



HAPEVILLE CHARTER SCHOOLS

EMPLOYEE HANDBOOK

Revised August 11, 2020

**Georgia Magnet/Charter Schools Foundation, Corp.
A Georgia based section 501(c)(3) CORP. #0309121**

Hapeville Charter Middle School

Sixth and Seventh Grade
(Middle School Main Campus)
3535 South Fulton Avenue
Hapeville, GA 30354
404-767-7730

Eighth Grade Academy
6045 Buffington Road, Building B
College Park, GA 30349
404-941-1041

Hapeville Charter Career Academy

6045 Buffington Road, Building A
College Park, GA 30349
404-941-1040

Hapeville Charter Schools receive funding through the Federal Title I Program for economically disadvantaged families. Hapeville Charter Middle School and Hapeville Charter Career Academy are Schoolwide Title I schools which are part of the Fulton County School System.

This institution is an equal opportunity provider.

Hapeville Charter Middle School and Hapeville Charter Career Academy are each accredited by AdvancED.

Revised August 11, 2020

Welcome to Hapeville Charter!

This handbook has been prepared by the School's administration to provide you with information regarding standing policies and procedures for each employee at Hapeville Charter School. Hapeville Charter School includes Hapeville Charter Middle School and Hapeville Charter Career Academy (collectively, the "School"). Georgia Magnet/Charter Schools Foundation, Corp., a Georgia 501(c)(3) corporation (the "Corporation"), was established for the purpose of governing the School's operations.

Our vision is to provide the finest-quality services to our students in order to ensure their success and our school's longevity as we provide a public, tuition-free educational option for families residing within the Fulton County School attendance zone. And, as with any venture, we must continue to strive to be the best in the business.

You are an important part of attaining this success because your work directly influences our School's reputation through your relationships with our students, their parents/guardians, and the community. We are glad you have joined us, and we hope you will find your work here to be both challenging and rewarding.

Hapeville Charter School is governed by a Board of Directors, per Georgia charter school law. The Board of Directors is responsible for the overall operations (including strategic and financial planning) of the School. Board meetings are held monthly (with the exception of May and December) each year.

To those of you who were recently hired at Hapeville Charter, welcome! To those of you who are returning for the next school year, welcome back!!

Sincerely,

Candace Bethea

Candace Bethea
Principal
Hapeville Charter Career Academy

Audrey R. Greer

Audrey R. Greer, Ph.D.
Principal
Hapeville Charter Middle School

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Hapeville Charter Vision*

Vision

The vision of Hapeville Charter is to establish a schoolwide environment that will transform students into productive individuals working together to enrich their lives and lead future generations.

HOW

Hapeville Charter will:

- provide faculty and staff who are enthusiastic and excited about student achievement
- acknowledge the positive efforts of individuals and teams
- expose students to diverse societies, career opportunities, arts and leisure activities
- provide continuing lifelong learning opportunities

Accreditation

***The Hapeville Charter Vision Statement is being refined during the 2014-2015 School Year in response to one of the Required Actions by AdvancED during the Fall 2011 Accreditation Visit to HCMS and HCCA. Both schools are accredited by AdvancED from 2011 through 2016.**

Hapeville Charter Schools Mission

Hapeville Charter Schools is comprised of two entities: Hapeville Charter Middle School, which includes grades 6-8, and Hapeville Charter Career Academy, which will include grades 9-12. The mission of the combined middle and high school programs is:

- (1) to provide a challenging and encouraging learning environment geared to increasing student achievement through academic and organizational innovation and
- (2) to guide each student through the process of identifying, developing and achieving individual academic, personal and professional goals.

While the mission of the middle school grades is to prepare each student for a college preparatory high school in a safe and caring learning environment, the mission for the Career Academy high school grades is:

- (1) to provide a challenging and encouraging learning environment which substantially prepares each student for college and the workplace by supporting and encouraging the student's motivation to learn and excel, and
- (2) to provide the foundation and resources for each student to increase his/her individual, academic and personal achievement during the high school years through close relationships with teachers and fellow students, rigorous and relevant curriculum (which meets State and local guidelines,) the attainment of industry-relevant credentialing, and exposure to career and educational options outside of the high school and
- (3) to encourage students to maintain and build motivation by identifying and pursuing interests that lead to meaningful jobs that will initiate a career path.

Hapeville Charter Core Beliefs

Core Beliefs of the Hapeville Charter Schools:

- **students learn best when the method of instruction is varied, and is individualized to students' particular learning styles;**
- **students learn best when they are fully engaged and self-motivated;**
- **students learn best by experience and will develop higher levels of mastery when they can apply learned knowledge and skills to new situations;**
- **students learn best when the school environment is safe, secure and positive.**

About This Handbook

This Employee Handbook contains information about the employment policies and operational practices of Hapeville Charter Schools. We expect each employee to read this Employee Handbook carefully, as it is a valuable reference for understanding your job and the School. The policies outlined in this Employee Handbook should be regarded as management guidelines which, as our School develops over time, will require changes as the School develops and grows. The Board of Directors of Hapeville Charter Schools retains the right to make decisions involving employment as needed in order to insure that the School's work is conducted in a manner that is beneficial to the employees, the students and the School as a whole. This Employee Handbook version supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.

All employees have an at-will employment relationship, which may only be changed by the Executive Director of the School in a signed written contract, and in addition the School, in its sole and absolute discretion, reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without prior notice. All such revisions, deletions or additions to the Employee Handbook must be approved, in writing, by the Executive Director or Principals of the School. No oral statements or representations can change the provisions of this Employee Handbook or change the at-will employment relationship.

The provisions of this Employee Handbook are not intended to create contractual obligations with respect to any matters it covers.

Hapeville Charter Schools is an at-will employer. This means that regardless of any provision in this handbook, employment may be terminated by you or the School at any time, for any reasons, with or without cause or notice.

Nothing in this Employee Handbook or in any document or statement, written or oral, will limit the right to terminate employment at-will.

No officer, employee or representative of the School is authorized to enter into an agreement – either expressed or implied – with any employee for employment for a specified period of time unless such an agreement is in a written contract signed by the Executive Director or Principals of the School.

This Employee Handbook references current benefit plans maintained by the School. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan as those documents are controlling.

If a written contract is inconsistent with the Employee Handbook, the written contract takes precedence.

Equal Employment Opportunity

Our School is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally-recognized basis including, but not limited to: veteran status, uniform service member status, race, color, religion, citizenship, sex, national origin, age, physical or mental disability, or any other class protected by applicable federal, state, or local law.

You may discuss equal employment opportunity related questions with the Business Manager or any other member of Administration.

This policy extends to all terms, conditions, and privileges of employment including the following:

1. Job application procedures
2. Hiring, promotions, awards of tenure, demotion, transfer, layoff, termination, right of return from layoff, and rehiring;
3. Rate of pay or any other form of compensation and changes in compensation.
4. Job assignments, job classifications, position descriptions, and lines of progression;
5. Leaves of absence, sick leave, or any other leave;
6. Use of the School's facilities and participation in all School sponsored activities; and
7. Any other terms, conditions, or privileges of employment.

Americans With Disabilities Act

Our School is committed to providing equal employment opportunities to otherwise qualified individuals with disabilities, which may include providing reasonable accommodation where appropriate. In general, it is your responsibility to notify the Principal of the need for accommodation. Upon doing so, the Principal may ask you for your input or the type of accommodation you believe may be necessary or the functional limitations caused by your disability. Also, when appropriate, we may need your permission to obtain additional information from your physician or other medical or rehabilitation professionals.

Life Threatening Illnesses

In the event that you are diagnosed with a serious or life threatening illness, please know that our School is committed to supporting you as much as possible. When necessary and where required by law, the School will provide reasonable accommodations to otherwise qualified individuals with disabilities, including employees with serious or life threatening illnesses. All employees, including employees with serious or life threatening illnesses, must maintain acceptable performance standards.

An employee's medical information is confidential. Disclosure of employee medical information is restricted to limited situations where a manager or supervisor has a job-related reason to know it. Employees who disclose employee medical information without proper authorization will be subject to disciplinary action, up to and including termination.

Employees with questions or concerns about serious or life threatening illnesses are encouraged to contact the Business Manager for information and referral to appropriate services and resources.

Criminal Background Check

A criminal background check on all new employees is required. This requirement is in accordance with Code §20-2-211 of the Official Code of Georgia, and as amended. An acceptable fingerprint record is required. Fingerprinting and a criminal background check will be completed and filed each year. HCS employees and board members will be fingerprinted by the Fulton County Board of Education.

