributing member of the Retirement System, employees may be eligible for a death benefit. Please go to myncretirement.com for specific information and plan documents.

Benefits from the Teachers and State Employees Retirement System are subject to change by the State of North Carolina General Assembly. Go to myncretirement.com for more information.

3.5.10 Workers' Compensation

The School carries workers compensation insurance as required by law for the benefit of the employees. If an employee is injured at work, they need to report the incident to the business office or the Executive Director.

3.5.11 North Carolina 401(k) & NC 457 Plans

Participation is available in the NC 401(k) and 457 plans which are administered by Prudential. To enroll and get specific information about each plan, contact Tripp Madden at 919-522-5514 or email him at Tripp.madden@prudential.com or go to myncretirement.com.

3.5.12 Credit Union
You are eligible to belong to the State Employees' Credit Union with your service to the school. Any loans may be set up with payroll deduction.

4 Information for 10-Month Employees

Teachers are directly responsible to their Campus Director. The primary functions of teachers are to promote the positive growth and development of students within the context of the school's philosophy and to assume defined responsibilities toward the efficient operation and improvement of the total program of the school.

The Board of Trustees is committed to the employment and support of staff who are dedicated to the school's philosophy of education and who have a passion for excellence.

4.1 Uncommon Community, Uncommon Education: Community Building

Because our school is a public school, the Board has the responsibility of maintaining a minimum basic program of instruction required by state law and of initiating improvement beyond that minimum. Teachers must accordingly observe federal as well as state laws in developing instructional plans.

Central Park School for Children, however, was created to provide an “uncommon education”—one that is based on the principles of child-centered instruction. Such instruction challenges each child as an individual, seeks to complement a child’s strengths and weaknesses, and is mindful of different intelligences and learning styles. Our methods, derived from research about how children learn best, are grounded in the concepts of learning by doing; of integrated, project based learning; and of individualized, developmentally appropriate goals.

The original name of our school was The Community School for Children (before we found the Central Park location), reflecting the commitment of the Board of Trustees to the exploration of new levels of communication, partnership and community.

Teachers should be familiar with the school’s **Charter**, particularly the curriculum section, and be committed to achieving the goals of Central Park School for Children. Some of these goals and the responsibilities they entail for teachers are described below. Teachers must be familiar with every policy in the [Parent/Student Handbook](#) in addition to all policies in this **Employee Handbook**.

4.1.1 Partnership with Parents

A cornerstone of The Central Park School for Children is a true partnership with parents. Teachers are at the center of this partnership, and their communication with parents is crucial to the success of the partnership. We have discovered that parents are interested primarily in how our philosophy affects their child, and they turn to teachers for explanations of the school’s philosophy and curriculum. Teachers should therefore look for ongoing opportunities to educate parents about our philosophy and how it operates in the classroom, both by encouraging informal conversations and making time for meetings and activities in between regularly scheduled conferences.

Teachers should work with their class parents to include all parents in class activities. Quarterly meetings of the parents as a group around class projects or topics of interest to all are also recommended as ways of involving parents. CPSC sends “News and Announcements” updates to all families via email, with a paper version available by request. Teachers are expected to send regular newsletters (biweekly or weekly) to the families of their students.

4.1.2 Homework Policy

Please see our [Homework Policy](#) in the Family Handbook.

4.1.3 Classroom Open Houses & “Back to School” Night

Teachers are our prime resource for parent education about many issues vital to the school. Teachers are thus expected to host class open houses or meetings at least once each quarter. The school hosts “Back to School” nights early in the school year for parents to visit their child(ren)’s classroom, meet the teacher, and learn about plans for the year. At “Back to School” night, teachers should cover the following topics:

- Basics of school philosophy, educational methodology, and small samples or demos of how these translate into classroom practice

- School policies, such as first names, outside play in all weather, parent-conferences (schedule and sign up procedures), portfolios, reading homework, non-violence and anti-bullying policies, lunches/nutrition, birthdays at CPSC, volunteer opportunities and importance of volunteers, etc.
- Specific class policies
- How the teacher will communicate with parents (email, weekly newsletter, etc.) about various subjects (child's progress, general school info, class events, etc.)
- How parents can get in touch with the teacher, preferred times, etc.
- Teacher responsibility for maintaining and updating student emergency information, including how to reach responsible caregivers during the day and evening.
- Safety Issues—especially drop-off.

Class open houses and meetings, especially early on and reiterated frequently, provide opportunities for discussions, questions and explanations that form a basis for clear communication and positive relationships with parents. These meetings are also excellent opportunities to recruit volunteers for projects.

4.1.4 Classroom Fundraising

Soliciting funds from parents for any reason requires the Campus Director's prior approval. A Permission Request Form is available from the front office. Board policy states that students are not permitted to directly sell to the public.

4.1.5 Collecting Money

All money collected by staff must be receipted. Receipt books and cash bags will be provided by the school. The name of the payee, the amount collected and the name of the event must be written on each receipt. Each day the money collected, should be turned into the Business office via the drop boxes at the front office of each school. Each deposit should have the yellow receipts stapled to the Deposit Submission form (forms are in the front office) along with all the money in the cash bag and put in the drop box. The money should be counted and recounted before submitted to the business office. Any money not turned into the business office must be locked up in your classroom or at the front office if left overnight. Do not take money home with you or leave it unlocked on school premises.

4.1.14 Committees

Staff members are expected to serve on at least one committee through the year. Committees are crucial to the development and implementation of school wide programming and systems. All committees report to the Management Team in order to help achieve the school's program goals.

4.1.15 All-School Events

Partnerships with families and in some cases the larger Durham community are also strengthened through all-school events, and teachers' presence at these events is expected and brings special delight to students and parents. All staff are required to attend the All-School Picnic during the first quarter and the Strawberry Festival on the first Saturday in May. Teachers are encouraged to attend two additional all-school events. Socials are planned under the guidance of the PTA and the Management Team. All-school happenings are listed on the school Events Calendar, on [the school website](#), and are highlighted in the weekly News and Announcements.

4.2 Professional Development for Teaching & Support Staff

Because CPSC was founded to provide a public school option that offers child-centered, developmentally appropriate, integrated, hands-on, individualized and project-based learning, the Board of Trustees requires that faculty use teaching methods consistent with our charter. Professional growth is critical to excellence in teaching and to the accomplishment of our mission. It is a priority of the Board that teachers become increasingly proficient in delivering the unique education described in our Charter. **Staff development is at the heart of CPSC's ability to deliver our "uncommon education."** At CPSC, we have defined three components of professional development:

1. All-staff training/staff development on issues chosen by the Executive Director, Development Director & School Leadership as important for the school's success,
2. Small group workshops and research projects taken on by collegial cohorts,
3. Individual staff development chosen by the teacher, and approved or recommended by the Executive Director, Elementary or Middle School Director, or Development Director as part of the teacher's Personal Growth Plan.

Ongoing topics of professional development may be explored during faculty meetings at the Executive Director's discretion. Advance notice of after-school meetings will be given.

Teachers whom the Executive Director believes have great potential but who are not fully trained in CPSC methodology and philosophy should be committed to learning about our teaching practices. They may be given as much as two years (Executive Director's discretion) to make significant progress in teaching according to CPSC's stated methodology and philosophy.

New teaching staff are required to participate in a minimum of 3 days (as determined by the Executive Director) of orientation & pre-service training. In addition, after-school workshops may be required for new staff throughout the school year. Teachers will be notified of after-school workshops well in advance.

4.2.1 All-Staff Training for an Uncommon Education

It is crucial to our mission that the faculty shares a well-defined and common understanding of the philosophical and methodological underpinnings of CPSC. To this end, all-staff development will focus on the "hows" and "whys" of an education that is child-centered, developmentally appropriate, integrated, hands-on and emergent (project-based). All-staff training will also be concerned with meeting children's individual needs in the context of a curriculum that supports different learning styles, multiple intelligences, and developmental stages.

The Executive Director, based on his assessment of school needs and NC State requirements for licensure renewal, will plan the CPSC renewal credit hour structure. Staff members will be given a plan that reflects credit hours needed to meet the whole school training requirements and the State requirements for licensure renewal.

4.2.2 Individual Professional Development

Each teacher will develop with the Executive Director or the Elementary or Middle School Director an individual plan (Professional Growth Plan). The plan will include long-term goals as well as short-term objectives in areas where growth is desired, consistent with the school philosophy and mission. The plan and the employee's progress will be reviewed periodically throughout the school year.

As part of a teacher's Professional Growth Plan, the Executive Director and/or the Elementary or Middle School Director recommend specific classes, workshops, conferences, etc. To the extent possible, the school will help teachers access these professional growth opportunities. The ongoing reviews during the school year will allow for communication and flexibility regarding how teachers can be best supported and achieve their goals. One of the outcomes of their personal growth plan may include a presentation to the staff.

Early Release Days will occur the first Wednesday of each month, with training from 2:15 – 5 PM for all staff members. Topics will directly relate to school program goals, and training will take place with either grade level cohorts or in whole group sessions.

4.3 General Information for Teaching & Support Staff

4.3.1 Licensure

The policy of the Board is to employ only certified teaching personnel on a full-time basis and teachers who are working towards certification via licensure. It is the teacher's responsibility to maintain records of credit renewal for submission to DPI.

Newly hired teachers awaiting certification have until February 1st to devise a plan for certification.

Teachers with no plan and actions toward certification will not be offered a returning contract.

4.3.2 License/Certification Renewal

The North Carolina State Board of Education requires all professional personnel to update professional knowledge and technical competency periodically. Every professional license is issued with a five-year renewal cycle. Each license holder is responsible for knowing and satisfying license renewal requirements. Renewal or reinstatement of a professional license is based on fifteen renewal credits or ten semester hours earned within the renewal cycle. Renewal credit must be directly related to the licensure areas and/or professional responsibilities.

