



PERSONNEL/FINANCE POLICIES and PROCEDURES

2014-2015

Newark Charter School does not discriminate on the basis of race, color, religion, sexual orientation, national origin, gender, disability, genetic information, marital or family status, military status, status as a veteran, or age in its programs or activities. Persons having civil rights inquiries may contact the School Director.

2001 Patriot Way

Newark, DE 19711

(302) 369-2001

Approved, Newark Charter School Board of Directors (7-15-2014)

PERSONNEL POLICIES AND PROCEDURES

Accidents

If someone is injured, the nurse should be contacted first. All accidents are to be reported to the main office as well. Another person should accompany an injured or sick student if he/she is sent to the nurse. The nurse will contact parents and complete an accident report.

Assemblies

All teachers are to be in attendance when the entire student population gathers for an assembly. Teachers are to accompany their classes as they report to the assembly. Teachers should help their students to get seated quickly and remain with them by taking an aisle seat. Teachers who report without students should take aisle seats throughout the assembled group to provide visible supervision.

Board Representation

The school's operating Board of Directors will consist of three parent members, two currently-employed NCS teachers elected by the teachers, and up to four optional Board-appointed members-at-large as the board sees fit. Members-at-large are selected by a 3/4 majority of the current Board. For additional information consult the NCS Board of Director Bylaws.

Board Responsibilities

The roles of the board and that of the school management are distinct. The roles and responsibilities of the board are to

- establish the overriding policies that distinguish the school
- ensure that the school's charter is adhered to by the management
- approve annual budgets as proposed by management
- hire, fire, and establish performance milestones for School Director

(Also see "Management Responsibilities".)

Chaperones

1) Unless other arrangements have been made with the sponsoring moderator, all chaperones are to be in attendance from the beginning to the end of an activity.



- 2) Chaperones are to ensure proper supervision by circulating among the students.
- 3) Chaperones also should assist in supervising areas such as lavatories, lobby, outside grounds, etc.
- 4) All disciplinary infractions are to be reported promptly to the moderator.

Communication With Parents

Communication with parents is extremely important. All employees are expected to return phone calls and emails from parents within two business days after receipt. Faculty utilize an on-line web page as one way to inform parents about what is happening in their students' classrooms. All teachers are expected to utilize on-line web pages (format determined by the school) for this purpose and to update them at least once per week. Student grades are to be recorded in Home Access Center for parents to access on-line. Grades should be updated in Home Access Center at least one week after the date the assessment was given or project was due.

Contracts

All employees will receive a contract of employment. Both the employee and the School Director will sign the contract of employment and each party will receive a copy. Issuance of a new contract of employment reflects the fact that employees must be rehired by Management each year. Employment is at-will and automatic renewal should not be assumed. The School Director's contract will be signed by the Board chairperson.

If a teacher's credentials should change during the contract period (e.g., obtaining a higher college degree, becoming Nationally Board Certified, etc.), and if this should result in a change in compensation, a new contract will be signed at that time. However, the School Director or human resources manager must be informed of any such changes in credentials, with accompanying documentation provided and approved by the Delaware Department of Education, prior to December 1st for the change to be in effect during the current contract year; otherwise, changes will take place when contracts are signed for the next fiscal year, based on the compensation rates authorized for the new fiscal year.

Copyright Issues/Videos

Section 110(1) of the Copyright Act specifically limits a copyright owner's exclusive performance and display rights. It allows performance or display of a work by instructors or pupils in the course of face-to-face teaching activities of a nonprofit educational institution, in a classroom or similar place devoted to instruction, unless, in the case of a motion picture or other audiovisual work, the performance, or the display of individual images, is given by means of a copy that was not lawfully made...and that the person responsible for the performance knew or had reason to believe was not lawfully made.



Therefore, in order to comply with copyright legislation, any videotape used in our schools must be:

- A lawful copy
- An integral part of the instructional process

Instructional Issues: Used appropriately and correctly, video is a powerful educational tool. Used incorrectly, it is a passive form of instruction or, worse, electronic baby-sitting. The following guidelines help to clarify those elements which constitute sound instructional use of videotapes:

- Videotapes are carefully previewed for content
- Students have been taught how to view for information
- The use of the videotape is an integral part of a unit of instruction
- Students are given a clear instructional purpose for viewing
- Video segments of 10-20 minutes in length are preferred, followed by discussion or other instructional activities while visual images are still fresh in students' minds
- Video segments are carefully cued to minimize loss of instructional time through rewinding or fast-forwarding
- Clerical tasks are never performed while the class views a video segment. Teachers are actively involved, monitoring student attention and learning at all times.

If all these guidelines are met, a sound case for the appropriate instructional use of video can be made.

Ratings: Movies rated PG or PG-13 should not be shown without written parental permission.

Distribution of Materials Policy

Newark Charter School receives several requests from cultural, civic, athletic, and other extra-curricular opportunities that exist in the community independent of the school to distribute materials, both printed and electronically-generated, to parents and students. It is the policy of the school that the only materials that may be distributed to the school's parents and students are those which are directly created and sponsored by Newark Charter School. The only exception to this policy is where the distribution of such materials is required by law, or at the written request of the Delaware Department of Education.