Employee Relations Philosophy

Hapeville Charter Schools is committed to providing the best possible climate for maximum development and goal achievement for all employees. Our practice is to treat each employee as an individual. We seek to develop a spirit of teamwork; individuals working together to attain a common goal.

In order to maintain an atmosphere where these goals can be accomplished, we provide a comfortable and progressive workplace. Most importantly, we have a workplace where communication is open and problems can be discussed and resolved in a mutually respectful atmosphere. We take into account individual circumstances and the individual employee.

We firmly believe that with direct communication, we can continue to resolve any difficulties that may arise and develop a mutually beneficial relationship.

Any questions or issues can always be taken to the Principal or Executive Director of the School to be addressed.

Employment for the Following School Year

Approved by the HCA Board of Directors March 2014

School principals will provide each 10 and 11 month contractual employees a letter stating the principal's intent to extend employment from the next school year or not by no later than April 15.

All 10 and 11 month contractual employees will receive their contracts for the following school year no later than May 15. 10 and 11 month contractual employees will have 10 days to sign and return the contract to the school principal.

10 and 11 month contractual employees who do not receive a contract for the following school year will have 20 days to appeal the decision in writing to the school Executive Director.

Harassment

We prohibit harassment of one employee by another employee, supervisor or third party for any reason including, but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age and physical or mental disability. Harassment of third parties by our employees is also prohibited.

It is the right of all employees to work in an environment free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive. Harassment, retaliation, coercion, interference, or intimidation of any employee due to that employee's race, color, religion, sex, age, pregnancy, national origin, veteran status, or disability is strictly forbidden, and any employee who experiences such activity or misconduct should report it immediately to the members of the School's administration set forth below. If the act being complained of is being conducted by the person's identified below, the employee should report such discrimination to the next highest supervisor. All employees are expected to comply with this policy in every respect.

Furthermore, any form of harassment of any staff persons, employees, customers, students, vendors, or applicants for employment is unacceptable conduct which will not be tolerated. Harassment, discrimination and/or improper conduct consists of misconduct that includes unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as gender, pregnancy, color, race, religion, national origin, age, disability, or other protected group status as provided for by law. Harassment also includes, but is not limited to, any unwelcome sexual advances, requests for sexual favor, and other verbal, non-verbal, or physical conduct of a sexual nature. This impermissible conduct may include, but is not limited to, making offensive or derogatory remarks, sexually explicit, offensive, or off-color or racial comments or jokes, verbal commentaries about an individual's body parts, sexually or racially degrading words used to describe an individual, displays in the workplace of sexually suggestive objects or pictures and other visually or verbally offensive behavior that results from or is based upon an individual's race, color, religion, sex, national origin, age, pregnancy, gender, or disability, as required by state and federal law. The School will not tolerate conduct that affects work performance or that creates an intimidating, hostile, or offensive work environment. The purpose of this policy is not to regulate the personal morality of employees. It is to ensure that, in the workplace, no employee harasses another for any reason.

Any employee who feels that (s)he is a victim of such harassment should immediately report the matter to one of the following members of administration who have been designated to receive such complaints:

Candace Bethea at (404) 941-1040
6045 Buffington Road, Building A, Union City, GA 30349

Audrey R. Greer, Ph.D. at (404) 767-7730
3535 South Fulton Ave, Hapeville, GA 30354.

If an employee makes a report to any of these members of administration and the manager either does not respond or does not respond in a manner the employee deems satisfactory or consistent with this policy, the employee is required to report the situation to another member of Administration designated in this policy to receive complaints including:

HR Director (404) 767-7745 or HR@hapevillecharter.org

Business Operations Director (404) 767-7745 or
BusinessOffice@hapevillecharter.org

Executive Director (404) 767-7745

The School will investigate all such reports as confidentially as possible. Adverse action will not be taken against an employee because he or she, in good faith, reports or participates in the investigation of a violation of this policy for such reporting and participating. Violations of this policy are not permitted and may result in disciplinary action, up to and including termination.

Sexual Harassment

Sexual harassment is specifically prohibited. Sexual harassment is defined as: (1) threats or insinuations to an individual, either explicitly or implicitly, that the individual's refusal to submit to sexual advances will adversely affect the individual's employment, evaluation, wages, or advancement; (2) intimidation, ridicule, insult, or other such conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or an offensive working environment. Failure to follow this policy will result in appropriate disciplinary sanctions up to and including immediate termination. Any type of sexual harassment is against School policy and may be unlawful.

Each employee has a responsibility to take all steps possible to maintain the work place free of any form of sexual harassment. No one at the School is to threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's condition of employment. Furthermore, no employee is to sexually harass any other employee, student, supervisor, or third party. Failure to follow this policy will be cause for disciplinary up to and including immediate termination.

The purpose of this policy is not to regulate the morality of employees. It is to ensure that in the workplace, no employee is subject to sexual harassment.

While it is not easy to define precisely what sexual harassment is, it may include:

1. Sexual flirtation, unwelcome sexual advances, unwanted teasing, touching, propositions, repeated requests for dates;
2. Verbal abuse of a sexual nature, requests for sexual favors, and/or verbal or physical conduct of a sexual nature including, but not limited to, sexually-related drawings, pictures, jokes, teasing,
3. Graphic or suggestive comments about an individual's dress or body;
4. Display in the workplace of sexually suggestive objects or pictures, including nude or pornographic photographs;
5. Viewing, sharing, forwarding pornographic or sexually explicit images either from e-mail, Internet, or any other forms of media.

There will be no adverse action taken against employees who report violations of this policy in good faith or participate in the investigation of such violations.

Any employee who feels that (s)he is a victim of sexual harassment should immediately report such actions in accordance with the following procedure. All complaints will be promptly and thoroughly investigated as confidentially as possible.

- a. Any employee who believes that (s)he is a victim of sexual harassment or has been retaliated against for complaining of sexual harassment, should report the situation immediately to one of the following members of administration who have been designated to receive such complaints: Candace Bethea at (404) 941-1040 and 6045 Buffington Road, Union City, GA 30349; Audrey Greer (404) 767-7730 and 3535 S. Fulton Ave, Hapeville, GA 30354; or Human Resources at (404) 767-7745 and PO Box 86248, Hapeville, GA 30354. If an employee makes a report to any of these members of administration and the manager either does not respond or does not respond in a manner the employee deems satisfactory or consistent with this policy, the employee is required to report the situation to another member of Administration designated in this policy to receive complaints.
- b. The School will investigate every reported incident immediately. Any employee, supervisor or agent of the School who has been found to have violated this policy may be subject to appropriate disciplinary action, up to and including immediate termination.
- c. The School will conduct all investigations in a discreet manner. The School recognizes that every investigation requires a determination based on all the facts in the matter. We also recognize the serious impact a false accusation can have. We trust that all employees will continue to act responsibly.
- d. The reporting employee and any employee participating in any investigation under this policy have the School's assurance that no reprisals will be taken as a result of a sexual harassment complaint for such reporting and participating. It is our policy to encourage discussion of the matter, to help protect others from being subjected to similar inappropriate behavior.

Categories Of Employment

All employees are at-will.

There are two categories of employees at HCS – Exempt and Non-Exempt.

Georgia Magnet Charter Schools Foundation complies with Federal and State laws concerning Exempt and Non-Exempt employees. Please visit www.flssa.com for more information.

Anniversary Date

The first day you report to work will be recorded in School records as your anniversary date. This date may be used to calculate many different School benefits. However, the anniversary date is used in calculating twelve (12) month employee's vacation days. Vacation days are determined by the School's fiscal year which starts on July 1st. If you have any questions regarding your anniversary date, please contact the Human Resources Manager.

Certification, Licensing and Other Requirements

You will be informed by the Principal if there are any licensing, certification or testing requirements for your job. Failure to qualify or to maintain a certification or license may be sufficient cause for termination.

GaTAPP Program Partial Fee Reimbursement:

Georgia Magnet/Charter Schools Foundation, Corp. encourages the teachers of Hapeville Charter to participate in the CharterTeacher GaTaPP program to comply with the highly qualified certification requirements per federal and state guidelines. The Corporation agrees to provide a reimbursement of ½ of the fees to the teacher with five plus years classroom teaching experience who desires to enroll in the 2 month course in pursuit of a clear, renewable certificate, and signs an agreement to continue teaching for the following three years at Hapeville Charter upon completion of the GaTAPP program. The reimbursement check will be paid to the teacher upon completion of the program and submittal of a copy of the updated certificate to the Principal.

GaTAPP Program Reimbursement Application

I, _____, am registering with the CharterTeacher GaTAPP program for pursuing a clear, renewable five year teaching certificate. This application is being completed for the GaTAPP Program Reimbursement Policy as stated in the Employee Handbook.