Certified teachers who plan to return the next year and know that their license expires June 30 or after should file their renewal paperwork with DPI as early in April as possible. Renewal typically takes several months. It is the teacher's responsibility to maintain records of credit renewal and to submit these to DPI.

4.3.3 Salary

CPSC endeavors to compensate faculty in a manner that will attract first-rate, experienced teachers who value the unique environment and teaching opportunities at our school. Employees are paid according to the licensure level and years of experience as determined by CPSC. As a charter school, we are not tied to the North Carolina Department of Public Instruction pay scale. However, the Board will, as much as possible, work toward salary parity with the Durham Public Schools. Years of service will be transferable to other public teaching positions in NC.

4.3.4 Classroom Expenses

The Executive Director gives each teacher or grade level classroom budget for the year. Teachers are responsible for keeping records of their own classroom expenditures within the budget. At regular intervals, the Business Manager provides teachers with a report of their expenses to assist with record keeping and planning. If a teacher chooses to spend beyond the budget, he/she should keep the following in mind:

- The school does not reimburse for expenses unless they are pre-approved by the Executive Director.
- There are advantages to both the teacher and the school if any overspending is designated as a "donation" to the School:
 - the School can have a better idea of the real costs of the classroom;
 - the Teacher can get a tax deduction and is added to the school's list of donors.

Please ask the Business Manager for more information about how to donate overspending.

4.3.5 Employee Travel Expenses

Travel to attend conferences and workshops requires the approval of the Executive Director. If approved, the school will pay the registration cost or a portion of conference and workshop registration that an employee attends to further his/her training. In addition, an allowance for travel/hotel is provided, as follows:

- Hotel allowance is possible for any travel that is more than 3 hours away from the employee's home one way.
- Gas allowance travel expenses are available at the IRS gas mileage rate when traveling beyond 30 miles in state. All travel expenses are subject to approval of the Executive Director.

4.3.6 Gifts

All CPSC staff employees are not allowed to accept gifts (tokens of appreciation) from any parent, person, company, school, or other government official with a value (or equivalent) of more than \$50.00. In general, gifts are considered tangible or intangible items (e.g., stock certificates), including rebates for merchandise, merchandise gift cards, gratuities, and quid pro quo services. Any gift(s) which exceed this amount must be returned to the originator, and the Executive Director and Board of Trustees must be notified. The high ethical standards of the school must be maintained in order to avoid conflicts of interest, perceived or real, in the local and education communities.

4.3.7 Volunteer Expectations & Guidelines

CPSC's vibrant parent community does amazing things for our school. See the Family Handbook above section Parents as Partners.

4.3.8 Teacher Hours & Responsibilities

It is vital to the smooth functioning of the school, and to the wellbeing of our students, that their teachers are both on time in the morning and available after school for formal and informal networking with other teaching staff, support staff and administrative staff on a daily basis. Teachers are required to:

- Be at school, ready to receive children, no later than 8:00am
- Remain at school until 4:00pm
- Be in attendance for planned after 4:00 pm meetings as scheduled

Because teachers are professionals, many elements of their job require the continuation of service beyond the hours described above. Some examples of these elements are:

- The creation of an exciting classroom
- Program development and joint planning
- Professional growth activities
- Faculty meetings
- Parent conferences
- Special help for individual students
- Care of school property and equipment
- School functions that take place during evening or weekend hours, such as our Back to School Nights, parent conferences, All-School Picnic, Strawberry Festival, Fall & Spring Socials, etc.
- Weekly Class Newsletters

Repeated lateness or early departure, or failure to fulfill professional responsibilities such as those mentioned above, may be cause for non-renewal of a teacher's contract. Please plan accordingly!

4.3.9 Weekly Staff Meetings

Common goals, information, and networking are essential for a strong, involved and effective staff. There is much work to be done to keep everyone on the same page, and regular staff meetings are one of the best mechanisms to help that happen. Therefore, the staff usually meets once a week for a formal weekly Staff Meeting, immediately after school on Wednesday. Staff should plan to participate until the meeting is ended, typically no later than 5:30pm.

The staff may choose another day for regular staff meetings if all members agree. Changes regarding staff meetings may also be made at the Executive Director's discretion. The Executive Director manages the agenda for staff meetings, and staff members are encouraged to make suggestions. Meetings generally target topics that teachers or the Executive Director wish to discuss, administrative issues, policy issues, staff development, etc.

4.3.10 Weekly Grade Level Meetings

Weekly grade level meetings are held to facilitate sharing curriculum ideas, planning and creating timelines for joint projects, field trips, guest artists and use of resources. Grade level staff will choose the day of weekly meetings. One grade level meeting each month will be with the Elementary or Middle School Director to review information on students and address other issues.

4.3.11 Substitute Teachers

4.3.11.1 Planned Absence

If you know you will be out more than 2 days advance, please submit a Substitute Teacher Request in RedRover. Teachers can update their settings in Red Rover to select preferred substitute teachers. Substitute preference will be honored if at all possible. Please note that it is typically not preferred to have the parent or family member of a student in the class as the substitute. When the slot is filled, teachers will receive notification from RedRover by email.

4.3.11.2 Unplanned Absence

When unable to come to school, teachers should notify the Office Manager and Elementary or Middle School Director **by phone and via text** as soon as possible to arrange for a substitute. If you know you will be out in advance, please submit a sub request form in Red Rover. Teachers can update their settings in Red Rover to select preferred substitute teachers. Substitute preference will be honored if at all possible. When the slot is filled, teachers will receive notification from Red Rover by email.

4.3.12 Drop-Off & Pick-Up

As with most schools, the business of children arriving and leaving is difficult. CPSC has additional challenges due to the frontage of both school buildings on a public street with limited reserved parking or turn-off area. Because teachers help with this activity, teachers work with the Elementary or Middle School Director to design a system that is workable. Children's safety is, of course, the primary responsibility, and there are also traffic and zoning requirements.

Prior to the start of the Academic Year, the School Administration will discuss and communicate the Student Drop-Off and Pick-Up locations, traffic pattern/flow, and times. It is expected that teachers will be able to assist during the carline to ensure student safety while optimizing throughout and minimizing traffic impediments to local traffic not associated with the School.

4.3.13 Student Supervision

Students attending public schools are under the supervision of the Executive Director and teachers who have a legal responsibility for the whereabouts and wellbeing of those students. Thus, students should never be unsupervised at school or be permitted to leave the school without their parent or guardian or after having submitted a satisfactory written request from their parents. CPSC has an alternating schedule for supervising students during all-school recess, which allows for teacher planning periods.

4.3.14 Pet & Visiting Animal Policy

Classroom pets provide excellent opportunities for an array of educational activities and can add to the positive environment in a classroom. Teachers should ensure that any pet brought to school will not be a health hazard or nuisance to any colleagues or students. All class pets should be approved in writing by the Executive Director and have necessary vaccinations up to date, with such documentation on file at the school.

It is expected that teachers will see to proper sanitation and containment, as well as to the maintenance and feeding of the animal(s), both routinely and over weekends and longer breaks. In the case of pet visits, teachers should confirm that necessary vaccinations are current, inform the Executive Director in writing of any such visits, and be sensitive to any allergies, fears or concerns people might have.

4.3.15 Field Trips

Field Trips need prior approval from the Executive Director or Elementary or Middle School Director. Field trips have the following guidelines:

- Children not attending the planned field trip must stay home. Except under extraordinary circumstances, children not attending can not join another class at the School during the field trip.
- Teachers are expected to accompany their students on all field trips.
- Teachers are responsible for ensuring that each of their students participating in a field trip has the appropriate, written consent of the student's parent or guardian.
- If the field trip has a cost, the teacher shall include such information on the written consent form for the parent or guardian approval. In alignment with CPSC's equity and inclusion values, students shall not be prohibited from attending a field trip due to financial hardship or inability to pay the complete costs of the trip. In this case, the teacher should work with the School Administration to identify potential solutions, including asking other parents if they can contribute or leveraging School funds.
- Teachers may invite parents or guardians to transport students between the School and Field Trip destination, but the parents or guardians must be registered and approved by the School Administration as drivers in advance. More information about this process is available in the Parent/Student Handbook
 - If a parent or guardian will be driving students, the teacher shall establish a list of drivers and passengers and disseminate the information to all of the classroom parents and guardians 2 days in advance of the trip.
 - Parents and guardians shall be allowed to request a change in their child's driver based on reasonable justification or rationale.
- Teachers may invite parents or guardians to act as chaperones on the Field Trip, but the parents or guardians who drive students (even their own) must be registered and approved by the School Administration as driving chaperones in advance. More information about this process is available in the Parent/Student Handbook. The Field Trip Driver form can be accessed [here](#).
 - If a parent or guardian will be a chaperone, the teacher shall disseminate the information to all of the classroom parents and guardians 2 days in advance of the trip.
 - Parents or guardians may inform the teacher about any questions or concerns with the chaperones, and the teacher shall address these using reasonable judgment.

The Executive Director will inform staff of State regulations for transporting children, which must be observed. Field trip request forms are required for all field trips including neighborhood walking field trips.

4.3.16 Transporting Students

Persons driving students must adhere to all North Carolina driving laws as they pertain to children, such as seat belts, car seats, etc. Regardless of age, students are not permitted to ride in the front seat of the car.

4.3.17 After School Program

CPSC's After School Program (ASP) provides care for students before and after school at both campuses. ASP-run intersession camps are offered during school breaks. The success and growth of ASP depends on support from and communication with teachers and administration. If a child who attends ASP has a health issue, family situation, or behavior event, please inform the ASP Director at your campus.