Other non-profit organizations or governmental agencies that provide opportunities or conduct activities for school-age youth in Delaware shall be permitted to place approved materials in a designated location in the school for students, parents, and teachers to voluntarily pick up, take home, and review. The designated location will be centrally located in the school (such as in the main office, lobby, or common areas used by employees). Specific locations, durations, and quantities of postings will be determined by the School Director or designee. Placing such materials in a designated location in the school shall not constitute an endorsement of the organization or activity, nor be construed as an endorsement of any speech or ideas contained therein. All such materials must identify the name of the governmental agency or non-profit organization responsible for the material. Materials are limited to three pages maximum (but may include front and back) and shall not be larger than 8.5" x 11", except in the case of posters meant to be displayed on bulletin boards. Materials whose purpose is to solicit donations or announce fundraising activities shall not be accepted by organizations independent of the Newark Charter School. The above materials distribution regulation shall serve as the exclusive means of public service communication, and no flyers, posters or handbills, etc., shall be posted or distributed on school property.

Dress Code for Staff

All faculty and staff are required to dress professionally, reflecting the school's standards for decorum.

Family and Medical Leave Act (FMLA)

The Family and Medical Leave Act (FMLA) applies to employers with 50 or more employees and provides for a total of up to 12 weeks of unpaid leave per year for eligible employees. An "eligible employee" is one who has been employed by the employer for at least 12 months, and has been employed for at least 1,250 hours during the 12 months immediately preceding the leave. Only actual hours worked are counted towards the 1,250 hours required for eligibility. The 12-month period immediately preceding commencement of the leave shall be a "rolling" 12 month period measured backwards from the date FMLA leave is to commence. In order to return from an FMLA leave, the employee must present medical certification stating that the employee is fit to return to work.

Newark Charter School will inform the employee as to what paid and unpaid time off will run concurrently with the FMLA leave of absence, including time off due to workers' compensation, summer vacation, sick leave, vacation leave, and any other available paid or unpaid time off.

During an approved FMLA leave, employees may maintain the same level of health insurance coverage as immediately prior to taking leave. This means that employees will remain responsible for paying their portion of the insurance premium, and Newark Charter School will continue to pay its portion for the



employee's health insurance coverage premium unless the employee wishes to cancel the coverage during the leave period. Employees who fail to return to work at the end of the leave period may be required to reimburse Newark Charter School for maintaining coverage during leave unless the employee is unable to return to work due to a serious health condition or other circumstances beyond the employee's control. Continuation of life insurance is not provided by the FMLA; however, life insurance coverage may continue during the leave at the employee's expense.

Field Trips

Field trips can extend learning beyond the classroom. Only school-sponsored trips may take students from classes. Except for the sponsoring teacher, along with the School Director's consent, students may not be refused permission to attend a field trip or be penalized for the same by any member of the staff. Sponsoring teachers should consider a student's overall academic and disciplinary performance before granting permission to go on the trip. Trips should avoid returning at a late hour to minimize absenteeism and tardiness the following day.

The procedure for conducting a field trip is as follows:

- 1) The rationale, date, and time of the trip is presented to the administrator in charge for approval as far in advance as possible so it can be posted on the school calendar.
- 2) If possible, trips should be scheduled so as to avoid multiple trips in a short period of time and to avoid the same students going on multiple trips.
- 3) In consultation with the School Director the sponsoring teacher will determine the appropriate student dress code for the field trip.
- 4) The teacher in charge of the field trip will arrange school bus transportation. All other arrangements, including appropriate supervision, are the responsibility of the sponsoring teacher.
- 5) Permission slips can be obtained from the electronic faculty handbook. Parents must sign field trip permission slips before students will be allowed to attend field trips. Permission slips are to be collected and retained by the sponsoring teacher. Permission slips and payment are to be collected at the same time and retained by the sponsoring teacher. These permission slips should contain any necessary medical information including information regarding medications, date of trip, departure time, estimated return time, and cost.
- 6) It is the responsibility of the sponsoring teacher to obtain an appropriate number of chaperones.



7) No later than one week prior to the date of the trip, the sponsoring teacher should distribute the list of students' names that will be on the trip.

8) Students not going on the trip will follow their regular schedules or have other arrangements made by the sponsoring teacher with administrative approval.

9) Money collected for the trip is to be totaled, both cash and checks, and given to the business manager or his/her assistant working in the school's finance office who will verify the total and resolve any discrepancies with the sponsoring teacher. A cash receipt will be issued for the amount submitted. All checks are to be made payable to Newark Charter School. A small amount (5% or 10%) should be added to the total expenses to provide for unexpected financial shortfalls of the field trip.

Funeral Leave

In the case of a death in the immediate family (father, mother, brother, sister, son, daughter, grandchild, husband, wife, parent-in-law, daughter-in-law, or son-in-law) the teacher will receive no deduction in pay for an absence not to exceed 5 working days. This absence is in addition to other leaves.

In the event of the death of a near relative (first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, brother-in-law, or sister-in-law) there will be no deduction in the teacher's salary for absence on the day of the funeral. This absence is in addition to other leaves.

Grants and Funding

All grant writing and fund raising initiatives are to be coordinated by or approved by the School Director. Teachers should initiate grant requests without consulting the School Director first.

Grievance Procedures

1) A grievance is defined as a claim by an employee that there has been a violation, misinterpretation, misapplication, or improper application of any provisions of the personnel policies or practices. Any grievance should first be presented to the School Director for possible resolution. If the issue is not satisfactorily resolved, the employee should place the grievance in writing, specifically citing the provision(s) of the personnel policies or practices being contested, and submit it to the School Director for presentation to the Board of Directors.