My signature is acknowledgement that:

- (1) I have completed a minimum of one full year (179 days) of classroom teaching at Hapeville Charter, and
- (2) I agree to continue teaching at Hapeville Charter for the next three years following the successful completion of the GaTAPP Program.
- (3) The Principal must endorse this application for final approval and processing
- (4) I understand that the reimbursement of $\frac{1}{2}$ of the total program fees will be paid upon completion of the program and certification renewal. A copy of the certificate will be submitted to the Principal for HR files prior to actual payment of reimbursement.
- (5) I have read and agree to the Refund from Faculty Member of GaTAPP Reimbursement Policy in regards to not fulfilling the subsequent three year teaching assignments with Hapeville Charter following the completion of the GaTAPP Program.

Faculty signature

Date

Principal signature of endorsement for the application

Date

GaTAPP Reimbursement Policy from Faculty Member to HCS

Georgia Magnet/Charter Schools Foundation, Corp. encourages the teachers of Hapeville Charter to participate in the CharterTeacher GaTaPP program to comply with the highly qualified certification requirements per federal and state guidelines. The corporation agrees to provide a reimbursement of ½ of the fees to the teacher with five plus years classroom teaching experience who desires to enroll in the 2 month course in pursuit of a clear, renewable certificate, and signs an agreement to continue teaching at Hapeville Charter for a minimum of three additional years upon completion of the GaTAPP program. The reimbursement will be paid upon completion of the program and submittal of a copy of the updated certificate to the Principal.

The following chart includes the percentage of the GaTAPP reimbursement that the teacher agrees to refund the Corporation if the commitment to continue teaching at Hapeville Charter is not fulfilled:

Time	Percentage of GaTAPP Reimbursement which the teacher will refund to Georgia Magnet/Charter Schools Foundation, Corp.
Teacher does not teach at Hapeville Charter upon completion of GaTAPP and receiving reimbursement	100%
Teacher does not complete one year at Hapeville Charter upon completion of GaTAPP and receiving reimbursement	95%
Teacher completes one year and does not complete two years at Hapeville Charter upon completion of GaTAPP and receiving reimbursement	80%
Teacher completes two years and does not complete three years at Hapeville Charter upon completion of GaTAPP and receiving reimbursement	33%
Teacher completes three years at Hapeville Charter upon completion of GaTAPP and receiving reimbursement	0%

Employee Travel Policy

It is the intention of Georgia Magnet/Charter Schools Foundation, Corp. to reimburse employees for travel and related expenses incurred on behalf of the school and arising out of the individual's employment by the district. Normal daily commuting costs are not reimbursable.

Definitions:

"Local Travel" - All required travel between the campuses, plus any required travel which doesn't require overnight lodging and is less than 50 miles in distance from the campuses.

"Long Distance Travel" - Any required travel which is over 50 miles in distance from the campuses and/or requires overnight lodging.

The employee must personally incur reimbursable expenses. Reimbursable mileage must be traveled in a vehicle personally owned, rented, or leased by the employee, or in a legitimate substitute for a personally-owned vehicle. Only the expenses of the employee are reimbursable. Expenses for a spouse or other individual accompanying the employee are not reimbursable. Forms are provided for reporting and documenting reimbursable travel expenses: "In-System Travel Report" (yellow) or "Statement of Out-of-System Expenses" (green). These forms must show point-to-point destinations and odometer readings as required by State Board of Education regulations. For out-of-system travel, all other reimbursable expenses should be clearly documented on the form.

Auto rentals may be allowed at the destination for Long Distance Travel if necessary and more economical than alternate means of transportation.

Receipts must be submitted with the reimbursement request to document lodging expenses, common carrier fares and auto rentals.

Reimbursement limits:

Lodging accommodations will be made by the Business Office. The Business Office will make accommodations based on a variety of factors that are but not limited to cost, location, duration, dates and number of school representatives.

Mileage is reimbursed at .50 cents per mile effective August, 2012.

All Long Distance Travel must be approved by the Executive Director in advance by completing the Travel Expense Reimbursement Form with estimated costs for the trip. All common carrier reservations will be made by the Business Office based on information on the T-1 form. Anticipated auto rentals must also be shown on the anticipated Travel Expense Reimbursement Form with the anticipated costs.

Local Travel reimbursement requests must be submitted to the Business Office by the 5th day of the month, and will be processed by the 15th of the month. Long Distance Travel reimbursement requests should be submitted within 30 days after returning from the trip, and will be processed as expeditiously as possible.

The foregoing is a brief summary of the travel regulations and procedures. Specific details are contained on the following pages.

GENERAL INFORMATION

1. "Personnel" as used in these procedures is defined as persons governed by the rules and regulations of the Georgia Magnet/Charter Schools Foundation, Corp., including Board members.

2. All Long Distance Travel requests must be approved in advance by the Executive Director. Requests should be submitted on the Travel Expense Reimbursement Form with projected costs.
3. Approved Local Travel is on the basis of reimbursement for the actual and necessary expenses incurred subject to the limitations set forth herein.
4. Travel must be by the most direct route possible. However, an expressway route, for example, which involves more total mileage, may result in a saving of personnel time which would make it, in effect, the most direct route available.
5. Cost of meals which normally would be eaten before departure or after return from travel status will not be allowed. Reimbursement will not be allowed for the noon meal unless overnight travel is required or unless the noon meal is an integral part of a scheduled meeting. In order to be an integral part of a scheduled meeting, the luncheon would include a program such as, but not limited to, a speaker, a panel discussion or other similar presentation. The individual must be an official representative of Georgia Magnet/Charter Schools Foundation, Corp. and the Executive Director or designee must approve the payment of the noon meal. Reimbursement may be claimed whenever the noon meal is part of a required fee or is included in the cost of a luncheon ticket which is required for a participant to attend a required meeting. Reimbursement will not be allowed for breakfast unless the individuals depart their homes or official headquarters prior to 6:30 a.m. Individuals will not be reimbursed for the evening meal unless they arrive at their homes or official headquarters after 7:30 p.m., or unless the employee was away from home on the work assignment for more than 13 hours.
6. Itemized receipts are required for any expenditure the employee is seeking reimbursement. In the event of a lost receipt for which a duplicate cannot be obtained, a sworn notarized statement may be requested.
7. Each expense statement must be approved by the Principal and the Executive Director before submittal to the Business Office for processing.
8. It is the intention of Georgia Magnet/Charter Schools Foundation, Corp. to reimburse individuals for such reasonable and necessary expenses as may be incurred on "school business." It is expected that conservatism and good judgment will be exercised in the choice of means of transportation and eating places.
9. Personnel who receive travel expense reimbursement from sources other than Georgia Magnet/Charter Schools Foundation, Corp. may be receiving dual payments for the same expenses. If expenses reimbursed by Georgia Magnet/Charter Schools Foundation, Corp. are subsequently reimbursed by another source, such as professional organizations, another state, the federal government or a state agency of Georgia, reimbursement to Georgia Magnet/Charter Schools Foundation, Corp. shall be made by the employee.
10. Personnel will make upgrades to their lodging accommodations at their own expense.
11. Lodging expenses will not be allowed for other than overnight accommodations.

LOCAL TRAVEL

1. Reimbursement will be made only for travel expenses incurred as a necessary part of the performance of the employee's official duties.
2. Reimbursement will be at the rate of \$.50 per mile. In addition, reasonable parking fees may be claimed for reimbursement. All miles claimed for reimbursement must have been traveled in a car owned, rented or leased by the employee, or one being used as a substitute for one owned, rented or leased by the employee.
3. Any mileage eligible for reimbursement can only be claimed by one employee.

4. Commuting expenses are not reimbursable. It is the responsibility of each employee to begin each work day at his or her assigned workstation and to return to his/her residence at personal expense. Mileage traveled by the employee for official business, which is not "commuting," is eligible for reimbursement.

5. Before being eligible for reimbursement for travel expenses, an employee must be approved for travel reimbursement by his/her Principal and, then, the Executive Director.

6. An approved employee may request reimbursement by preparing "Purchase Requisition" at the end of the month and forwarding the report to his/her immediate supervisor for approval and routing for payment. Beginning, ending and intermediate destinations, beginning, and ending odometer readings are required by state regulations.