As a benefit for full time employees, we offer free before- and after-school care for employees' children and grandchildren. We also offer free childcare during Professional Development days that staff are required to attend. We can offer a full discount for 12 month employees during intersession week-long camps (full cost is \$250; staff discount is \$125.00).

4.3.18 Student/Family Information

Teachers are responsible for maintaining current emergency information on their students and knowing how to reach responsible caregivers during the day and evening. Teachers should work with parents and/or parent representatives to make sure emergency information is up to date.

4.3.19 Incident Report

Any serious accidents that occur at the Central Park School for Children will be documented in an Incident Report by the responsible adult present at the time of injury. The usual bumps and scrapes requiring a band aid and/or a bit of sympathy do not generate Incident Reports. Accidents that require parent notification will generate an Incident Report, which will be sent home with the child. Any incident that might show a pattern of inappropriate behavior should be documented. A phone call to the parents will be made to notify them that a written document is coming home.

4.3.21 Non-Title IX Discrimination, Harassment, and Bullying Complaint Process

CPSC takes all complaints of discrimination, harassment, and bullying seriously. The process provided in this policy is designed for those individuals who believe that they may have been discriminated against unlawfully, bullied, or harassed in violation of the School's Non-Title IX Prohibition Against Discrimination, Harassment, and Bullying Policy. Individuals who have witnessed or have reliable information that another person has been subject to unlawful discrimination, harassment, or bullying also should report such violations in the manner provided in this policy. Reports may be made anonymously. This policy does not apply where an individual seeks to assert allegations regarding or related to the identification, evaluation, educational placement, or free appropriate public education of a student under Section 504 or the IDEA, such allegations may be raised through the procedures governing such matter. This Policy also does not apply to Title IX complaints, behavior falling within Title IX or Title VII complaints. Please refer to the School's policies for Title IX and VII matters.

[Non-Title IX Discrimination, Harassment, and Bullying Complaint Process](#)

4.4 Leave and Time Off Information for Teaching & Support Staff

4.4.1 Personal Leave

Permanent 10 month salaried employees working 30 hrs. or more are given a total of 5 days of paid personal days each year, earned at the rate of one half day per month, to be used for short term, non-illness related, but necessary absences. To earn personal days in a given month, employees must be working or be on paid leave during half or more of the workdays in that month. The Executive Director must approve personal leave requests of all personnel, and all personal leave requests must be submitted in writing to the Executive Director no later than one week in advance of the intended leave date. Special permission is required to grant personal days immediately before or immediately following days when students are out of school and on mandatory staff development days.

On June 30 of each year, employees with accumulated but unused personal days will have the excess converted to sick leave and carried forward to the next fiscal year. There is no compensation for unused personal days at any time, including at the time of termination of employment for any reason. Upon retirement, accrued sick leave may be used to increase a teacher's creditable state service.

Personal leave may not be used on the first day the employee is required to report for the school year, during the first month of the school year, on teacher workdays, on days scheduled for state testing, on the day before or the day after a holiday, school breaks or other closures, or during the month of May through the end of the School year, unless the request is approved by the Executive Director.

4.4.2 Sick Leave

Permanent full time employees who are working 30 hours a week or more earn sick leave at the rate of one day per month, up to a maximum of 10 sick days per school year. A sick day is the equivalent of an employee's normal workday. Earned sick days are in addition to any excess accumulated personal leave days that may be converted to sick leave set forth above. Sick leave may be granted for (1) periods of temporary disability, (2) illness of employee or in the employee's immediate family that necessitates the employee's attendance, (3) death in the immediate family, (4) medical appointments and (5) for leave under the Family and Medical Leave Act.

Sick leave may be accumulated indefinitely, and if an employee separates from service prior to retirement, it may be transferred to another state institution if that institution is willing to accept the sick leave. There is no compensation for unused sick days at any time, including at the time of termination of employment for any reason. Upon retirement, accrued sick leave may be used to increase a teacher's creditable state service.

For purposes of this policy, the maximum amount of sick leave an employee may take in a school year is 20. If additional sick days are required and requested, it is under the Executive Director's review and discretion. A school year is defined as July 1 through June 30.

4.4.3 Transferring Sick Days from Other School Systems

If you are transferring from another North Carolina LEA you are eligible to transfer your accumulated sick days into the State Retirement System. It is important to note that because these sick days were not earned at Central Park School, employees may not use these sick days during their employment with Central Park School. It is the responsibility of the employee to consult with his/her former school district to transfer the total number of days. Central Park School will accept transferred sick days from other school systems and report these days to the State Retirement System on the teacher's application for retirement.

4.4.4 Voluntary Shared Leave

CPSC recognizes that employees may have a family emergency or a personal crisis that causes a severe impact to them resulting in a need for additional time off in excess of their available paid time off. To address this need all eligible employees will be allowed to donate paid leave time (sick personal and vacation time) from their unused balance to their co-workers in need in accordance with the policy outlined below. This policy is strictly voluntary.

Eligibility: Employees who donate vacation/sick/personal time must be employed with CPSC for a minimum of 6 months.

Guidelines: Employees who would like to make a request to receive donated personal time from their co-workers must have a situation that meets the following criteria:

- **Family Health Related Emergency:** Critical or catastrophic illness or injury of the employee or an immediate family member that poses a threat to life and/or requires inpatient or hospice health care. Immediate family members are defined as spouse, child, parent or other relationship in which the employee is the legal guardian or sole caretaker.
- **Other Personal Crisis:** A personal crisis of a severe nature that directly impacts the employee. This may include a natural disaster impacting the employee's primary residence, such as a fire or severe storm.
- Employees who donate PTO from their unused balance must adhere to the following requirements:
 - Donation minimum: 4 hours
 - Donation maximum: 120 hours or no more than 50% of your current balance.

Note: Employees who donate time must have sufficient time in their balance and will not be permitted to exhaust their balances due to the fact that they may experience their own personal need for time off. Employees cannot borrow against future personal time to donate.

Employees who receive donated time may receive no more than 20 days within a 12-month period. Employees who are currently on an approved leave of absence cannot donate time.

Employees who would like to make a request to receive donated time are required to complete a request which includes authorization to present their request to the employees of CPSC for the sole purpose of soliciting paid leave donations.

Employees who wish to donate paid leave time to a coworker in need must complete a Donation of Personal Time Form. All forms should be returned to the Executive Director or designee before leave is taken.

Requests for donations of vacation/sick/personal time must be approved by the Executive Director. If the recipient employee has available paid leave time in their balance, this time will be used prior to any donated paid leave time. Donated vacation/sick/personal time may only be used for time off related to the approved request. Paid leave time donated that is in excess of the time off needed will not be returned to the donor.

4.4.5 Family & Medical Leave Act (FMLA)

It is the policy of CPSC to be in full compliance with the Family and Medical Leave Act of 1993. Where the School is required to abide by FMLA, the following policy applies. .

Under the FMLA, the School is required to provide up to twelve weeks of unpaid leave of absence within any twelve month period to employees who have been employed by CPSC for at least twelve months, (not necessarily consecutive) and have worked at least 1,250 hours within the previous twelve-month period. Because of the requirement to work a minimum of 1,250 hours in a twelve-month period to become eligible for FMLA, when an employee has used the twelve-week leave, s/he must work 1,250 hours within the next twelve-month period to become eligible for FMLA again. FMLA leave is unpaid leave unless the employee uses accumulated sick leave. If an employee has accumulated unused sick leave, the employee must use such available sick leave and then any remaining FMLA leave will be unpaid. In the event the Employee uses accumulated sick leave, the sick leave runs concurrently and not in addition to FMLA.

This leave is available to eligible employees under the following circumstances:

- The birth of a child within the first twelve months of the birth
- The placement of a child for adoption or other legal placement within the first twelve months of the adoption or placement
- The employee's own serious health condition, which means an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that prevents the employee from performing the functions of the employee's job.
- The need to care for a spouse, parent, son or daughter (or individual to whom the employee is otherwise in loco parentis) who has a serious health condition.

Additional leave is available in special circumstances for family members of military members as set forth below. Where both spouses are employed by CPSC, they are limited in the amount of family leave they may take for the birth and care of a newborn child, placement of a child for adoption or foster care, or to care for a parent who has a serious health condition to a combined total of 12 workweeks (or 26 workweeks if leave to care for a covered service member with a serious injury or illness is also used as set forth below). Leave for birth and care, or placement for adoption or foster care, must conclude within 12 months of the birth or placement.

Military Caregiver Leave

Eligible employees may take up to 26 workweeks of unpaid leave during a single 12- month period to care for a spouse, son, daughter, parent, or next of kin who is a covered service member with a serious injury or illness. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status or on the temporary disability retired list. A serious injury or illness is one that was incurred by a service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of his or her office, grade, rank or rating.

Qualifying Exigency Leave

Eligible employees may take up to 12 weeks of unpaid leave during a single 12- month period for qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty, or has been notified of an impending call to active duty, in support of a contingency operation. Qualifying exigency leave is available to a family member of a military member in the National Guard or Reserves; it does not extend to family members of military members in the Regular Armed Forces.

Qualifying exigencies include:

- Issues arising from a covered military member's short notice deployment (i.e., deployment on seven or less days of notice) for a period of seven days from the date of notification;
- Military events and related activities, such as official ceremonies, programs, or events sponsored by the military or family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to the active duty or call to active duty status of a covered military member;
- Certain childcare and related activities arising from the active duty or call to active duty status of a covered military member, such as arranging for alternative childcare, providing childcare on a non-routine, urgent, immediate need basis, enrolling or transferring a child in a new school or day care facility, and attending certain meetings at a school or a day care facility if they are necessary due to circumstances arising from the active duty or call to active duty of the covered military member;

- Making or updating financial and legal arrangements to address a covered military member's absence;
- Attending counseling provided by someone other than a health care provider for oneself, the covered military member, or the child of the covered military member, the need for which arises from the active duty or call to active duty status of the covered military member;
- Taking up to five days of leave to spend time with a covered military member who is on short-term temporary, rest and recuperation leave during deployment;
- Attending to certain post-deployment activities, including attending arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs sponsored by the military for a period of 90 days following the termination of the covered military member's active duty status, and addressing issues arising from the death of a covered military member;
- Any other event that the employee and employer agree is a qualifying exigency.