2) All grievances should be processed as rapidly as possible. The number of days indicated at each level will be considered a maximum, and efforts will be made at each level to expedite the process. The specified time limits may be extended by mutual agreement.



a. Once the grievance has been presented to the School Director, a response will be given to the employee within 10 days.

b. If dissatisfied with the School Director's response, the employee may, within 5 days, submit a written appeal to the School Director for delivery to the school's Board of Directors. The Board will provide a written response within 15 days.

Harassment

(Sexual Misconduct, Harassment and Abuse)

Adult-to-student educator sexual misconduct or abuse is any behavior by an adult (employee or volunteer) directed at a student, that is intended to sexually arouse or titillate the adult or the student. An employee of Newark Charter School has a duty not only to avoid sexual misconduct, but also to avoid activities that may reasonably raise concerns as to their propriety.

All school employees:

- Are prohibited from having any relationship with current students, or former students under the age of 18, other than that which is consistent with the scope of their professional duties,
- Are prohibited from adding current students, or former students under the age of 18, as "friends" to Facebook or other social networking internet sites,
- Should always avoid transporting students in their personal vehicles (not including carpooling situations which include their own children, or rare emergency situations when, in such a cases, a school administrator must be informed, including departure and arrival times,
- Are prohibited from hosting school-related student events in their own homes (such as school-related celebratory events, club or sports activities, etc.)
- May not cover the windows to obstruct visibility into their classroom or office,
- Avoid being alone with a single child in a classroom or work area with the door closed or where the work area cannot be seen by others.
- Must report to the School Director any behaviors that are questionable by any adult on campus
- Inform Administration when and who is being tutored or coached outside of school hours or outside of regular group or team practice sessions. Keep a log of such activity.



- Avoid using physical means to show acceptance of children's behavior as much as possible. When using a student for physical demonstration purposes, such as may occur in physical education classes or in athletic and team events, ask the student's permission if touching is required.

An employee of Newark Charter School also has a duty to avoid staff-to-staff sexual harassment, misconduct, and abuse as well as to avoid activities that may reasonably raise concerns as to their propriety. All employees have a right to a safe and non-hostile work environment.

Harassment of any nature will not be tolerated at Newark Charter School. Employees who feel they are the target of someone's harassment should first speak out and tell the offender that they want the behavior to stop, that they find that kind of behavior offensive, or that the individual is making them feel uncomfortable.

The situation should be reported immediately if a blatant incident occurs or if the behavior continues after the objections were voiced. The person should go to his/her supervisor (assuming this individual is not the offender) or to the School Director. The person should keep a record of each incident, the date, time, and place of the occurrence, and the names of any witnesses.

Some examples of harassment include

- repeated flirtations, advances, propositions
- offensive or inappropriate touching
- slurs or offensive remarks
- pranks
- obscene or lewd sexual jokes or gestures
- displaying sexually explicit or suggestive materials

Supervisory employees are prohibited from predicating either benefits or sanctions on participation of a subordinate in a sexual activity with the supervisor.

Anyone who is guilty of harassment will be subject to appropriate disciplinary action up to and including discharge.



Health Benefits

Newark Charter School participates in the health plans offered by the State. Employees who qualify for benefits can select among plans offered by the state. A small portion of the insurance premium is paid by the employee. Information describing the plans and premiums can be obtained from the human resources manager.

Homeroom Teachers

1) Homeroom teachers are to be in their homerooms by 7:15 a.m. (Junior/Senior High School) and 8:15 am (Primary/Intermediate School). Teachers should check their mailboxes before going to homerooms to pick up attendance sheets, notices, handouts, etc.

2) School begins 7:35 am (Junior/Senior High School) and 8:45 am (Primary/Intermediate School). About a minute before the homeroom bell, homeroom teachers should step into the halls to direct students into their homerooms. Students who arrive after the bell are to be sent to the main office.

3) School attendance records are very important and their accuracy is critical. All homeroom teachers are responsible for taking daily attendance and reporting using the appropriate technology.

4) Everyone is to stand for the Pledge of Allegiance. There is to be silence in the homeroom while the announcements are being made.

5) Homeroom teachers should check their students for dress code violations. Minor infractions (shirt untucked, hat etc.) should be corrected before the student leaves the room. If need be, demerits should be issued or the student should be sent to administrator in charge.

Hours

Teachers are to be in school at least 25 minutes prior to the start of the school day. On normal school days teachers are to be in school by 7:15 a.m (Junior/Senior High School) and 8:15 am (Primary/Intermediate Schools). Teachers are to remain in school at least 25 minutes after all students have been dismissed. Dismissal for students is 2:25 pm (Junior/Senior High School) and 3:25 pm (Primary/Intermediate Schools).

Teachers are to be present for certain required activities even though such activities are outside the normal school day. These activities include; parent teacher conferences, Open House, Back-to-School Nights, faculty meetings, department meetings, committee meetings, etc.



If it is necessary for a teacher to leave the building during school hours, the teacher must check out and check in again in the school office. A member of the administration must be notified when a teacher leaves the building. Personal business is to be scheduled outside normal school hours.

Improvement Plan

Teachers performing below standards may be placed on an Improvement Plan. Such a plan may be required based on weaknesses in any of the areas described in the “Teacher Observation, Evaluation” section of this Personnel Policies manual. The Improvement Plan will identify in writing the identified areas of weakness, the prescribed plan for addressing these weakness, goals to be achieved and a timeline for monitoring and achieving them.