LONG DISTANCE TRAVEL EXPENSE

Transportation

1. Reimbursement for mileage will be made for transportation expense incurred by use of personally owned, rented or leased vehicles. Reimbursement for the usage of private aircraft will be at the common air carrier rate or actual expense, whichever is lower, between departure and destination points. Payments to friends or other individuals will not be allowed. No transportation costs will be allowed between an individual's residence and his/her "home" campus, even though official business is conducted between these two points. However, in instances where an individual is required to leave home during off-duty hours (night, weekend, or holiday) to attend meetings or other events, he/she may be reimbursed for any transportation cost incurred. Local transportation costs incurred on official business requiring transport from one department location to another or any other such local travel other than to or from an individual's residence will be allowed.

2. Reimbursement for transportation expense incurred by use of personally owned or leased vehicles will be at \$.50 per mile effective August, 2012. The initial point of departure shall be the individual's residence or headquarters, whichever is nearer the destination point. Reimbursement for the use of private aircraft will be at the common air carrier rate or actual expense, whichever is lower, between departure and destination point.

Actual odometer readings shall be reported; however, personal mileage must be excluded in determining the mileage for which reimbursement is made. Point-to-point designations must be clearly identified on the expense statement. The authorized mileage rate is to include all expenses incurred in the operation of personally owned or leased vehicles and reimbursement for such items as gas and oil will not be permitted. Parking, bridge and road tolls are an allowable and reimbursable expense. Individuals using vehicles owned or leased by a local school system are not entitled to the authorized mileage rate provided by law.

3. Employees may be reimbursed for rental of passenger cars as follows:

A. Authorized Rental: Rental of a passenger carrying automobile is authorized in connection with official travel during which the employee's departure from and return to the city of his/her residence, place of employment or other authorized terminal point is by means of commercial airlines, rail or bus. The employee should complete the Travel Expense Reimbursement Form with the information, including projected rental cost of the vehicle, and submit to the Principal for approval, and then to the Executive Director for approval prior to actual booking.

B. Unauthorized Rental: Rental is not authorized when travel to and from destination is accomplished by means of:

(1) Another rented or leased automobile.

(2) The employee's personally owned automobile or that of a member of his/her family.

(3) The personally owned automobile of another system employee who travels with the employee to and from the same destination for the same or substantially same reason.

(4) Where a motor vehicle owned by the employee's school system is reasonably available at the destination.

(5) For the execution of official duties routinely involving high volume travel for which transportation by personally owned automobile or system owned automobile has previously been authorized.

(6) In any case in which transportation by other available commercial means is more economical and suitable for the accomplishment of official business involved; for example:

a. Rental of a vehicle is not authorized for one way or round trip travel between an airport and a single point in the destination city when limousine or taxi service is available.

b. Rental of a vehicle is not authorized solely for travel between an employee's place of temporary lodging and a single place of business within a destination city where taxi or other public transportation is more economical and satisfactory for accomplishment of the official duties concerned.

c. On holidays, Saturdays, Sundays or for more than five business days on a single trip without prior approval of the Executive Director or appropriate principals.

C. A copy of the paid rental contract must be attached to the employee's expense statement.

4. Transportation by common carrier will be by scheduled plane, train or bus. Reservations will be made by the business office. The ticket stub, receipt or other documentary evidence of expenditure must be submitted to the Business Office before any travel reimbursements will be made. The Business Office will make travel arrangements based on but not limited cost, destination, duration, dates and number of school representatives. Travel by scheduled airline will be by minimum fare service whenever practicable.

5. When a common carrier is used, the Business Office will purchase round trip tickets whenever this results in a savings. All carrier tickets must be obtained through the Business Office. Requests should be submitted on the Travel Expense Reimbursement Form and approved by the Principal, and then the Executive Director, prior to processing by the Business Office.

6. Limousine service (or taxi fares if less expensive to the system) will be reimbursed for transportation between the individual's departure point and the common carrier's departure point and between the common carrier's arrival point and the individual's lodging point or meeting place.

Parking

Reimbursement for parking will be allowed for a person's personal vehicle. When traveling between lodging and meeting place(s) employees are encouraged to use public conveyances (shuttle, bus or subway) when available. When such transportation is not available, reimbursement will be made for use of a taxi. Taxi receipts are needed for reimbursement to be processed to the employee.

SUBSISTENCE

1. Reimbursement claims for sustenance (meals and lodging) are to be reported on travel expense statements by date and amount for each meal.

2. An individual taking vacation, personal or sick leave while away from headquarters on official business is not entitled to subsistence for the period of leave.

Lodging

Lodging accommodations will be made by the Business Office. The Business Office will make

accommodations based on a variety of factors that are but not limited to cost, location, duration, dates and number of school representatives.

Meals

A. Reimbursement will be made for actual cost of meals within reasonable limitations. The meal limit per day for three meals is \$28.00. If the employee is entitled to claim one or two meals, reimbursement cannot exceed \$6.00 for breakfast, \$7.00 for lunch and/or \$15.00 for dinner.

Taxes and tips are allowable expenses; however, they should be included in the total expenses for the meal. The school will only reimburse tips up to 18%

B. Reimbursement shall be limited to the cost of meals for the individual only.

Note:

Alcoholic drinks are not reimbursable items.

Entertainment expenses are not reimbursable items.

INTERSTATE TRAVEL EXPENSE

TRANSPORTATION

1. The regulations under "TRANSPORTATION" for intrastate travel are applicable to interstate travel also.
2. Interstate travel to be reimbursed from local funds must be in the interest of the system and undertaken only with prior written approval of the Executive Director or designee. Failure to secure prior written approval shall cause the system to withhold reimbursement of expenditures.
3. Transportation outside of the state will be by common carrier unless specific authorization is received prior to the trip for use of a personally owned vehicle. When authorization for use of a personally owned vehicle has not been granted, reimbursement will be made in accordance with the provisions of the regulations under "TRANSPORTATION" for intrastate travel. When out-of-state travel by private automobile is approved for an individual staff member, the transportation costs may not exceed tourist air fare or mileage, whichever is less. Annual leave must be used for travel time in excess of the reasonable time require for air travel. No subsistence will be allowed during the excess travel time.

Immigration Reform and Control Act

In compliance with the federal Immigration Reform and Control Act of 1986 (IRCA), as amended, our School is committed to employing only individuals who are authorized to work in the United States.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

If an employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the School.

Clubs/Organizations

No club or organization shall be formed without written prior approval by the Principal and written approval by the Business Manager. The Principal will request approval of the formation or change in operation of any School club or organization at a regularly scheduled meeting of the Board of Directors.

Any fundraising efforts by any club or organization associated with Hapeville Charter Schools shall require prior written approval of the Board of Directors. The Principal of the School is responsible for bringing all potential fundraising matters before the Board at its regularly scheduled meetings.

Student Sports and Student Activities Dues

Students must pay all dues associated with certain student athletics and student activities within 2 weeks (14 days) of the official first practice for a sport or the first meeting of a school activity. A student roster must be completed and sent to the school bursar. All monies for dues will be taken by the school bursar only.

Mileage Reimbursements for Stipend Positions

Faculty receiving a stipend for additional duty will need prior approval for mileage reimbursement for activities related to the additional duty.

Collecting and Documenting Funds from Students and Parents

Collecting Funds

Only a school bursar is allowed to collect funds from students and parents for school related activities including but not limited to: classroom dues, lab dues, athletic fees, activity fees, and school trips. A bursar is a school employee designated to collect funds from students and parents on behalf of the school. School employees should direct all students and parents who wish to pay for school activities to the school bursar.

Appropriate disciplinary actions will occur if a non-designated employee collects funds from students or parents for any reason.

Contact the School Bursar

Faculty must coordinate with the school bursar when funds need to be collected. The bursar will need an appropriate amount of time to collect funds to ensure proper documentation and organization.

The school bursar will answer any questions or provide any clarification regarding the policy of collecting and documenting funds.

Receipt Books

The school bursar will document all funds collected with official receipt books or online point of sale program. The receipt books or online point of sale program will be audited to ensure that all funds collected are accounted for and deposited.

Receipts

The bursar will provide a copy of a receipt whenever money is collected to the individual.

Voided Receipts

If a receipt needs to be voided for any reason, the white copy of the voided receipt needs to be collected back from the individual and kept with the receipt book.

Daily Deposits

The school bursar should have all funds deposited into a school bank account daily. Funds collected which are not deposited daily must be placed in a school safe before the end of the business day.

Lost or Stolen Funds

Issues concerning lost or stolen funds will be handled on a per case basis. The school will not take responsibility for funds collected by employees who are not approved to collect funds; these funds will be the responsibility of the employee to reimburse.

Contact the school bursar at: **bursar@hapevillecharter.org**

Field Trips / School Sponsored Trips

Approved by the HCS Board of Directors April 2014

All employees who want to sponsor a school trip for academics, athletics, and student activities will complete the Online School Trip Request Form. A link for online request form is found on the school intranet. Contact the School Trip Coordinator with any questions regarding the Online School Trip Request Form at SchoolTrips@hapevillecharter.org.