An eligible employee is limited to a combined total of 26 workweeks of leave for any FMLA-qualifying reason, including military caregiver leave or leave for qualifying exigencies, during a single 12-month period, and only 12 of the 26 weeks total may be for a FMLA-qualifying reason other than to care for a covered service member.

Notice of Need for Leave and Certification

Employees must notify their supervisor as well as Human Resources to request leave under this policy. Employees must provide 30 days' advance notice of the need for leave if the need is foreseeable, and must otherwise provide notice as soon as practicable for emergency or unforeseeable needs. Employees must consult with CPSC regarding scheduling of any planned medical treatment or supervision to minimize disruption to the operation of CPSC. Entitlement to FMLA coverage may not be invoked retroactively for previous absences from work.

In requesting leave, employees must provide sufficient information for CPSC to reasonably determine whether the FMLA may apply to the leave request. Depending on the situation, such information may include that the employee is incapacitated due to pregnancy, has been hospitalized overnight, is unable to perform the functions of the job, and/or that the employee or employee's qualifying family member is under the continuing care of a health care provider. Employees seeking leave for their own or their family members' serious health conditions will be provided a certification form, which must be completed by a qualified healthcare provider. Failure to submit the proper certification within fifteen (15) calendar days may revoke an employee's entitlement to continued leave. CPSC has the right to require the opinion of a second health care provider to determine the validity of the initial certification. If the second opinion differs from the original certification, a third opinion from a health care provider who is approved jointly by CPSC and the employee may be required. The third certification will be considered final. When an employee is on leave, subsequent recertification of a medical condition will be required.

In addition to providing the completed certification form, employees requesting FMLA Leave must fill out a Leave Request form.

Employees requesting leave for a qualifying exigency related to a service member must provide a copy of the covered military member's active duty orders and certification providing the appropriate facts related to the particular qualifying exigency for which leave is sought, including contact information if the leave involves meeting with a third party. Employees requesting leave to care for a covered service member with a serious injury may provide certification by an authorized health care provider or a copy of an Invitational Travel Order (ITO) or Invitational Travel Authorization (ITA) issued to any member of the covered service member's family. During the leave, employees are required to notify their supervisor/manager at least monthly, more frequently if requested, of the status of the leave.

Intermittent Leave

Intermittent or reduced schedule leave may be taken when a serious health condition, either the employee's or that of a child, spouse, or parent or covered service member, or for qualifying exigencies, makes this schedule necessary. When medically necessary, an employee may take "intermittent" leave (two or more separate leave periods) or "reduced" leave (where an employee continues to work, but for fewer hours per day or per week). In such cases, the total number of hours or days of leave by the employee is limited to the equivalent of twelve (12) workweeks. CPSC may transfer the employee temporarily to an available alternative position if that position better accommodates recurring periods of leave. Employees must make reasonable efforts to schedule intermittent absences for planned medical treatment so as not to unduly disrupt CPSC's operations. CPSC may make a deduction from an exempt employee's salary for any hours/time taken as intermittent or reduced FMLA leave within a pay period without affecting the employee's exempt status.

Reporting While on Leave.

If an employee takes FMLA leave because of their own serious health condition or to care for a covered relation, the employee must contact the Human Resource manager with updates regarding the status of the condition, and their intent to return to work.

Return to Work

A certification from a health care provider may be required at the conclusion of any leave for the employee's own serious health condition that the employee is able to resume his or her duties.

At the conclusion of leave covered by FMLA, employees will be reinstated to their former or an equivalent position with the same rights, benefits, pay, and other terms and conditions of employment to the extent that they would be entitled to such continued employment without the FMLA leave. Benefits established on an accrual basis such as PTO will not accrue during unpaid FMLA leave. Benefits, which accrued prior to the leave, however, will not be lost.

CPSC reserves the right to deny leave reinstatement to key employees, defined as salaried employees among the highest-paid 10 percent of all CPSC employees, where such denial is necessary to prevent substantial and grievous injury to the company's operation. These employees will be notified of this decision as soon as it is determined such injury would occur, and will be given a reasonable opportunity to choose to return to work at that point. In the event the employee decides not to return to work when there is no guarantee of the same or equivalent position, s/he may remain on leave for the balance of the FMLA period and then may be terminated.

CPSC reserves the right to update and amend this policy consistent with state and federal law at any time. This policy should be construed to comply with the most current FMLA rules, regulations and statutes in effect.

4.4.6 School Leave

Teachers with children may take up to 4 hours paid leave per year to attend or participate in the school activities of their children. Additional time may be requested from the Executive Director and deducted from personal leave days.

4.4.7 Jury Duty

All CPSC employees are responsible for complying with the laws pertaining to jury duty. The employee who has been notified of jury duty must report the dates of that duty to the director and will be paid their regular compensation during their service as a juror. Notify your supervisor as soon as you receive a notice of jury duty so that staffing provisions can be made. Your supervisor must also be provided a copy of your summons.

Employees are encouraged to try and reschedule jury duty for months when school is not in session. Court leave for jury duty shall be granted to an eligible employee for absence during the employee's regularly scheduled hours including regularly scheduled overtime, to perform jury duty. An eligible employee who is under proper summons from a court to serve on a jury shall be granted court leave for the entire period of such service. The period of court leave extends from the date on which the employee is required to report to the court until the time he/she is discharged by the court. The employee must return to work for any reasonable time the court is closed during normal work hours. No adverse employment action will be taken against employees or applicants due to their service as a juror in state or federal courts. The school will pay the employee's regular salary for the first ten (10) days of jury duty.

4.4.8 Military Leave

CPSC employees who serve in the National Guard or the Reserves will be granted flexibility to drill on the weekends. When mobilized on active duty with the military, they are afforded all rights and privileges pursuant to USERRA 38 USC 4301-4335, The Uniformed Services Employment and Reemployment Rights Act of 1994. The employee will be given credit for the period of military service towards their employment with the school.

4.4.9 Other Leave Required by Law

CPSC complies with any other leave required by law.

4.4.10 Leave of Absence without Pay

Education Leave: Long-term professional leave of up to one year for educational purposes may be requested. Long term professional leave is non-paid. Requests are subject to approval by the Executive Director.

All other requests for leaves of absence for personal reasons will be considered on a case-by-case basis, and the granting of such leave and its terms will be entirely within the discretion of the Executive Director. Requests for other leaves of absence should be limited to unusual circumstances requiring an absence of longer than two (2) weeks. Requests for other leaves of absence should be made in writing and include an explanation of why the time is needed and the dates requested. An employee granted a leave of absence under this policy may not work for another employer without CPSC's written permission. An employee who accepts such employment without CPSC's permission will be deemed to have resigned from employment at CPSC.

4.4.11 Benefits During FMLA or Other Approved Leave

Group medical, dental, vision, short term disability, and long term disability benefits as well as retirement plan contributions will continue for all qualifying employees during authorized leave on the same terms as if the employee continued to work. Employees whose group medical and/or dental insurance deductions are made through payroll on a pre-tax basis will continue to be responsible for payment of their premiums while on FMLA or unpaid leave, and employees must contact CPSC's Business manager or her/his designee to make arrangements for premium payments.

CPSC may discontinue the employee's benefits if and when an employee informs CPSC of an intent not to return to work at the end of the leave period, or if the employee fails to return to work when the authorized leave is exhausted. CPSC's obligation to maintain benefits will also stop if the employee's premium payment is more than 30 days late. CPSC shall require reimbursement of the employer-paid share of any premiums if the employee fails to return to work at the expiration of approved leave. In the event that an employee provides at least 30 days' notice of his/her intent not to return to work at the end of FMLA leave, CPSC may waive this repayment obligation in its sole discretion.

Accrual of paid time off during leave

During any period of leave, accrual of paid time off will discontinue during such leave period unless otherwise required by law.

5 Information for 12-Month Employees

5.1 All Full–Time, 12-Month Employees

5.1.1 Sick Leave

Full time 12 month employees earn sick leave at the rate of one day per month, up to a maximum of 12 sick days per school year. A sick day is the equivalent of an employee's normal workday. Earned sick days are in addition to any excess accumulated annual leave that may be converted to sick leave. Sick leave may be granted for (1) periods of temporary disability, (2) illness in the employee's immediate family that necessitates the employee's attendance, (3) death in the immediate family, and (4) medical appointments. Staff need to fill out the Staff Absence Form to ensure the accurate documentation of Sick Leave.

Sick leave may be accumulated indefinitely and transferred to another state institution if that institution is willing to accept the sick leave. Accumulated sick leave is not automatically accepted. There is no compensation for unused sick days at any time, including at the time of termination of employment for any reason. Upon retirement, accrued sick leave may be used to increase a teacher's creditable state service.

5.1.2 Federal Family & Medical Leave Act (FFMLA) (described above)

5.1.3 Paid Holidays

Twelve-month employees observe 21 holidays per year:

- Juneteenth
- July 4
- Labor Day
- Veterans Day
- Thanksgiving – 3 days
- Winter Break – 10 days over the 3 week intersession as staffing needs and work duties allow.
- Martin Luther King Day
- President's Day
- Good Friday
- Memorial Day

5.1.4 Personal Leave

Full-time 12 month employees are given a total of 20 days of paid vacation each year, earned at the rate of 1 and 2/3 days per month. A vacation day is equivalent to an employee's normal workday. To earn vacation days in a given month, employees must be working or be on paid leave during half or more of the workdays in that month. On June 30 of each year, 12 month employees with accumulated vacation leave may choose to have the excess converted to sick leave or to have it carried forward as vacation leave to the next fiscal year (for a maximum for 40 days). There is no compensation for unused vacation days at any time, including at the time of termination of employment for any reason.