Interim Reports

These reports are issued four times a year about four weeks before the end of each marking period for grades 4-8. For grades K-3 they will be issued three times a year at mid-trimester. Parents should be notified of a student’s possible failure or a significant decline in performance prior to the end of the marking period. If a student is in danger of failing after the reports have been distributed, the teacher should notify the parents by phone or letter.

Lesson Plans

All teachers should have lesson plans for substitute teachers to follow in the event that the teacher is unable to be at school. These plans, along with class rosters and seating charts, should be kept up to date and left where substitutes have easy access to them. Emergency lesson plans need to be reviewed annually, updated if necessary, and stored in the school’s main office.

Management Responsibilities

The roles and responsibilities of management are:

- Communicating the school’s goals to the staff
- Ensuring that the staff adheres to the school’s charter, personnel policies, government regulations, and administrative directives
- Hiring, firing, and establishing performance milestones for the staff
- Reviewing the academic programs instituted by management
- Reviewing the hiring, firing, and performance policies of management



- Formulating and managing the budget
- Recruiting students and staff
- Developing funding sources

Mentoring

Teachers new to the profession and new to Delaware will participate in a mentoring program as prescribed by the Delaware Department of Education. They will be assigned an experienced mentor teacher to assist in their transition to the field of education and teaching. Mentors and mentees will meet with the Dean of Instruction periodically to monitor the success of the mentoring process.

Merit Pay

Merit pay (bonuses) may be awarded through a merit pool to be administered by the management. The level of the bonus will be determined by the Board of Directors and will be dependent on availability of funds. The Board will determine the amount of unrestricted operating funds from the school's annual financial statements. A maximum of 33% of these unrestricted funds will be available for the bonus pool. Based on the amount of available funds in this pool, the School Director will calculate the maximum individual bonus award for all employees under his/her supervision. This maximum amount may not exceed \$2,500 for any employee, regardless of whether they are 10-month or 12-month employees. Newly-hired employees will become eligible to participate in the merit pay program after completion of their second year of employment. In other words, their first year of eligibility would be for work performed during their third year of employment. Part-time employees and employees who take a leave of absence during the year for any reason will have their merit pay adjusted on a pro-rated basis. The payout will only be to those individuals on the active payroll at the time of payout with the exception of retirees who retired at the end of the fiscal year. Merit pay will be awarded based on a combination of factors including, but not limited to, formal observations and evaluations (such as those outlined by the Delaware Department of Education) walk-through observations, informal observations, parent surveys, student achievement, attendance, and uncompensated efforts on behalf of the school that go above and beyond basic job duties, etc.

Moderators & Advisors

The primary duties of a moderator are to provide the necessary adult guidance, advice, and supervision to a particular class or club in its activities. The moderator should work with the student officers to best involve other members in the development and execution of class/club activities. It is also the duty of the moderator to serve as liaison with the school's administration to obtain approval for activities such as dances, fund raisers, etc. Moderators in charge of after-school activities should not leave school



grounds until all students have departed, unless they are placed in the care of another teacher or administrator.

Military Caregiver Leave (MCL)

Employees who are eligible for Family and Medical Leave may request up to twenty-six (26) weeks of leave to care for a spouse, child, parent or next of kin who is a member of the Armed Services, including the Regular Armed Forces, the National Guard or Reserves, or a veteran. MCL is available with respect to a service member of the Regular Armed Forces or the National Guard or Reserves who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness. MCL is available with respect to a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness if the veteran was a member of the Armed Forces at any time during the period 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

Prior to granting unpaid leave, all but 40 hours of vacation time must be exhausted. Any unpaid waiting period for worker's compensation or short term disability (STD) will not require vacation use unless requested by the employee to be paid. Worker's compensation leave and/or STD leave will run concurrently with FMLA leave. Employees may choose to use any other available paid time, such as vacation time, during the leave; however, once paid time is exhausted, the remainder of the leave will be unpaid. Available paid time may not be used to extend a leave beyond the twelve (12) or twenty-six (26) week period. While on unpaid leave, employees will not be eligible for holiday pay

Upon returning to work after FMCL, the employee's previous position or an equivalent position with equivalent pay and benefits will be offered to the employee with the possible exception of "key employees." "Key employee" status may result in a denial of reinstatement, or a return to work in a different position at a different rate of pay if reinstatement of the employee to employment would cause substantial and grievous economic injury to the employer's operations.

Employees may not moonlight or otherwise work for other employers while on leave.

Out of State Competitions

Newark Charter School will help to subsidize costs for the school's students and teams that are invited to regional and academically-related national competitions by virtue of coming in first at the state level in the same competition. These are for school-endorsed activities such as Science Olympiad, Math League, Odyssey of the Mind, Spelling Bee, History Bee, Lego League, Academic Challenge, etc. A maximum of \$500 per student (if it is a competition for individuals) and \$1,000 for teams can be used to offset travel, lodging and registration fees. The remainder of these expenses will be paid by parents of



the students involved. Also, a limited amount of school-approved fund raising may be conducted to help defray costs.

Paraprofessional/Instructional Aide Attendance Policy

Who Is Included? “Paraprofessionals/Instructional Aides” includes Kindergarten Aides, Library Aides, Technology Aides, and Instructional Aides serving special education students in all schools. Instructional Interventionists follow the same policies as teachers.