The Online School Trip Request Form must be completed to ensure a reasonable timeframe for but not limited to accurate money collection, booking of hotel and transportation accommodations, and the collection of parent/guardian permission forms.

Trip Sponsor

The employee who completes the online request form is the trip sponsor. The trip sponsor will determine the destination(s), date(s), and time(s) for any and all trips he or she want to sponsor. The trip sponsor will complete the online request form.

School Trip Coordinator

The School Trip Coordinator will review the request form to ensure all necessary information is provided, obtain transportation and meal costs, and provide a cost-per-student amount to the trip sponsor, bursar, school principal and school Executive Director.

Approval

Once all the information is entered into the request form, it will be sent to the school principal and Executive Director for approval. When the principal and Executive Director make their decision, a message will be sent to the trip sponsor, school trip coordinator, and bursar.

Equipment

Faculty/Staff will check out equipment (overhead projectors, televisions, VCR and DVD players, etc.) through the Principal (or his/her designee) when needed and will return it when finished to the Principal (or his/her designee). Equipment is the responsibility of the faculty/staff member borrowing the equipment. If equipment is broken because of neglect on the part of the faculty/staff borrowing the equipment, a fee equivalent to replacement value of the equipment will be assessed. No faculty/staff member may store any equipment in their rooms, closets, filing cabinets, etc.

Usage of Hapeville Charter facilities

Any usage of a Hapeville Charter facility or campus, other than regular day to day academic use, requires the written approval of the Principal and the Business Manager before any scheduling should be coordinated.

The information regarding the Community Use of Facilities (for LEED certification) is posted on the Hapeville Charter Career Academy website.

Employee Orientation

After reading this Employee Handbook, you will be asked to sign and submit the following:

- (1) The Wellness Policy Acknowledgement
- (2) The Whistle Blower Policy Acknowledgement
- (3) The Employee Handbook / At-Will Statement Acknowledgement
- (4) The Notification of Video Monitoring Acknowledgement

You will be asked to complete personnel, payroll, benefit forms and release forms at that time as well.

The Employee Handbook can be found under the "STAFF" section on both the Hapeville Charter Middle School and Hapeville Charter Career Academy websites. Any updates to the Employee Handbook will be sent to all employees via email and updated on the schools' websites. If you have any questions regarding School policies in the Employee Handbook, contact your direct supervisor, school Principal, Business Office, or Human Resources Manager.

The Principal is responsible for the academic performance and operations of the School. The Business Manager is responsible for the operations of the School in all non-academic areas.

On behalf of the Hapeville Charter Foundation and Board of Directors, we wish you a very successful year.

Your Human Resources Department

The Human Resources Department acts as an information center for both employees and administration. This department plays an important part in formulating and interpreting School policy and offers help with a variety of problems and matters that concern employees and administration. The Human Resource department is available to discuss subjects such as employment/ recruitment, benefits, employee records, safety and disciplinary problems.

The Human Resources Manager can be reached by email at cworley@hapevillecharter.org or you can call 404-767-7745 between the hours of 9:00 a.m. to 4:00 p.m., Monday through Friday. Appointments may be arranged for other times.

You are encouraged to contribute suggestions or questions so the Administrative Staff may be more responsive to your needs.

Suggestions and Ideas

We are always interested in your constructive ideas and suggestions for improving our operations. Your suggestions should be submitted in writing to the Principal.

We believe that suggestions indicate initiative. With your approval, we will place the written suggestion in your personnel file and consider it at the time of your performance review.

Talk to Us

We encourage you to bring your questions, suggestions and complaints to our attention. We will carefully consider each of these in our continuing effort to improve operations.

If you feel you have a problem, present the situation to the Principal so that the problem can be settled by examination and discussion of the facts. We hope that the Principal is able to satisfactorily resolve most matters.

If you still have questions after meeting with the Principal, or if you would like further clarification on the matter, request a meeting with the Executive Director. (S)he will review the issues and meet with you to discuss possible solutions.

Your suggestions and comments on any subject are important, and we encourage you to take every opportunity to discuss them with us. Your job will not be adversely affected in any way because you choose to use this procedure.

Your Pay and Progress

Hours of Work, Punctuality, Tardiness

Approved by the HCS Board of Directors July 2014

Hapeville Charter Middle School's standard workweek for full-time employees is Monday through Friday from 7:30 a.m. to 4:30 p.m. Saturday School is scheduled from 7:45 a.m. until 12:15 p.m.

Hapeville Charter Career Academy's standard workweek for full-time employees is Monday through Friday from 7:45 a.m. to 4:45 p.m.

Staffing for Saturday School will be determined by the administration. Trading Saturday shifts is generally not permissible unless a special circumstance is presented to and approved by the Principal.

Faculty members will attend meetings as determined by the Principal, including but not limited to staff meetings and parent-teacher conferences held during the week or on Saturdays, if so scheduled. Each faculty member must attend at least one PTCO meeting during the School year. Each faculty member is encouraged to attend at least one Board of Directors Meeting during the School year. No overtime will be paid for attendance at any work-related meeting, except for non-exempt employees and only if pre-approved by the Business Manager.

- Each faculty member must sign in and sign out each scheduled workday.
- Employees may not deviate from the School's hours of work, unless the Principal specifically approves a request.
- Each faculty member will be in charge of his or her class during lunch period.
- Faculty members may not leave campus during their planning period without prior approval by the Principal.

Tardiness is unacceptable in the academic environment. Each event of tardiness negatively impacts the safety and security of the students and the School, the efficient operation of the School and the delivery of educational services. Employees are expected to know and understand the Time and Attendance policy and manage their time, utilizing unplanned time on an as needed basis following all required notification guidelines.

Principals/managers are responsible for ensuring that all time and attendance is accurately recorded in the approved system and that the proper progressive discipline is put into action when appropriate.

Tardy Policy: (School Year)

1st -3rd Tardy: No disciplinary action taken.

4th Tardy: Verbal Warning (time off/late will be deducted from pay or make up time must occur within the same day)

5th Tardy: Written Warning (time off/late will be deducted from pay and or time must be made up within same day)

6th Tardy – Termination.

If an employee believes they will be tardy they must contact the Principal so that arrangements can be made to cover the tasks assigned to the tardy employee. In all cases, the Principal will consider the reason for the tardiness when determining if it counts toward disciplinary action. Specific contact phone numbers will be distributed prior to the start of classes for easy reference. Finally, the progressive discipline schedule set forth above will reset at the beginning of each academic year.

Recording Your Time

All employees are required to accurately record their time worked in accordance with federal and state wage and hour law. All employees will use the Bio Scan Time Clocks daily basis. Sign in / sign out sheets will be made available when needed. Only employees can sign for themselves on the sign in / sign out sheet. No employee should sign for another employee. Violation of this policy will be subject to appropriate disciplinary action, up to and including termination.

The workweek starts on Monday and ends on Sunday.

School Athletic Coaches & Student Activity Advisors

Employees who receive an additional duty stipend for coaching a school sport or advising a student activity must punch out using the school time clock if they leave campus for a practice, game or event. If the coach/advisor must leave before the end of the work day for an activity, he/she must punch out using the time clock when leaving school campus.

The employee will need approval from their immediate supervisor to leave early for a school related activity.

To prevent mistakes in payroll, the employee will need to inform the Front Office Administrator and Human Resources the dates he or she will be leaving early for a school related activity.

Payroll

All employees will be paid once a month. The pay date is the last business day of each month. Totalling twelve (12) pay periods per calendar year.

Payroll checks will not be released prior to the pay schedule for any reason, nor will they be released to anyone other than the employee. HCS offers employees the option of direct deposit, which is discussed in the Direct Deposit section.

Note: All payroll data should be checked after each pay period for accuracy. This includes address, social security number, tax withholding, sick/personal days used, etc. Any discrepancies should be reported no later than one week after each pay cycle. HCS will not research sick/personal time used after 30 days following the pay cycle.

Paycheck Deductions

The School is required by law to make certain deductions from your paycheck each pay period. Such deductions typically include federal and state taxes and Social Security (FICA) taxes. Depending on the state in which you are employed and the benefits you choose, there may be additional deductions. All deductions and the amount of the deductions are listed on your pay stub. These deductions are totaled each year for you on your Form W-2, Wage and Tax Statement.

It is the policy of the School that exempt (salaried) employees' pay will not be "docked," or subject to deductions, in violation of salary pay rules issued by the United States Department of Labor and any corresponding rules issued by the state government, as applicable. However, the School may make deductions from employees' salaries in a way that is permitted under federal and state wage and hour rules. Employees will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law.