Paid vacation leave may not be used on the first day the employee is required to report for the school year, during the first month of the school year, on teacher workdays, on days scheduled for state testing, on the day before or the day after a holiday, school breaks or other closures, or during the month of May through the end of the School year, unless the request is approved by the Executive Director.

6 Communications

6.1.1 Cell Phone Use During School Hours

Staff cell phone use should be limited to non-instructional time. It is our intention to provide multiple times during the day when calls can be placed to allow teachers to handle personal matters outside of classroom time. In the same way that we are asking our students to abstain from cell phone use during the school day so that they are completely present, we ask the staff to do the same. Effective communication among staff, students, and parents/guardians is necessary to achieve the goals set forth by the Central Park School for Children. Cell phones and social media have become important tools to communicate quickly and to foster a sense of community, but they also increase the possibility of personal and professional risk. The following guidelines outline best practices for cell phone and social media use to maintain a safe and connected community.

Cell Phone Guidelines

- Staff should only use personal cell phones to engage with organization accounts (e.g. CPSC Email, DigitalPhone, CPSC Google Drive) when communicating with students or families/guardians. Staff should not use personal text messaging or personal cell phone numbers to communicate with students or families/guardians.
- Any questions regarding cell phone use should be directed to the Technology Department and Director of Student Services to ensure proper use of organization resources and that all guidelines are being followed.

6.1.2 Contact with the Media and Outside Agencies

All inquiries by the media and outside agencies regarding CPSC and its operations must be referred to the Executive Director and/or Chair of the Board of Trustees. Only the Executive Director and/or Board of Trustees or a person designated by the Executive Director, is authorized to make or approve public statements pertaining to CPSC or its operations. No employees, unless specifically designated by the Executive Director and/or Board of Trustees, are authorized to make those statements. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of CPSC must first obtain approval from the Executive Director and/or Board of Trustees before publication.

Employees may not contract with an outside agency for field trips, presentations or other school business without the written permission of the Elementary or Middle School Director. All media utilizing CPSC's name or brand (e.g. Logo, mascot, etc.) must have approval by the CPSC Board of Trustees and shall be linked to CPSC's official websites.

6.1.3 Advertisements and Sales Advertisements

All CPSC employees are prohibited from distributing or posting non-school related material, including brochures and business cards without the prior approval of the Executive Director or the Board of Trustees. The Board has the final authority to approve any material.

6.1.4 Sales

No person or group may sell products or services to students while they are under the jurisdiction of the school, except in the cases of school pictures, and other items selected by a school group for fund-raising or to promote the purposes of the group or the school. The integrity of the instructional day must be protected. Therefore, no sales shall occur during instructional time. This provision does not apply to sale of products from school stores. A principal may give permission for salespersons to meet with employees before and after school for the purpose of promoting and selling a product or service, provided that the product or service may be useful to the work of the school or in improving the conditions of employment; however, participation by an employee must be strictly voluntary.

6.1.5 Electronic Communications

CPSC provides computers, electronic data storage, Internet services, electronic mail (“e-mail”) and voice mail communications systems (referred to throughout this policy as “the School’s communication systems”) as important tools to support CPSC’s business and assist employees in performing their job responsibilities. It is the responsibility of every employee to ensure CPSC’s communication systems are used for authorized school purposes only and in a fashion that does not improperly disclose confidential, sensitive or proprietary information to unauthorized individuals.

Any communications, in which CPSC’s communications systems are used, including correspondence such as email, constitute CPSC property. CPSC’s communication systems are to be used primarily for business-related purposes during all working hours. Personal use is permissible on a reasonable basis provided it does not violate any CPSC policy or local, state or federal law. Any unauthorized use of CPSC’s communication systems is strictly prohibited. Unauthorized use includes, but is not limited to:

- Any communications or use which violates CPSC’s non-solicitation, equal employment opportunity, harassment, or non-retaliation policies or any other CPSC policy or procedure.
- Utilizing or accessing CPSC’s communication systems without proper authorization.
- Utilizing, accessing or sharing school information including parent and/or student email address for any purpose other than communicating academic or safety information about CPSC or the specific student.
- Disabling or otherwise interfering with CPSC’s communication security or data protections systems.
- Using CPSC’s communication system to disclose confidential, sensitive, proprietary information, or personnel information to unauthorized individuals.
- Using the school’s student lists to communicate personal matters to parents or students.

CPSC expressly prohibits the use of CPSC’s communication system for communicating with or sending emails to parents or students regarding personnel matters or non-school matters without the express written consent of the Executive Director or the Chair of the Board of Trustees. CPSC reserves the right to monitor, audit, access, disclose and/or review any use of its communication system in its sole discretion, in the ordinary course of business. Employees should not consider CPSC’s communications systems as private. Please note, the use of a password or delete function does not restrict or in any way alter CPSC’s right and ability to monitor, audit, access, disclose and/or review the use of its communication systems in CPSC’s discretion in the ordinary course of business. Employees should also be aware that CPSC may, under certain circumstances, be compelled to monitor, audit, access, disclose and/or review the use of its communication systems. During the course of employment with CPSC, employees may be provided with passwords, entry codes and/or access to CPSC’s communication systems. Employees are strictly prohibited from disclosing these passwords, or entry codes to any person without prior written authorization. CPSC reserves the right to share any communications on its

communication system as it deems necessary, including to law enforcement in connection with a criminal investigation.

Employees are prohibited from providing any unauthorized individuals with access to CPSC's communication systems. Additionally, employees are prohibited from accessing CPSC's communication systems without proper authorization. Employees are also prohibited from establishing intranet, Internet or other data connections without prior written authorization. Any employee who violates this policy will be subject to immediate disciplinary action up to and including discharge/termination.

6.1.6 Participation in Political Activity

CPSC believes that employees have the right and obligation to be informed and politically active citizens, including the right to register, the right to vote, the right to be active members of the political party of their choice, the right to campaign for candidates and the right to seek, campaign for, and serve in public office provided there is no local, state or federal law prohibiting them from seeking a certain political office. No employee's position will be in jeopardy due to his or her political activities as long as the employee adheres to the terms of this policy.

No person employed by CPSC shall engage in partisan political activity during the employee's working hours or at any time the employee is performing his or her job duties. No employee may use school equipment at any time for partisan political activity.

6.1.7 Social Media Policy

At CPSC, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

This policy applies to all persons who work or volunteer for CPSC.

Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity Website, Web bulletin board or a chat room, whether or not associated or affiliated with CPSC, as well as any other form of electronic communication.

The same principles and guidelines found in CPSC policies and these basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow workers or otherwise adversely affects students, parents, suppliers, volunteers, people who work on behalf of CPSC or CPSC's legitimate business/education interests may result in disciplinary action up to and including termination.

Know and follow the rules

Carefully read these guidelines, CPSC's Employee Handbook, including the communications policy, confidentiality policy, CPSC's non-discrimination and anti-harassment policies, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be respectful kind and compassionate

Always be respectful, fair and courteous to fellow teachers or staff, volunteers, students, parents, suppliers or people who work on behalf of CPSC. Also, keep in mind that you are more likely to resolve work-related concerns by speaking directly with your co-workers or supervisor than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, please be mindful that there may be consequences if your posts are not aligned with the expected employee code of conduct.

Statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage students, parents, volunteers, staff, or suppliers, may constitute harassment or bullying and are not acceptable behaviors. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or CPSC policy.

Be honest and accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about CPSC, fellow workers, students, parents, volunteers, suppliers, and people working on behalf of CPSC.

Post only appropriate and respectful content

Maintain the confidentiality of CPSC private or confidential information. Such information may include information regarding the development of systems, processes, know-how and technology. Do not post internal reports, policies, procedures or other internal business/school-related confidential communications. Do not post information about individual students or families and be sure to maintain confidentiality, as is protected and required under state or federal law.

Do not create a link from your blog, website or other social networking site to a CPSC website without identifying yourself as an employee or volunteer of CPSC.

Express only your personal opinions. Never represent yourself as a spokesperson for CPSC. If CPSC is a subject of the content you are creating, be clear and open about the fact that you are an employee or volunteer and make it clear that your views do not represent those of CPSC, fellow workers, parents, students, suppliers or people working on behalf of CPSC. If you do publish a blog or post online related to the work you do or subjects associated with CPSC, make it clear that you are not speaking on behalf of CPSC. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of CPSC." Given the realities of the privacy of comments posted online, employees should act as if all social media posts are in the public domain forever.

Regarding personal accounts, CPSC Staff should NOT *friend, like, follow*, or show any form of engagement to students or parents from their personal social media accounts. This activity should be reserved for organization accounts.

Organization accounts should be managed by active CPSC Staff only. When establishing a new social media site, it is best to communicate the intended goal and audience clearly. Please proactively reach out to all students and families/guardians who may be impacted to ensure they're informed and to maximize effective communication.

Using social media at work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as

authorized by your supervisor or consistent with CPSC Communication's Policy. Do not use CPSC email addresses to register on social networks, blogs or other online tools utilized for personal use.