Professional Development/Inservice Days Professional Development Days are listed on the school calendar. Paraprofessionals/Instructional Aides are required to attend all of the Professional Development Days immediately preceding the first student day and also the Professional Development Day after the last student day. Attendance for any additional Professional Development Days scheduled during the school year is optional, at the Paraprofessional’s/Instructional Aide’s discretion. Paraprofessionals/Instructional Aides may request Personal Days for any day of work, including any of the required Professional Development/In-service Days described above.

Paraprofessionals/Instructional Aides are required by the State Department of Education to participate in 15 hours of Professional Development over a five-year period. With advanced approval from administration, attendance on Newark Charter School Professional Development Days may be counted toward these 15 hours, whether attendance is required or not. Also, Paraprofessionals/Instructional Aides must attend any additional meetings and trainings required by the State of Delaware when these meetings and trainings cannot reasonably be provided during regular school days and during normal work hours.

If an employee has a combined role of both Teacher and Paraprofessional/Instructional Aide, then the employee should follow the attendance policy for Teachers.

Early Dismissal Days, Special Events On school days when the students have an early dismissal for the purpose of Teacher Professional Development Activities, Teacher Meetings, or Parent-Teacher Conferences, Paraprofessionals/Instructional Aides are free to leave 15 minutes after the last bus has been called.

Paraprofessionals/Instructional Aides are required to attend Open House. They are not required to be at school at times when Parent/Teacher Conferences are held after school hours (unless they are also faculty members as part of their employment). Kindergarten Aides are required to attend Back-To-School Night and the Meet and Greet event held in the Spring.



Parental Leave of Absence

Newark Charter School provides employees with unpaid time off for eligible parents to care for a newborn child or a child placed for adoption or foster care. The maximum granted time away from work cannot exceed six (6) consecutive months, including paid and unpaid time off. These leave provisions comply with and are in addition to, any requirements under the FMLA. Newark Charter School will inform the employee as to what paid and unpaid time off will run concurrently with the FMLA leave of absence, including time off due to workers' compensation, summer vacation, sick leave, vacation leave, and any other available paid or unpaid time off.

If both spouses are employed by Newark Charter School, they are jointly permitted to take a combined total of up to six (6) months of leave for the birth and care of a newborn child or the placement of a child for adoption or foster care. The granted Parental Leave period begins with the first day of leave, must be taken in continuous weeks, and must conclude within the first twelve months of the birth or placement for adoption or foster care of the child. Staff members may use accrued sick days and other paid time off to fund an unpaid period of leave; however, unused and accrued sick days or other time off cannot be used to extend a leave beyond the period granted. Staff members are expected to return to work immediately following a Parental Leave.

Additional pay calculated or otherwise based upon time worked may be prorated in accordance with leave taken. Likewise, benefit accruals, such as vacation, sick leave or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

Pension

Newark Charter School employees who qualify for the pension plan will receive pension benefits determined by the State's pension plan. Questions regarding the plan should be directed to the pension benefits office in Dover. There are regulations regarding retirees' eligibility to return to work in the State of Delaware. Pension eligible employees must check these regulations with the State Pension Office.

Professional Accountability

The State of Delaware requires every teacher on a Continuing License to be pursuing professional development opportunities each year. As an accountability management program, the state has developed the DEEDS website through which teachers may record and receive credit for the professional improvement in which they participate. It is the responsibility of the individual teacher to register online at the DEEDS website and to record the courses taken, workshops and in-service meetings attended, and all other legitimate professional improvement experiences. Credit for



professional improvement must accumulate to 90 hours within the acceptable framework every three years for license renewal to occur. Paper documentation should be provided for any hours submitted. The Dean of Instruction will be of assistance in providing both guidance and documentation of professional development achieved through Newark Charter School. The website may be accessed at <http://deeds.doe.state.de.us>.

Public Relations

All school staff share a responsibility for public relations. Staff must be mindful of the fact that everything they do and say reflects on the public's perception of the school. Formal public relations activities, such as contacts with the media, advertising, and newsletters, will be coordinated by and through the School Director. All external publications are to be submitted to the School Director for review before being released to the public.

Reimbursement for Purchases

The amount of reimbursement for materials that any teacher may submit to the School Director during the course of the school year cannot exceed \$150, without prior administrative approval.

Salary

The salary will be competitive with local public school salaries. Also, see the "Contracts" section of these policies. Employees may also be eligible for incentive pay (see "Merit Pay" above).

Teachers are employed on a ten-month basis for a total of 190 days. Direct deposit payments will be made in 26 installments paid biweekly beginning in September and ending in August. The incentive payment will be made after July 1.

The Delaware Department of Education subtracts 10% from the state portion of an uncertified teacher's salary. This deduction will be reflected in the salaries uncertified teachers receive.

Secretary/Administrative Assistant Attendance Policy

Professional Development/Inservice Days Professional Development Days are listed on the school calendar. Secretaries/Administrative Assistants are required to attend all listed Professional Development Days and remain until the end of the normal business day.

Early Dismissal Days, Special Events On school days when students have an early dismissal for the purpose of Teacher Professional Development Activities, Teacher Meetings, or Parent-Teacher Conferences, Secretaries/Administrative Assistants are required to work the same hours as they do on regular school days.



Secretaries/Administrative Assistants are required to attend Open House. They are not required to be present at school when Parent/Teacher Conferences are held after the close of the regular school day. Only one secretary per building must be present during Back-To-School Nights. At least one Primary school secretary is required to attend the Meet and Greet event in the Spring. Since there are two secretaries in each building's main office, they should rotate times so that only one secretary need be present.