Thus, exempt employees may be subject to the following salary deductions, except where prohibited by state law, but only for the following reasons:

- Absences of one or more full days for personal reasons, other than sickness or disability; or
- Absences of one or more full days due to sickness or disability, if there is a plan, policy, or practice providing replacement compensation for such absences; or
- Absences of one or more full days before eligibility under such a plan, policy, or practice or after replacement compensation for such absences has been exhausted; or
- Suspensions of one or more full days for violations of safety rules of major significance; or
- Suspensions of one or more full days for violations of written workplace conduct rules, such as rules against sexual harassment and workplace violence; or
- Payment of actual time worked in the first and last weeks of employment, resulting in a proportional rate of an employee's full salary; or

- Any unpaid leave taken under the Family and Medical Leave Act; or
- Negative paid-time-off balances

Sick/Personal time will be deducted from any employee who is late. A Hapeville Charter Middle School employee is late if the employee signs in after 7:30 a.m., Monday through Friday, or after 7:45 a.m. on Saturday. Lateness will be deducted by 15 minute increments. A Hapeville Charter Career Academy employee is late if the employee signs in after 7:45 a.m., Monday through Friday. If an employee does not have sick/personal time available the time will be deducted in dollars from your paycheck.

If questions or concerns about any pay deductions arise, employees may discuss and resolve them with the Business Manager.

Garnishment/Child Support

When an employee's wages are garnished by a court order, our School is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck. Our School will, however, honor federal and applicable state guidelines that protect a certain amount of an employee's income from being subject to garnishment.

Direct Deposit

You have the option of receiving your pay in a payroll check or having your pay deposited into your bank account through our direct deposit program. Note that you will be paid by the Georgia Magnet/Charter Schools Foundation, Corp. Contact cworley@hapevillecharter.org to enroll in our direct deposit program.

Request for Additional Tax and Pay History Documents

Employees who need additional copies of previously released pay and tax documents will be assessed a \$5.00 admin fee for each additional copy requested. All requests should be emailed to the school human resource manager.

Contract Faculty Resignations/Termination of Contract

Approved by the HCS Board of Directors on April 27, 2020

Contracted employees are expected to honor their contracts. Except in emergency situations or because of a promotion to a higher-level position at Hapeville Charter Schools or at another school system public or private, certificated employees shall not break their contracts during the school year or after June 1 for the next school year without written consent by both the contract employee's Principal and Executive Director.

While the employee may be given an immediate release, HCS also may grant a release by a specified date or hold the employee accountable to the terms of the contract. Contracted employees who do not appropriately obtain release from their contracts or who abandon their contracts shall be subject to liquidated damages in

the amount of \$1000 and shall be reported to the Professional Standards Commission for abandonment of contract.

Non-contracted employees are expected to give at least two weeks' notice, in writing, when resigning.

Faculty Performance Assessments and Evaluations

The Principal will observe each HCS faculty member in the classroom as a part of the yearly performance assessment review. First year teachers will be observed three times during the School year. All other teachers will be observed two times during the School year. The reviews will focus on job-related strengths and weaknesses as well as any additional feedback that will strengthen the academic setting. Goals and improvement plans will be mapped out each semester by the Principal.

Each faculty member has the opportunity to examine his/her reviews (which are maintained in the HR files). Written feedback is encouraged from the faculty member. All performance reviews and responses will become part of an employee's personnel file.

Job Descriptions

The School maintains a job description for each position in the School. The job description outlines the essential duties and responsibilities of the position. When the duties and/or responsibilities of a position change, the job description is revised to reflect those changes. If you have any questions or wish to obtain a copy of your position's job description, please see the Principal or the Business Manager.

Pay Raises

Depending upon your performance, the School's enrollment and our School's financial position, adjustments in your pay may be made at the beginning of the new contract year.

Pay Advances

Approved by the HCS Board of Directors on January 29, 2018

Hapeville Charter Schools discourages any advancement of pay not yet earned and any advances will require an extraordinary or emergency situation. However, if any employee has an extraordinary or emergency situation, he/she must follow the eligibility procedure and repayment guideline in this policy.

Eligibility:

- Individual request should not exceed \$1,500.00
- Employees will be limited to one pay advance per fiscal year (July – June).
- All requests must be approved by two of the three members of the Foundation Board members of the Hapeville Charter School.
- Pay Advances will not be approved two (2) days before or after a regular payroll check date.

- Temporary Employees and Substitute Teachers are not eligible for payroll advances.
- Pay advance request forms should be received one week before date of regularly scheduled check run.
- No pay advance can be processed prior to the actual beginning of employment.
- A pay advance will not be granted to an employee who has another Hapeville Charter Schools sponsored loan until that loan is satisfied.

Repayment:

- Repayment in full will not exceed three months.
- Repayment terms will be specified on the promissory note generated by the Human Resources Manager.
- If the Employee voluntary terminates his/her employment or is involuntary terminated the remaining repayment balance of the pay advance must be satisfied.
- Repayment in full must be completed before the end of the fiscal year.

Procedures:

- Individuals requesting a pay advance must submit a pay advance request form to the Human Resources Manager with the amount being requested, the reason for the request and the proposed plan for repayment.
- If eligible, the Human Resources Manager will forward the completed pay advance request form to the Foundation Board Members of the Hapeville Charter Schools.
- Two of the three members of the Foundation Board must approve.
- If The Human Resources Manager has not heard from the Foundation Board within two days after sending the request he will contact the member by phone to assure they have received the request.
- The Human Resources Manager will notify the employee by email the Foundation Board's decision.
- If approved:
 - The Human Resources Manager will generate a promissory note which will define the repayment terms. This promissory note has to be signed and dated by the employee and returned to the Human Resources Manager.
 - A live check will be written for the approved total amount and delivered to the employee. Payroll Advances will not be paid through direct deposit.
 - Taxes and other applicable withholdings will be withheld on regular payroll checks during the repayment period.

Overtime for Non-Exempt Employees

There may be times when you will need to work overtime so that we may meet the needs of our students. Although you will be given advance notice when feasible, this is not always possible.

Non-exempt employees must have all overtime approved in advance by the Business Manager. Non-exempt employees will be paid at a rate of time and one-half their regular hourly rate for hours worked in excess of 40 hours in a workweek, unless state law provides a greater benefit in which case, we will comply with the state law.

The work week starts on Monday and ends on Sunday of each week.

Only actual hours worked count toward computing weekly overtime.

If you have any questions concerning overtime pay, check with the Business Manager.

Time Away From Work and Other Benefits

Benefits Eligibility

Exempt full-time, non-exempt full-time and exempt part-time employees (over 25 hours) are eligible for the benefits outlined below. Non-exempt part-time employees (less than 24 hours per week) are not eligible for these benefits.

Employee Benefits

HCS offers an excellent benefits package that covers a broad range of employee needs. Employee portion of monthly premiums will be deducted from the employee's monthly paycheck for State Health Benefits Plan (SHBP) and Georgia Breeze benefits.

- State Health Benefits Plan (SHBP)
 - Group health/prescription insurance through SHBP
- Georgia Breeze
 - Dental
 - Vision
 - Life Insurance
 - Employee (additional)
 - Spouse
 - Child(ren)
 - Accidental Death and Dismemberment (additional)
 - Short Term Disability (additional)
 - Long Term Disability (additional)

- Specified Illness
- Dependent Care
- Pre-Paid Legal
- Healthcare Spending Accounts
- Employer Provided Benefits (no cost to employees)
 - Employee Life Insurance: \$50,000
 - Accidental Death and Dismemberment: \$50,000
 - Short Term Disability
 - Long Term Disability

Holidays

HCS follows the Fulton County Board of Education Calendar for holidays (see www.fultonSchools.org).

Blackout Days

Personal/sick leave may not be taken on the “blackout dates” listed below. In the event that one of the following days or personal/sick hours is taken, the employee will not receive pay for the holiday. In order to receive pay for the holiday, the employee must have worked a full eight (8) hours the day before and the day after the holiday. Employees may not take sick/ personal time nor will they receive pay for any time taken off during pre-planning, post-planning weeks or during the final exams in December and May, sick / personal time can’t be used during these black out periods: Twelve (12) month employees who have vacation time may use vacation hours during black out days.

1. The workday (or personal/sick hours) taken immediately before or after a School holiday or School vacation;
2. The first workday (or personal/sick hours) of the School year and the next five workdays;
3. The last workday (or personal/sick hours) of the School year and the preceding five workdays;
4. Any pre-planning, conference, staff development, registration; and
5. During final exam schedules in December and May.
6. During state mandated standardized testing periods (including EOCT and other testing dates required by Fulton County Schools and the State of Georgia Department of Education.