Student Pictures and Information

Parents, employees and volunteers shall not post any pictures of students on Facebook, Twitter, Instagram or any other form of social media or on the internet unless the Executive Director, Principal or other designee has approved such posting. This applies to all CPSC functions, whether or not conducted on school property, including field trips. Nothing in this policy shall prohibit a parent from taking and posting pictures of their own child, provided no other students are featured in such pictures. CPSC reserves the right to post pictures and images of current and former students on its website, official Facebook page or for any other CPSC purpose. Parents who do not wish to allow CPSC to use their child's picture or image must fill out the Publicity Consent Form and turn it into the front office. CPSC'S Student Image Release and Student Information Policy only apply to organization accounts. CPSC Staff should not be posting any student images or student information to their personal accounts. **No personally identifying student information should ever be posted to ANY account.**

Retaliation is prohibited

CPSC prohibits taking negative action against any employee or volunteer for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee or volunteer who retaliates against another employee or volunteer for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Media contacts

Employees and volunteers should not speak to the media on CPSC's behalf without contacting CPSC's Board of Trustees or Executive Director. All media inquiries should be directed to them.

For more information

If you have questions or need further guidance, please contact CPSC's Executive Director or CPSC's Board of Trustees.

6.1.8 School Safety Policy

CPSC has a school-wide Crisis Response Team that creates and manages the procedures, actions, and responsibilities of staff and administration to deal with crisis situations through prevention, intervention, and responsive actions. Additionally, there are Building Crisis Response teams in place to meet the needs of all students and staff in emergency and crisis situations. The CPSC Crisis Response Teams will practice drills for fire, lockdown, shelter in place, medical, and evacuation emergencies.

The Executive Director oversees the Crisis Response Team and in partnership with the Campus Directors, it is their responsibility of the Executive Director to ensure that the procedures are current and applicable and that all applicable parties are aware of the procedures.

The Executive Director is also responsible for ensuring drills occur on a regular basis. These procedures will be reviewed annually by the Crisis Response Team and any changes or revisions will be made by the Executive Director. The Executive Director is responsible for communicating these procedures to the Board of Trustees.

6.1.9 Public Records

Users are advised that all material in any form in CPSC's network, including emails, may be considered a public record as defined by Chapter 132 of the General Statutes of North Carolina, the Public Records Act. Under the Public Records Act, certain material is considered the property of the people of the State of North Carolina which

may be inspected, copied, used, republished, and otherwise made public. Users are further advised that public records may not be destroyed, altered, defaced, or mutilated.

6.1.10. Monitoring

Files stored on the Central Park School for Children server, electronic mail, Google Drive, and other school equipment and accounts are not private and may be subject to inspection and/or monitoring. Users of the Internet/intranet are hereby informed that there can be no expectation of privacy, as designated CPSC staff reserve authority to monitor and examine all system activities to ensure their proper use

6.1.11 Internet Acceptable Use Policy

CPSC provides Internet access to support education and research. Access to the Internet is a privilege subject to restrictions set by the Board of Trustees. For students and staff, violation of any provisions in the Acceptable Use Policy (AUP) may result in disciplinary action and/or cancellation of access to the CPSC network. This policy applies to all Internet access on CPSC property, including Internet access using mobile devices, and including access by staff, students, and visitors to the CPSC campus.

Students' internet usage is permitted only in the presence and supervision of a teacher or other designated adult.

Although CPSC uses resources to protect against exposure to inappropriate material, there is always a risk of students accessing such materials. Although it may still be possible to access inappropriate material, CPSC feels the educational benefit provided by the Internet outweighs any possible disadvantages. We encourage parents to talk with their students about sites and material which the parents believe are inappropriate. CPSC cannot accept responsibility for enforcing specific parental restrictions that go beyond those imposed by the school.

The Children's Internet Protection Act (CIPA) is a federal law enacted to address concerns about access to the Internet and other information. Under CIPA, schools must certify that they have certain Internet safety measures in place. These include measures to block or filter pictures that (a) are obscene, (b) contain child pornography, or (c) when computers with Internet access are used by minors, are harmful to minors. CPSC monitors online activities of minors to address (a) access by minors to inappropriate matter on the Internet and World Wide Web, (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online, (d) unauthorized disclosure, use, and dissemination of personal information regarding minors, and (e) restricting minors' access to harmful materials. CPSC certifies that it is in compliance with CIPA.

Students are prohibited from using or accessing Internet sites containing pornographic, violent or other unacceptable content either at school or at home using school-owned computers/technology/electronic devices. Accessing, producing, posting, displaying or sending offensive message, music or images, including images of exposed body parts is prohibited. Offensive material includes but is not limited to obscene, profane, lewd, vulgar, rude or sexually suggestive language or images.

Students who bring their own devices to campus are encouraged to take reasonable precautions to ensure the security of those devices. This includes operating system updates and virus scanning.

Safety and Ethical Use

Any internet user must take reasonable precautions to protect themselves online. Students, staff, and visitors should use the following guidelines:

Email, forums, instant messaging, and other online messaging

- Never share personal information online. This includes, but is not limited to: real full name, postal address, social security number, and passwords. Sharing the information of another individual, especially minors, is unethical, strictly forbidden, and may be unlawful. In the case of students, the privacy of student educational data is protected by the Family Educational Rights and Privacy Act (FERPA). When in doubt, do not release student data and consult a school administrator for further advice.
- Special care must be taken when sending mass emails. Email addresses themselves are private information, and improper mass emailing can result in inadvertent sharing of addresses. Improper mass emailing can also allow recipients to reply to the mass message and send their own messages to the entire group. This is preventable by using a blind carbon copy (Bcc) feature or a mass emailing service. It is the responsibility of all CPSC staff and students to use Bcc or a mass emailing service and to protect private information and data when sending mass emails.

Unauthorized access / hacking and general unlawful activity

- Gaining or attempting to gain unauthorized access to CPSC resources, or using CPSC resources to gain or attempt to gain unauthorized access to outside systems is unethical, unlawful, and forbidden. This includes bypassing the internet filter without permission or purposefully gaining access to material that is harmful to minors.
- Assuming the online identity of another individual for any purpose is unethical and forbidden.
- Use of CPSC resources for any unlawful purpose, including, but not limited to, copyright infringement, is unethical and forbidden.

Academic integrity

- Students are expected to follow all Board and school handbook policies regarding academic integrity when using technology.

Harassment and Cyberbullying

1. Cyberbullying may involve any of these behaviors:
2. Accessing, producing, posting, sending, or displaying material that is offensive in nature on the internet
3. Harassing, insulting, or attacking others on the Internet
4. Posting personal or private information about other individuals on the Internet
5. Posting information on the Internet that could disrupt the school environment, cause damage, or endanger students or staff.
6. Concealing one's identity in any way, including the use of anonymization tools or another individual's credentials/online identity, to participate in any of the behaviors listed above.

The Executive Director and/or Campus Directors will determine whether or not specific incidents of cyberbullying have impacted the school's climate or the welfare of its students and appropriate consequences will be issued. CPSC is not responsible for electronic communication that originates off-campus but reserves the right, consistent with the law, to address conduct that occurs off school grounds where that conduct substantially disrupts the educational environment at CPSC or interferes with a student's learning at CPSC. Cyber bullying will be handled in accordance with Prohibition Against Discrimination, Harassment and Bullying Policy.

7 Appendices

Acknowledgement of Handbook and At Will Employment

I acknowledge that I have received the CPSC Employee Handbook. I have read the Handbook and understand the contents of the Handbook. I agree to abide by all of CPSC's policies. I understand that this Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or

written policy statements. I understand and agree to my at-will employment status as described in the Handbook, summarized as follows:

1. This Handbook does not in any way reflect a contract of employment, either express or implied between CPSC and me.
2. CPSC is an at-will employer. I am free to terminate the employment relationship with CPSC at any time; CPSC, in its sole discretion, also reserves the right to modify or terminate the employment relationship with me for any or no reason at any time. Specifically, CPSC may modify all terms of employment including any policy or practice and/or my hours, wages, working conditions, job assignments, position title, compensation rates and benefits in its sole discretion.
3. 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 me. Further, there is no agreement, express or implied, written or verbal, between the employee and CPSC for any specific period of employment, for continuing or long-term employment, or for guaranteed terms and conditions of employment.

I understand that this Employee Handbook refers to current benefit plans maintained by CPSC and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling.

I understand that other than the Executive Director with approval from CPSC's Board of Trustees, no supervisor or representative of CPSC has the authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will. I understand that only the Executive Director has the authority to make any such agreement and then only in writing signed by the Executive Director after approval by the School Board of Trustees.

Employee's Name: _____

Employee's Signature: _____

Date: _____

7.1 Appendix 1: CPSC Teacher Professional Development & Growth: Evaluation Process

The Evaluation Process promotes teacher growth, instruction and student learning. The process seeks to deliberately connect evaluation, professional learning opportunities, collaboration, and knowledge sharing across classrooms and among various levels of the school community.

CHARACTERISTICS OF THE EVALUATION PROCESS

The teachers' evaluation is an integrated process and is a guideline to be employed at the Executive Director's discretion. The process follows DPI's NCESS process and uses the following tools to measure growth and effectiveness: (1) evaluation rubrics, (2) regular performance driven goals, (3) observations and feedback of

teaching and learning, (4) collaborative teamwork with colleagues on grade levels and committees, and (5) mentoring and additional support systems.

Feedback solicited from the Fall 2013 Staff Professional Development and Growth Survey included Professional Development strategies that differentiate staff learning styles and needs. The following strategies can be incorporated into teachers' Growth Plan to help achieve their individualized goals:

- Learning from each other
- Peer observation
- Teachers teaching each other
- Getting feedback from fellow teachers who have spent time in the classroom of the teacher who is being evaluated and know the needs of that classroom
- Time to observe other classes
- Talking to colleagues
- Time to meet with colleagues on specific topics
- Opportunities to watch peers teach
- Informal conversations with administrators and peers
- Getting to know what experts provide at school (eg Speech / OT / EC / Media)
- Workshops: quality/relevant outside workshops (Responsive Classroom, Project Approach)
- Long-term / ongoing classes
- Book Clubs
- Individual research
- Fieldwork
- Conversations with experienced people

If the Executive Director or designee finds that certain standards are not being met, the employee may be placed on an action plan to improve the employee's performance. An action plan also may be used whenever appropriate to address concerns outside of performing designated job duties. If the terms of the action plan are not met by the designated time frame, the Executive Director has the right to either not renew the contract or dismiss the employee immediately. If the employee does not agree with the decision, he/she can file a grievance with the board as outlined in the handbook.