Sick Leave

Teachers shall be allowed 10 days of sick leave per year with full pay. Annual employees will earn one day of sick leave for each month worked. For annual (12-month) employees, after their first 90 days of employment, up to two of these sick days may be used as personal days with supervisor approval. Unused sick days may be accumulated with no limit. Employees who have accumulated sick leave from previous employment with the State will have that sick leave transferred providing that the time between previous employment and current employment falls within six months, as per State policy. Teachers will have 1/190th of their annual salaries deducted for each day of absence exceeding their accumulated sick leave. Other employees will have their per diem rate deducted for each day of absence exceeding their accumulated sick leave. Up to two of these 10 allowed sick leave days may be used for personal reasons (i.e., "personal days"). Personal Day request forms must be submitted to the administrator in charge for approval at least two working days prior to the day the teacher requests to be out. Personal days may not be taken on the last day before a major holiday such as Thanksgiving Break, Winter Break, Spring Break, days when student field trips have been schedule for that teacher's grade level, or the final day of instruction.

In the event of critical illness in the immediate family (father, mother, brother, sister, son, daughter, grandchild, husband, wife, parent-in-law, daughter-in-law, or son-in-law) the teacher may elect to have days absent counted as sick leave. In the event of an FMLA qualifying critical illness of a spouse, parent or child, the teacher seek FMLA leave and fund such unpaid leave by using sick leave.

The administrator in charge should be notified as soon as possible whenever an employee will not be reporting to school at the regular time. If possible, the administrator should be called the night before so substitute coverage can be arranged.

At the discretion of the School Director, a maximum of five days of accumulated sick leave may be used for personal days (over and above the two personal days mentioned above) for exceptional circumstances.



If terminated from employment, terminated employees are not eligible to be compensated for unused sick leave.

If an employee resigns from the school, or if his or her contract is not renewed for the following year, the school will use the same criteria and policies employed by the state Department of Education and the local school districts which allows the employee to apply for compensation for unused sick leave at the time of retirement eligibility.

Short Term Disability

According to state law, employees may be eligible for short-term disability through the State of Delaware after they have been on leave from work and under a doctor's care for at least 30 calendar days (effective August 1, 2010). While covered by short-term disability, the employee will not be paid by the school. In order to return from a short term disability leave, the employee must present medical certification of the employee's fitness to return to work.

Snow Days (*attendance policy for 12-month employees*)

All 12-month employees of Newark Charter School are expected to be at work on days when school is closed due to snow or other weather-related conditions.

Custodians: All 12-month custodians are required to work 5.5 hours on days when school is closed due to weather conditions. The starting times and ending times on these days will be determined by the Director of Facilities who can determine whether all custodians need to work the same hours or in shifts. The Director of Facilities can decide what work has to be done on such days, whether it is weather-related outside work or indoor work.

State of Emergency: The Governor can declare a State of Emergency on days when the conditions are extremely severe. On such days no 12-month staff are required to work. It may be necessary, however, for custodial staff to come in. The Director of Facilities will make this determination. If custodial staff are asked to report to work during a day that is declared a State of Emergency then they will receive 1.5 hours of compensation time (comp. time) for each hour worked.

Late Start/Early Dismissal Days – Custodians: On days when there is a late start or earlier dismissal due to weather conditions, custodians are required to work a full day.

Administrative Staff: All 12-month administrative staff (*School Director, Assistant Principals, Dean of Instruction, Director of Technology, Business Manager, and Administrative Assistant*) are required to work 5.5 hours on days when school is closed due to weather conditions. The hours of operation are



left up to the employees, but must take place between 7:00 am and 3:00 pm. During this time, administrative staff may be asked to take turns covering the main offices for a period of time in addition to their regular duties.

Late Start/Early Dismissal Days – Administrative Staff: On days when there is a late start or earlier dismissal due to weather conditions, 12-month administrative staff are required to arrive at school 1 hour prior the student arrival time and remain 1 hour after the student departure time.

Using Vacation Time/Sick Leave: If a 12-month employee opts to use vacation time or sick leave on a day when school is closed for inclement weather then the day off will count as a full vacation day or a full sick day (in other words, it will not be pro-rated because the closure would have required them to work fewer hours).

Stipends

Newark Charter School will provide stipends for employees who qualify according to the school's Stipend Policy.

- The nature of the activity should relate to the primary goals of the school (e.g., academics, such as Math League; community service; performing arts, and physical activity (e.g., sports). The nature of the activity could also relate to the business of the school, such as fund raising on behalf of the school or production of publications used extensively by the school (e.g., yearbook). The School Director annually establishes a list of approved stipend positions and the payment classifications for those positions.
- The bulk of the time spent on the activity must take place outside the regular school day.
- Stipends shall be paid to employees of the school. Volunteers may run activities as well -- and acts of volunteerism are strongly encouraged for employees, parents, and others -- but no stipends are paid for volunteer work. Only the primary staff member in charge of the activity will receive a stipend.
- The activity should have been in existence at least one school year prior to stipends being paid, unless prior approval has been given by the School Director. This will establish the activity as a viable program.
- At least 10 students should participate in the activity on a regular basis.
- Where applicable*, meetings related to the activity should take place at least twice per month during the regular school year. (*Note: Some activities, by their nature, may be restricted to certain times of the year and not run for an entire school year.)