Holiday Pay

Part-time non-exempt employees who are normally schedule to work 25 hours or more during a typical work week are eligible for holiday pay in proportion to the number of hours they are normally scheduled to work. School holidays are based on the Fulton County Schools' 190 day work calendar.

All part-time non-exempt employees must work their scheduled workday before and after a holiday in order to be paid for the holiday, unless they are absent with prior permission from the Business Manager.

Exempt employees' salaries are based on 190 Work Day Calendars which account for holidays and school closures, and are not eligible for Holiday Pay.

Vacation

Only twelve (12) month exempt employee's (non-faculty) will accrue vacation. Vacations must be used each calendar year and may not be taken in less than 4 hour increments. However, vacation time can be carried over to the following year, up to a maximum of two weeks with prior approval in writing from the Principal or Executive Director.

Vacation requests should be submitted to the Principal and the Business Manager as far in advance as possible so that any necessary temporary coverage can be arranged, but with a minimum of 2 weeks prior notice.

Twelve (12) month employees may not take vacation the week before pre-planning or the week after post planning without prior written approval. Failure to obtain prior written approval will result in docked pay.

Years of Service:

1st & 2nd years: 10 working days per year.
3rd & 4th years: 15 working days per year.
5th year +: 20 working days per year.

An authorized HCS holiday that falls on a normal business day during a vacation is not counted as a vacation day.

When given advance notice, HCS will consider requests for additional time without pay up to 3 days, with a doctor's excuse, during the School year and 1.5 months during the summer months when School is not in session. HCS may require the employee to be seen by an HCS selected doctor to confirm the need for the leave. Any additional unpaid leave will be considered cause for discipline up to and including termination.

When possible, vacation requests are granted, taking into account operating requirements. Length of employment may determine priority in scheduling vacation times.

Vacation pay is not granted in lieu of taking the actual time off. Upon termination, eligible employees will not be paid for accrued but unused vacation, unless state law dictates otherwise.

Sick Leave/Personal Leave

Updated Policy by HCS School Board February 2020

Exempt full time contractual employees who work 10 months are eligible for 10 sick/personal days per ten (10) month School term.

Exempt full time contractual employees who work 11 months are eligible for 11 sick/personal days per eleven (11) month employment term.

The Principal must approve each faculty/staff's written or verbal request for sick or personal leave.

When an employee has exhausted her/his leave allotment, pay will be deducted at the daily rate per absence. The Principal will email the HR Director to initiate the deduction of pay on a case by case situation.

Exempt full time non-contract employees are eligible for 1 sick/personal days per month each calendar month.

Part-time non-exempt employees are not eligible for sick/personal leave.

The following guidelines are designed for the proper use of sick/personal leave:

a) If you do not report to work, you must phone your supervisor or have someone call for you as early as possible after the office opens. This procedure allows your supervisor to arrange substitutes in your absence. Contact must be made two hours prior to the start of your shift.

b) If you must leave the School before closing time because of illness, inform the Principal before leaving.

c) If you foresee the need to take sick leave (e.g., for non-emergency surgery or for a doctor's appointment), tell your supervisor as soon as possible so that plans can be made to cover your absence, but at least two hours before the leave is to be taken. For non-emergency surgeries, non-emergency doctor visits, etc., please refer to the Sick/Personal Policy in this handbook. This policy will be followed for sick/personal leave if these non-emergency issues result in sick/personal time taken during the blackout period/dates.

d) Disabilities related to pregnancy or birth of a child will be treated as all other disabilities for purposes of HCS's leave policies.

e) If you are absent because of sickness or disability, HCS may require a note from your doctor and/or that a doctor of HCS's choice examine you.

f) Employees will not be paid for unused sick leave when their employment ends with HCS. An active employee's sick/personal leave will be carried over into his or next calendar year. However, if such accumulated time is not used before the end of employment, it is lost.

g) Employees will not be paid for sick/personal time in lieu of taking actual time off

h) HCS reserves the right to allow employees to give other employees personal/sick hours from their own personal/sick hours in the event of serious illness which requires an employee to be away from work for more than three days or if the employee does not have sufficient accrued sick/personal time. A letter must be submitted to the Business Manager who must approve the transferal of sick/personal time before payroll is processed.

If you are eligible for sick leave, you may use the leave to care for your sick or injured children/spouse, or significant other on the same terms that apply to use for your own illnesses or injuries.

Sick Leave and Personal Leave Will Be Prorated and Allotted Twice a Year

Eligible employees will have their sick/personal leave prorated and allotted twice a year. The first half of an employee's annual earned sick/personal leave will be allotted to the employee on August 1st of the school year or the first day the employee's employment. The second half of an employee's annual earned sick/personal leave will be allotted to the employee on January 1st of the school year.

Eligible employees accrue 8 hours (1 day) of sick/personal leave per month worked which will be prorated in two installments as listed below.

10 month employees will receive 5 days August 1st and 5 days January 1st

11 month employees will receive 6 days August 1st and 5 days January 1st

12 month employees will receive 6 days August 1st and 6 days January 1st

Jury Duty

Employees summoned for jury duty will receive their regular wages while they are serving as jurors, less any compensation received from the courts for jury duty, if they give reasonable advance notice to the Business Manager that they will need time off to serve.

Employees must provide the School with a copy of (1) the jury duty notice, (2) the jury duty certificate, and (3) the court payment records.

We expect you to return to your job if you are excused from jury duty during your regular working hours.

Voting Leave

Our School believes that every employee should have the opportunity to vote in any municipal, county, state or federal election, general primary or special primary. Any employee whose work schedule does not provide him or her two consecutive hours either between the opening of the polls and the beginning of his or her shift or between the end of his or her shift and the close of the polls will be granted up to two unpaid hours off in order to vote. We reserve the right to select the hours you are excused to vote.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Notify the Business Manager and the Principal of the need for voting leave as soon as possible. When you return from voting leave, you must present a voter's receipt to the Business Manager and the Principal as soon as possible.

Military Leave

Employees who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in state military service will be given the necessary time off and reinstated in accordance with federal and state law.

The time off will be unpaid, except where state law dictates otherwise. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Accrued vacation may be used for this leave if the employee chooses. Military orders should be presented to the Business Manager and arrangements for leave made as early as possible before departure. Employees are required to give advance notice of their service obligations to the School unless military necessity makes this impossible. You must notify the Business Manager of your intent to return to employment based on requirements of the law. Your benefits may continue to accrue during the period of leave in accordance with state and federal law.

Additional information regarding military leaves may be obtained from the Business Manager.

Witness Leave

Employees are given the necessary time off without pay to attend or participate in a court proceeding in accordance with state law. We ask that you notify the Business Manager of the need to take witness leave as far in advance as is possible. A copy of the court order must be submitted for your personnel file.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Bereavement Leave

Full-time employees who have completed their 90 day new hire waiting period are eligible for three paid days for the death of an immediate family member. Members of the immediate family include spouses, domestic partners, parents, brothers, brothers-in-law, sisters, sisters-in-law, children, children of domestic partners, grandchildren, grandparents, parents-in-law and parents of domestic partners.

Requests for bereavement leave should be made to the Business Manager and the Principal as soon as possible. HCS request written verification of an employee's familial relationship to the deceased and his or her attendance at the funeral service as a condition of the bereavement pay.

Extended Leave Policy

Policy Approved by the HCS Board of Directors as of January 2020

This policy in conjunction with the schools FMLA policy.

Employees who needs to be absent from work for 10 or more days will need to request for Extended Leave. Each Extended Leave Request can be made for a maximum of 12 weeks. If an employee needs an extension to her/his Extended Leave a new request must be made.

Employees must request extended leave 30 days before the start of the leave period using the online Extended Leave Request form, unless extenuating circumstances prevent the employee from doing so.

Email HR@hapevillecharter.org to request the online Extended Leave Request Form

When an extended leave request is made, a committee comprising of the Executive Director, HR Director, and the employee's Principal/Supervisor will meet and review the request. The committee will review the request and determine if the leave request is approved or not.

If the committee denies the request:

The HR Director will email the employee and inform her/him that the request was denied.

If the committee approves the request:

The committee will determine all terms and conditions regarding the leave period.

The HR Director will email the employee to inform her/him the request was approved and setup a meeting to review all necessary information: terms and conditions, required paperwork, how pay will be affected, payment for health and flexible benefit employee contributions, return to work date, and process to return to work.

If the employee does not return to work by the return to work date, the employee will be terminated and informed that she/he may apply for future positions when she/he is able to return to work.