All Central Park School for Children teachers and other professional development seminar participants will evaluate in-service workshops. The results of in-service evaluations will yield program improvement. Central Park School for Children will also seek external evaluation and feedback from one of its local institutions of higher learning (such as schools of education at NC Central University, Duke University, or UNC-Chapel Hill), as well as from the Department of Public Instruction. As part of a teacher's growth, the evaluators may recommend specific classes, workshops, conferences, etc. To the extent possible, the school will help teachers access these professional growth opportunities.

7.2 Appendix 2: HIV/AIDS School Policy

7.2.1 Preamble

Central Park School for Children shall strive to protect the safety and health of children and youth in our care, as well as their families, our employees, and the general public. Staff members shall cooperate with public health authorities to promote these goals.

The evidence is overwhelming that the risk of transmitting human immunodeficiency virus (HIV) is extremely low in school settings when current guidelines are followed. The presence of people living with HIV infection or diagnosed with acquired immunodeficiency syndrome (AIDS) poses no significant risk to others in school, child care, or school athletic settings.

7.2.2 School Attendance

A student with HIV infection has the same right to attend school and receive services as any other student, and will be subject to the same rules and policies. HIV infection shall not factor into decisions concerning class assignments, privileges, or participation in any school-sponsored activity.

School authorities will determine the educational placement of a student known to be infected with HIV on a case-by-case basis by following established policies and procedures for students with chronic health problems or students with disabilities. Decision makers must consult with the student's physician and parent or guardian; respect the student's and family's privacy rights; and reassess the placement if there is a change in the student's need for accommodations or services.

School staff members will always strive to maintain a respectful school climate and not allow physical or verbal harassment of any individual or group by another individual or group. This includes taunts directed against a person living with HIV infection, a person perceived as having HIV infection, or a person associated with someone with HIV infection.

7.2.3 Employment

Central Park School for Children does not discriminate on the basis of HIV infection or association with another person with HIV infection. In accordance with the Americans with Disabilities Act of 1990, an employee with HIV infection is welcome to continue working as long as he or she is able to perform the essential functions of the position, with reasonable accommodation if necessary.

7.2.4 Privacy

Students or staff members are not required to disclose HIV infection status to anyone in the education system. HIV antibody testing is not required for any purpose.

Every employee has a duty to treat as highly confidential any knowledge or speculation concerning the HIV status of a student or other staff member. Violation of medical privacy may be cause for disciplinary action, criminal prosecution, and/or personal liability for a civil suit.

No information regarding a person's HIV status will be divulged to any individual or organization without a court order or the informed, written, signed, and dated consent of the person with HIV infection (or the parent or guardian of a legal minor) and is to be in compliance with the Family Education Rights and Privacy Act of 1974 (FERPA, the Buckley Amendment). The written consent must specify the name of the recipient of the information and the purpose for disclosure.

All health records, notes, and other documents that reference a person's HIV status will be kept under lock and key. Access to these confidential records is limited to those named in written permission from the person (or parent or guardian); and to the emergency medical personnel. Information regarding HIV status will not be added to a student's permanent educational or health record without written consent.

7.2.5 Infection Control

All employees are required to consistently follow infection control guidelines in all settings and at all times, including playgrounds and school buses. Schools will operate according to the standards promulgated by the U.S. Occupational Health and Safety Administration for the prevention of bloodborne infections. Equipment and supplies needed to apply the infection control guidelines will be maintained and kept accessible. Office Managers on both campuses shall implement the precautions and investigate, correct, and report on instances of lapse.

A school staff member is expected to alert the person responsible for health and safety issues if a student's health condition or behavior presents a reasonable risk of transmitting an infection.

If a situation occurs at school in which a person might have been exposed to an infectious agent, such as an

instance of blood-to-blood contact, school authorities shall counsel that person (or, if a minor, alert a parent or guardian) to seek appropriate medical evaluation.

7.2.6 HIV, Athletics, & School Sponsored Events

The privilege of participating in physical education classes, athletic programs, competitive sports, and recess is not conditional on a person's HIV status. School authorities will make reasonable accommodations to allow all students, including those living with HIV infection, the opportunity to participate in school-sponsored physical activities. All employees must consistently adhere to infection control guidelines in the school setting. Athletic rule books will reflect these guidelines and First Aid kits must be available for emergency use. It is recommended that all physical education teachers and athletic program staff will complete an approved first aid and injury prevention course that includes implementation of infection control guidelines. Student orientation about safety on the playing field will include guidelines for avoiding HIV infection.

7.2.7 HIV Prevention Education

The goals of HIV prevention education are to promote healthful living and discourage the behaviors that can put a young person at risk of acquiring HIV. The educational program will:

- be taught at every level, Kindergarten through grade twelve;
- use instructional methods demonstrated by sound research to be effective;
- be consistent with community standards;
- follow content guidelines prepared by the Centers for Disease Control and Prevention (CDC);
- be appropriate to student's developmental levels, behaviors, and cultural backgrounds;
- build knowledge and skills from year to year;
- stress the benefits of abstinence from sexual activity, alcohol, and other drug use;
- include accurate information on reducing risk of HIV infection;
- address students' own concerns;
- include means for evaluation;
- be an integral part of a coordinated school health program;
- be taught by well-prepared instructors with adequate support; and
- involve parents and families as partners in education.

Parents and guardians shall have convenient opportunities to preview all HIV prevention curricula and materials, and be provided assistance to discuss HIV infection with their children. If a parent or guardian submits a written request to the Executive Director that a child not receive instruction in specific HIV prevention topics at school, the child shall be excused without penalty or stigma. The education system will endeavor to cooperate with HIV prevention efforts in the community that address out-of-school youth and youth in situations that put them at high risk of acquiring HIV.

7.2.8 Related Services

Students will have access to voluntary, confidential, age and developmentally appropriate counseling about matters related to HIV infection. School administrators will maintain confidential linkage and referral mechanisms to facilitate voluntary student access to appropriate HIV counseling and testing programs, and to other HIV-related services as needed. Public information about resources in the community will be kept available for voluntary student use.

7.2.9 Staff Development

All school staff members will participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs about current law and state, district, and school policies concerning HIV; assists staff to maintain productive parent and community relations; and includes annual review sessions. Certain employees will also receive additional specialized training as appropriate to their positions and responsibilities.

7.3 Appendix 3: Employee Grievance Policy

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

A. Informal resolution

It is desirable for an employee and his or her immediate supervisor to resolve problems through free and informal communication.

B. Formal grievance procedure

In those circumstances where informal procedures fail or are inappropriate or where the employee requests formal procedures, a grievance will be processed pursuant to the steps set forth below.

C. Definitions

1. Grievance:

A grievance is any complaint, problem, or concern of an employee regarding their workplace, job, or coworker relationships. Employees can file grievances for any of the following reasons:

- there has been a violation, misapplication, or misinterpretation of state or federal law or regulation, board policy or administration regulation; or
- there exists a physical condition that jeopardizes an employee's health or safety, or that interferes with an employee's ability to discharge his or her responsibilities properly and effectively.

The term "grievance" will not apply to any matter for which the method of review is prescribed by law and for which there is more specific Board policy providing a process for addressing the concern, or for which the Board has no authority to act. Recommended decisions and final decisions made by the Board are not grievable within this grievance procedure. In addition, a grievance does not include the non-renewal or termination of employment. And, a grievance does not include a complaint of sexual harassment, discrimination or retaliation, which shall be handled pursuant to the Discrimination, Harassment and Sexual Harassment policies, including Title IX, Title VI and Section 504, in the Employee Handbook and consistent with state or federal laws.

2. Grievant

The grievant is the employee making the claim.

3. Immediate Supervisor

An administrative employee to whom an employee is primarily responsible, such as the Executive Director or Chair of the Board.

4. Days

Days are the working days, exclusive of Saturdays, Sundays, vacation days, or holidays, unless otherwise specified in this policy. In counting days, the first day will be the first full working day following receipt of the grievance. For any time period provided by this policy, receipt of notification may occur through hand delivery, regular mail, or email.

D. Timeliness of Process

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

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

E. General Requirements

1. All parties and their representatives in any grievance filed pursuant to this policy shall conduct themselves in a professional and cooperative manner during the investigation and hearing of the grievance. This includes respecting the confidentiality of personnel matters throughout the grievance process.
2. All meetings and hearings conducted pursuant to this policy will be confidential.
3. The Executive Director or an employee will take no reprisals of any kind against any participant in the grievance process.
4. Each decision will be in writing and will be transmitted to all parties.
5. Grievances will generally be handled on an individual basis, rather than as a group. If grievants request to be heard as a group, the Executive Director or designee may grant or deny that request at her/his discretion. If grievants are to be heard as a group, the Executive Director or designee may ask the group to designate one or more representatives to present on behalf of the group.
6. If the Executive Director or designee decides that the investigation or processing of any grievance requires the absence of the grievant and/or representative from regular work assignments, such absences will be granted without loss of pay or benefits.
7. A grievance may be withdrawn at anytime any time. Once a grievance is voluntarily withdrawn, it cannot be reopened. If at any time during the grievance process the Executive Director or designee grants the grievant the relief sought, the Executive Director or designee may terminate the grievance.