- The activity moderator should keep a log of meetings, members, and products associated with the activity.
- The School Director will recommend for Board approval a total dollar amount to be included in the annual budget and set aside for payment of stipends for activity moderators as defined above. This amount will be based on the known activities for the following year.
- The stipend amount allocated for each activity will be approved by the School Director.

Student Dances

- 1) Sponsoring moderator must obtain approval for the date and times of the dance from the administrator in charge.
- 2) All disciplinary infractions are to be reported to the administrator in charge.
- 3) Dances in grades 4-8 are for Newark Charter School students only.
- 4) Regular dances will end by 10:30 p.m.
- 5) The moderator must obtain a reasonable number of chaperones based on expected attendance.
- 6) Unless they have prior permission from the moderator, students will not be admitted one hour after the start of the dance.
- 7) Students may not leave and re-enter the dance.
- 8) The sponsoring moderator is responsible for arranging cleanup.

Teacher Observation, Evaluation

The purpose of teacher evaluation is twofold: first it is a way of documenting a teacher's proficiency in his/her profession through observation and discussion; second it provides a means whereby all teachers in the Newark Charter School can receive feedback necessary to realize goals for continued improvement.

Teacher observations and evaluations are intended to achieve and maintain quality teaching in the classrooms. These will include formal classroom observations by the School Director, Assistant Principals, Dean of Instruction, or other administrative appointees. In addition, informal observations may be conducted by peer teachers, mentors, department chairs, and lead teachers/team leaders. Formal observations will be conducted in accordance with the Delaware Department of Education's



Delaware Performance Appraisal System (DPAS II--see web page: <http://www.doe.k12.de.us/performance/dpasii/default.shtml>). The school's annual surveys of parent satisfaction and reports of students' achievement may be included as part of the overall teacher evaluation process. At the end of the year teachers are encouraged to provide students with opportunities to provide feedback so the teacher can self-evaluate the course and his/her teaching.

Written documentation will be produced as the result of lesson observations and interviews with the teacher; other information will be collected formally and informally during the school year through administrative walk-throughs and other means of data collection. A final summary will be prepared at the completion of the school year.

The following are the major expectations for standards of performance:

1. Demonstration of knowledge of content and curriculum
2. Provision of appropriate learning experiences
3. Demonstration of appropriate planning and preparation
4. Appropriate management of instruction and student behavior
5. Demonstration of human relations and communication skills
6. Appropriate monitoring of student and program outcomes
7. Use of appropriate and available resources
8. Fulfillment of professional responsibilities
9. Goal setting and attainment

Teachers may refer to the DPAS II Resource Books to examine performance indicators that will be used in professional evaluation.

Outcomes of Lesson Observations: As a result of either an announced or unannounced lesson observation, the teacher will receive feedback from the observer on the lesson and the classroom environment. Usually, this will be in the form of a narrative summary and a discussion between the teacher and observer. The narrative summary will consist of observations about and descriptions of what took place; a summary of commendations which will convey strengths of the class as they relate to the standards of performance, as well as any other positive remarks about the teacher's class; and a



summary of recommendations which will convey either comments regarding concerns apparent during the observation or suggestions for improvements, again relating to the standards of performance.

Termination of Employment

In the event that a teacher is placed on an Improvement plan, after 40 business days (school days) working under a Improvement plan (see section on “Improvement Plan”), if problems still exist, the School Director may exercise his/her responsibility for extending the terms of the Improvement Plan or for nonrenewal of the teacher’s contract. Nonrenewal of an employee’s contract may occur for reasons other than those associated with an Improvement Plan and, if warranted, the School Director has the authority to not renew a teacher’s contract without first issuing an Improvement Plan.

In cases where gross misconduct or incompetency is evident (e.g., nonperformance of duty, insubordination, conviction of crimes, moral turpitude, failure to comply with reasonable orders, violation of contract provisions or state or federal rules or regulations, persistent failure or refusal to maintain orderly discipline of students, and revocation of the teaching certificate, etc.) the School Director may exercise his/her responsibility for immediate termination of employment. In the event of termination, employees have the right to follow the grievance procedures outlined in this policy manual. Terminated employees are not entitled to be compensated for unused vacation pay or accumulated sick leave at the time of termination.

Tobacco Policy

In an effort to adhere to Delaware Code (11 DE Reg. 1463) and to improve the health of students and school personnel, Newark Charter School has adopted the following policy regarding the use or distribution of tobacco.

Possession or use of tobacco and tobacco related products is not permitted in the school buildings, on school grounds, in leased or owned vehicles, even when they are not used for student purposes, and at all school affiliated functions.

In addition to the staff and students of Newark Charter School this policy applies to:

- All buildings, property or vehicle leased, owned or operated by Newark Charter School.
- School bus operators under contract shall be considered staff for the purpose of this policy.
- Any private building or other property including automobiles or other vehicles used for Newark Charter School activities when students and staff are present.
- Any non-educational groups utilizing and renting school buildings or other educational assets.
- Any individual or a volunteer who supervises students off school grounds.



This policy will be communicated to the students, school staff, parents, guardians or Relative Caregivers, families, visitors and the community at large by:

- Posted on the Newark Charter School Website
- Published in the weekly bulletin (once a year)
- Published in the Student Code of Conduct
- Published in the Newark Charter School Staff Handbook
- Listed as a condition of service to all volunteers, visitors, renters, and other contracted employees.

Individuals interested in seeking assistance in overcoming the physical and social issues associated with nicotine addiction are encouraged to contact the Delaware Quitline by visiting <http://dhss.delaware.gov/dph/dpc/quitline.html> or calling 1-866-409-1858.

Newark Charter School will not be used to advertise any tobacco product.

Tuition and Professional Development Reimbursement

Newark Charter School values and encourages continuing education for the personal and professional growth of its employees. There are circumstances when the school may reimburse employees for continuing education and professional development and other times when such costs will be paid by the employee. Using the following guidelines, reimbursement decisions will be made by the school director based on whether it is directly related to the school's strategic interests:

1. Tuition for college and university-level coursework incurred by Newark Charter School employees will not be reimbursed by the school. The school director, however, may make an exception to this policy if all of the following conditions are met:
 - The school director considers the coursework to directly benefit the school (such as training needed to enable an employee to teach Advanced Placement courses or to obtain credentials required to do work needed by the school.) The reason for the request cannot be solely to advance one's degree (for example, from a Bachelor's to a Master's; from a Master's to a Master's +15; from a Master's to a Doctorate, etc.).
 - The employee has requested and received conditional approval for the reimbursement prior to the employee taking the course.
 - A copy of the final report card must show a final grade of B or higher and must accompany the final request for reimbursement.

If reimbursement is approved and meets the conditions above, the employee will be reimbursed 50% of the tuition cost of continuing education up to 3 credits per fiscal year using the cost of a resident graduate credit at the University of Delaware as a maximum.



Reimbursement for all other types of professional development (such as attending workshops, seminars or conferences, professional memberships, etc.) will be determined by the school director on a case by case basis when the following conditions are met:

- 1) The school director considers the training to directly serve the school's strategic interests.
- 2) The employee has requested and received conditional approval for the reimbursement prior to the employee registering for the training.
- 3) Documentation showing participation in and completion of the training must be submitted by the employee before becoming eligible for reimbursement.

Reimbursement for out-of-state professional development will be limited to registration fees, reasonable travel fees and lodging. Meals will be reimbursed up to a maximum of \$25 per day when receipts are presented.

In any fiscal year, the total for reimbursements for tuition and professional development may not exceed the amount budgeted for tuition reimbursement and professional development for that fiscal year.

Tutoring of Students

No Newark Charter School teacher is permitted to tutor one of their current students for profit. Pro bono work is certainly acceptable. Accepting money from a parent/family for tutoring a current student is considered by the school to be a conflict of interest. This policy does not apply to homework clubs operated by the school.

Vacations

Full-time (12-month) employees are entitled to five (5) days paid vacation after one (1) year's employment. From years two (2) to five (5) such employees are entitled to ten (10) days paid vacation. After five (5) years employment they will receive fifteen (15) paid vacation days. After fifteen (15) years of employment employees will qualify for twenty (20) paid vacation days. After twenty (20) years employment they will have earned twenty-five (25) paid vacation days. No more than five (5) vacation days can be carried over into the next school year. For a 12 month employee who is granted three weeks of vacation or more but who is unable to take the full vacation allotment and who has vacation days about to expire, can be paid for a maximum of five unused vacation days.

Video (see Copyright Issues/Videos)



FINANCE POLICIES and PROCEDURES

Please refer to the FINANCIAL PROCEDURES MANUAL, updated 9/27/10.

Conflict of Interest & Ethical Business Conduct Policy Statement

We expect our employees to act in an ethical and professional manner. Accordingly, we have adopted the following guidelines for ethical conduct:

1. Any employee who purchases goods or services on behalf of the Newark Charter School shall make such purchases based on (1) quality, (2) service and (3) price.
2. Employees must make all reasonable efforts to avoid conflicts of interest and must report them when they arise. Conflicts of interest may exist any time an individual or organization outside of Newark Charter School stands to receive a substantial material or economic gain because of an employee's position in the Newark Charter School.

For example, a conflict may arise when an employee, relative, household member or friend of the employee:

- a. has a direct or indirect financial interest in, or receives benefits from a business entity which does business with is currently in negotiations with or competes with the Newark Charter School.
- b. stands to gain economic benefit or special privileges in a business or personal transaction because of the employee's job with Newark Charter School.
- c. is also employed by a competitive entity which may benefit from information or knowledge possessed by the employee.

If you believe you have an actual or potential conflict of interest, contact a member of the administration.

3. Employees, their relatives or household members should not solicit or accept any gifts or gratuities from any individual or entity which sells goods or services to the Newark Charter School where the value of the gift or gratuity would appear to affect a reasonable person's business objectivity.
4. If an employee is offered a gift or gratuity as described above, or if a suggestion of such an offer is made, the employee should report the actual or suggested offer to administration as soon as possible.



5. Similarly, no employee shall offer any gift or gratuity to any current or prospective clients of Newark Charter School where the value of the gift or gratuity would appear to affect a reasonable person's business objectivity.

The above guidelines do not include all areas of prohibited unethical conduct; rather, they are intended only to cover certain specific situations. Besides following the above guidelines, employees should conduct themselves honestly and ethically in all business they perform on behalf of the Newark Charter School. We expect you to be courteous, pleasant, helpful and professional toward our clients, (parents) suppliers and other employees. All confidential business information is considered privileged and must be held in strict confidence. You should not discuss such information with other employees, except on a need to know basis, or with anyone outside the school or in areas where the public has access. academics (e.g., Math League), community service (e.g., Student Council),