F. Process for Reporting a Grievance

1. A grievance should be filed as soon within 14 days of the occurrence of the events giving rise to the grievance unless the time is waived by the Executive Director.
2. All grievances will be in writing and a written statement of the grievance will remain the same throughout all steps of the grievance procedure. The written grievance must include the following information:
 - a. The name of employee(s) against whom the grievance is filed
 - b. Short and plain statement of the facts giving rise to the grievance
 - c. Specific laws, regulation, policies, procedures, or physical conditions involved
 - d. Remedy sought by the grievant
3. The employee will present the grievance in writing to the Executive Director or designee, who will serve as the official. When a grievance is filed against the Executive Director, it should be submitted to the Board chairperson, who will serve as the official or designate another board member to act as official.
4. A copy of the written grievance will may be provided to the employee(s) against whom the grievance is filed, unless doing so would violate the law or Board policy.

G. Response Procedures

1. Level One
 - a. A meeting will take place between the grievant and the Executive Director or designee at a mutually agreed-upon time within five (5) days after the receipt of the grievance unless a later time is mutually agreed upon in writing.
 - b. The Executive Director or designee will conduct any investigation of the facts necessary before rendering a decision.
 - c. The Executive Director or designee will provide the grievant with a written response to the grievance within ten (10) days after the meeting. The written statement will specify:
 - i. the Executive Director or designee's understanding of the issue or issues involved;
 - ii. the Executive Director or designee's knowledge of the facts giving rise to the grievance; and
 - iii. the Executive Director or designee's decision and rationale for the decision.
2. Level Two

- a. If the grievant is not satisfied with the Executive Director or designee's response, the grievant may appeal the decision to the Board, in writing, within five (5) days of receiving the Executive Director or designee's response.
- b. The designated Board official will review the documents related to the grievance and may direct any further investigation or pursue any other steps considered appropriate in order to respond to the grievance.
- c. The Board official will provide a final written decision within 30 days of receiving the appeal unless further investigation is necessary or the hearing necessitates that more time be taken to respond.

H. Records

The Executive Director or designee will maintain confidential records of complaints or reports of discrimination which identify the names of any individuals accused of discrimination and the resolution of such reports or complaints. The Executive Director or designee also will maintain records of training, corrective action, or other steps taken by the school to help provide an environment free of discrimination and harassment.

7.4 Appendix 4: Protocol for Addressing Harm

- RELATIONSHIPS ARE IMPORTANT
- MEETING NORMS ARE NEEDED
- SIMPLE PROCEDURE TO HANDLE COMPLEX SITUATIONS
- GROWTH OVER PERFECTION
- ASSUME POSITIVE INTENT / OWN IMPACT

Identify a word that everyone knows to indicate harm. This example uses the word "ouch"

The person who feels harm says ouch. The structured options are:

Ouch then educate	Ouch then chat	Ouch that's why that offends me	Ouch
-------------------	----------------	------------------------------------	------

The person who harmed responds:

- Yes and statements (no nos, buts or whys)
- Acknowledge positive intent but OWN impact
- Defaults to I'm Sorry (not, I didn't mean it)

Remember:

1. It is up to the person harmed to have the conversation or not, and to decide when to engage.
2. Always ask permission to discuss the situation and listen for an enthusiastic verbal consent for conversation. If the person seems hesitant or like they are responding out of obligation or discomfort, it is not a good time to address the situation. (Discussing needs to happen in person, not via email. You might reach out in email to say, this thing happened, is there a good time we can connect in person).
3. Consider the surroundings and audience. Include or welcome joiners, or gently note if the conversation is private
4. What is said here, stays here; what is learned here, leaves here

(adapted from Kristine Sloan, StartingBloc, RDU19)

We want to create space for growth and learning, but repeated offenses by the same person may require more action or a plan for support.

7.5 Appendix 5: Steps for All Staff to Protect Immigrant Students & Families

That in order to provide a public education, regardless of a child's or family's immigration status, absent any applicable federal, state, local law or regulation or local ordinance or court decision, CPSC shall abide by the following conduct:

1. CPSC personnel shall not treat students differently for residence determination purposes on the basis of their actual or perceived immigration status and shall treat all students equitably in the receipt of all school services, including but not limited to, enrollment, registration, the free and reduced lunch program, transportation and educational instruction.
2. CPSC personnel have reviewed the list of documents that are currently used to establish residency and have made appropriate changes to ensure that any required documents would not unlawfully bar or discourage a student who is undocumented or whose parents are undocumented from enrolling in or attending school.
3. CPSC personnel shall not inquire about a student's immigration status, including requiring documentation of a student's legal status, such as asking for a green card or citizenship papers, at initial registration or at any other time.
4. CPSC personnel shall not make unreasonable inquiries from a student or his/her parents for the purpose of exposing the immigration status of the child or his/her family.
5. CPSC personnel shall not require students to apply for Social Security numbers nor will CPSC require students to supply a Social Security number.
6. If parents and/or students have questions about their immigration status, school personnel shall refer them to community-based and legal organizations that provide resources for immigrant families and families facing deportation.
7. Because it is the general policy of CPSC not to allow any individual or organization to enter a school site if the educational setting would be disrupted by that visit, any request by a federal agency such as U.S. Immigration and Customs Enforcement (ICE) or a cooperating law enforcement agency to visit a school site must be forwarded to the Executive Director for review before a decision is made to allow access to the site.
8. All requests for information or documents by ICE or a cooperating law enforcement agency should be forwarded to the Executive Director, who in consultation with CPSC legal counsel, shall determine if the information and/or documents can be released to ICE or a cooperating law enforcement agency.

7.6 Appendix 6: Behavior & Discipline

7.6.1 "Talk it Out"/Restorative Circles

First agree to:

- Talk out the problem
- Speak one at a time
- Be honest
- No put downs

Restorative Questions

1. What happened?
 - a. *When each person tells what happened, why it happened, and tells how they feel, they use “I messages” as in I feel _____ when this happened.*
2. What were you thinking about at the time?
3. What have you thought about since?
4. Who has been affected by what you have done? In what way?
5. What do you need to do to make things right?
 - a. *What can be done differently next time? How can this be avoided in the future? Who can help with this in the future? Is the solution reasonable?*

4. Practice doing what you agreed to do and let someone else know how it went.

(Decide who you will share this with.)

7.6.2 Behavior Expectations Matrix

How We Create a Peaceful School

I show...	Hallway	Restroom	Classroom/ Specials	Playground	Dismissal	Carline	WAM/ Field Work
Cooperation	walking quietly and peacefully with friends	taking turns and being courteous and peaceful	working together peacefully	showing good sportsmanship in a peaceful way	going directly and peacefully to my dismissal room	waiting patiently and peacefully for directions from adults	being patient and peaceful with each other and our guests
Assertion	setting a good peaceful example for others	being trustworthy and peaceful in the hallway and restroom	peacefully standing up for myself and others	creating a safe and peaceful place for all students	peacefully walking into my dismissal room and sitting quietly	being ready to jump out in the morning and ready to go your car in the afternoon	asking questions and making comments when appropriate
Responsibility	picking up my belongings	using the facilities properly and cleaning up after myself	being prepared, trying my best, and staying on task	playing fairly and peacefully for fun and health	staying quiet and peacefully seated until I am called for dismissal	staying seated or in line peacefully until an adult directs you	entering and exiting quietly and peacefully while listening for directions
Empathy	giving personal space and respecting students who are trying to work	respecting privacy and the personal space of others	respecting everyone who is trying to work, listen and follow class instructions and noticing when others need help	including others in peaceful play and noticing if someone is hurt or sad	following the dismissal directions and setting a good example	having a good attitude and being polite "good morning" "good afternoon"	being a polite and peaceful audience and showing appreciation
Self-Control	peacefully keeping my hands, feet and objects to myself	using the restroom properly and returning to class quickly and peacefully	moving safely throughout the room, using materials properly, and controlling my words and how I talk to people in a peaceful way	keeping my hands and feet to myself and controlling my words and how I talk to people in a peaceful way	peacefully walking to the carline safely and waiting to be placed into your car	keeping your belongings gathered and ready to go	remaining in your space quietly and peacefully during quiet times

7.6.3 Discipline Chart

At Central Park School for Children we take a growth mindset approach to discipline. We believe that adolescents are going to make mistakes, that they do not benefit from a zero tolerance, punishment-based approach, and that they possess the capacity for growth and understanding as they move through these mistakes. To this end we believe in a restorative process that merges natural consequences with increased education and attempts to help make mistakes right.

Strategies, Consequences, and Process can be found in the chart linked here:

[Appendix 10: Discipline Chart](#) (from the Staff and Family Handbook)

7.7 Appendix 7: [CPSC Organizational Chart](#)

7.8 Appendix 8: Title IX Policies

[Title IX Discrimination & Harassment Policies for Students & Staff Members](#)

This policy may be amended this year and we will update our policy in accordance with state and federal requirements once we receive updated information.

7.10 Appendix 10: 2024-2025 Staff Calendar

[2025-26 School Calendar](#)

Appendix 7.1: Board of Trustees, 2025-26

[Board of Trustees 2025-26](#)

CPSC's Board of Trustees and Board Committee meetings are always open to the public. You are always invited, and always welcome. You can find our meeting schedule and links to join meetings on the school's website under "About/Our Board of Trustees". In the interest of time, board policy allows families and staff to speak at board meetings with an invitation from the Interim Executive Director or the Board Chair. You'll find more details about this in your Staff or Student/Family Handbook. Please follow the procedures detailed there.

The bulk of the Board's work happens at the committee level, and we invite staff and families to serve on our committees. When staff and family members join committees, they feel heard and valued, and make contributions that directly impact the quality of our students' educational experiences. Our standing Board Committees are Governance, Development, Finance, and Program Excellence. Our current ad hoc committees include Outdoor Learning, Measurement, and Demonstration School. If you are interested in joining a committee, please let the Executive Director know, and he'll tell you who chairs that committee so you can reach out for information and scheduling details.