While extended leave may be approved, a position is not guaranteed when the employee is ready to return to work. All reasonable attempts and reasonable accommodations will be made, in accordance with FMLA and ADA laws, to reinstate the employee if a position is available.

*Any leave period less than 10 days is considered short term leave and only needs to be approved by the employee's Principal/Supervisor

Extended Leave Request Process

- 1 - The employee will complete the Extended Leave Request form (link below). Link
https://docs.google.com/forms/d/1M-Ih-mq4eOt1y8pgili_fcZHSZMcFL1BYwxmNEOIIXY/edit
- 2 - The completed form is submitted directly to the HR Director
- 3 - The HR Director will call a committee meeting which will include
 - Executive Director
 - HR Director
 - Employee's Principal/Supervisor
- 4 - Committee will review the request and determine
 - Approve or not approve the extended leave request
 - The terms and conditions of the leave
 - If the employee can do any work responsibilities while on leave
 - If work email will be suspended
 - If school issue technology (eg. Laptop, cell phone)
 - Employee Contributions for State Health Benefits Plan and GABreeze Benefit Deductions
 - Miscellaneous
- 5 - The HR Director will email the employee the committee's decision
 - If approved – the HR Director will email the employee and setup a meeting to discuss all terms and conditions of the extended leave.
 - If denied – the HR Director will inform the employee the committee's decision.

If approved

- 6 – Nearing the end of the approved Extended Leave period, the HR Director will reach out to the employee regarding the employee's return to work.
 - If the employee is ready to return to work and position is available – the employee will return.
 - If the employee is ready to return to work, but the position is no longer available, the HR Director will reach out to the committee to meet and review the situation, and determine the next step.
 - If additional leave is needed – the employee will be informed to begin the process to request additional Extended Leave again.

Personal Leave Of Absence

Requests for personal leave without pay are considered individually and granted at the discretion of administration. The reason for the request, the employee's length of service, the employee's work record, and the demands of the individual's job are examples of the type of factors typically considered in evaluating a request for personal leave of absence. A request for personal leave of absence will be granted only if the employee is not eligible for any other type of leave. An employee may not

be on personal leave of absence for more than 3 days when School is in session and 1.5 months when School is not in session during summer months.

Family Medical Leave Act

In accordance with the Family and Medical Leave Act of 1993 (FMLA), it is the School's policy to grant up to 12 or 26 weeks (whichever is applicable—see below) of family or medical leave during any 12-month period. Family Medical Leave is available to employees who have worked for at least 12 months and have worked at least 1,250 hours over the previous 12 months.

Eligible employees may take up to 12 weeks of unpaid leave during a 12-month period for the following reasons:

- (a) to care for the employee's child upon the birth of the child or upon the placement of the child with the employee for adoption or foster care;
- (b) to care for the employee's parent, spouse, or child (usually under the age of 18) who has a serious health condition;
- (c) when the employee is unable to work because of the employee's own serious health condition (including disability due to pregnancy or childbirth); or
- (d) a qualifying exigency of a spouse, son, daughter or parent who is a covered service member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty).

A "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves either (1) inpatient care (i.e. an overnight stay) in a hospital, hospice, or residential medical care facility (including any period of incapacity or any subsequent treatment in connection with the inpatient care), or (2) a period of incapacity requiring absence of more than three calendar days from work or other regular daily activities that also involves continuing treatment by a health care provider, or (3) a period of incapacity due to a chronic serious health condition, or (4) an otherwise qualifying health condition under the FMLA and its regulations. For further information regarding what is considered a "serious health condition," employees should contact the Human Resource Manager directly at 404-767-7745.

Family and medical leave for the birth or placement of a child for adoption or foster care must conclude within 12 months of the birth or placement.

"Covered active duty" means: (1) in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and (2) in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty.

"Covered servicemember" means 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 is otherwise on the temporary disability retired list,

for a serious injury or illness. A serious injury or illness is one that was incurred by a servicemember medically unfit to perform the duties of his or her office, grade, rank, or rating.

“Qualifying exigency” means: (1) short-notice deployment; (2) military events and activities; (3) child care and school activities; (4) financial and legal arrangements; (5) counseling; (6) rest and recuperation; (7) post-deployment activities; and (6) any other event arising out of active duty that the employee and the Company agree constitutes a Qualifying Exigency.

Eligible employees may take up to 26 weeks of unpaid FMLA leave in a single 12-month period beginning on the first day that you take FMLA leave to care for a spouse, son, daughter or next of kin who is a covered service member or veteran and who has a serious injury or illness related to active duty service, as defined by the FMLA’s regulations (known as military caregiver leave).

The 12-month rolling period within which an employee may take his or her family and medical leave is measured backward from the date any employee’s first family and medical leave begins.

Eligible employees may take family or medical leave intermittently (e.g. in blocks of time) or by reducing their work schedule in certain circumstances. If leave is taken to care for a child after its birth or placement for adoption or foster care, an employee may take the leave intermittently or on a reduced work schedule only with the School’s permission. If leave is taken because of the employee’s serious illness or to care for a seriously ill family member, the employee may take the leave intermittently or on a reduced work schedule if it is medically necessary.

In addition, if married persons are both employed by the School, the maximum leave they may take for the birth or placement of a child or to care for a parent or child who has a serious health condition is a combined 12 weeks within a 12-month rolling period, as explained above. They may take a combined total of 26 weeks in a rolling 12-month period if the leave is either for military caregiver leave or a combination of military caregiver and leave for other FMLA qualifying reasons.

Employees who are on an approved family or medical leave of absence may not perform work for any other employer during that leave.

All other leave (sick/personal and vacation) to which the employee is entitled will run concurrently with any FMLA leave. (For example, when an employee with five days of accrued paid leave requests thirty days of FMLA leave for a qualifying event, the employee’s five days of accrued leave will run concurrently with the first five days of FMLA leave and the employee will be paid for such five days. The remaining twenty five days of FMLA leave will be unpaid. At the end of the thirty-day period, the employee will have exhausted five days of paid leave and thirty days of FMLA leave.)

FMLA leave is for a maximum of 12 weeks annually for any single or combined purpose. In calculating the 12-month period the School uses the “rolling backward” method, which provides a snapshot of the 12-month period immediately prior to the FMLA requested leave. This 12-month period changes daily. As each new day is added to the 12-month period, one day from 12 months ago is eliminated. Example: A qualifying event occurs on 12/1/11, look back to see if FMLA time was taken from 12/1/10 to 12/1/11, any time taken during those 12 months is subtracted from the available 12-week entitlement. To apply for an FMLA leave-of-absence, obtain the proper form from the Human Resource Manager at 404-767-7745, complete it fully,

and return it to the Business Office. The time granted, conditions of re-employment, and other pertinent conditions will be recorded in the written authorization, and a copy will be sent to the employee.

The length of the leave will be determined by the need, the allowable legal time, and business necessities. Under no circumstances will any leave be extended beyond 12 or 26 weeks (whichever applies) in any one year. Requests for an extension of a leave must be made and approved in writing before the expiration of the original leave. Failure to report to work by the end of the leave will be considered a voluntary resignation. In order to continue coverage of any insurance benefits provided to the employee, including coverage for family health and dental insurance, the employee must timely pay his or her portion of the insurance premium to the school each month while on FMLA leave or these coverages may lapse for lack of payment. Health insurance coverage provided by the School to the employee will continue as long as the employee pays their part of the premium. Employees who meet the necessary requirements will be entitled to return to the same job that he/she left, unless reduction-in-force rules apply, or if returning the employee to the same job he/she left would impose an undue hardship on the School.

Notice of Intent to Take FMLA Leave

Employees seeking to take FMLA leave must notify their supervisor as early as possible of their intent to take a leave of absence as provided by FMLA. If the medical treatment is planned or foreseeable, employees must give 30 days notice of leave and schedule the leave so that the business of the School is not disrupted unnecessarily. A request of Family and Medical Leave form must be completed **30 days in advance. In the case of unforeseen circumstances, notice must be given as soon as practical, ordinarily two days after learning of the need.** *By failing to give appropriate notice where foreseeable, the employee may delay the start of the leave under FMLA.*

In the event that an employee is absent from work for three (3) consecutive days due to the employee's own or a family member's serious health condition, the School may send the FMLA notice and forms to that employee in order to establish whether or not the leave qualifies under the FMLA. An absence may be preliminary designated as FMLA qualifying pending additional investigation and receipt of required medical certification forms to establish if the leave qualifies under FMLA. Upon approval, such leave will be retroactive to the first day of absence.

Job Restoration After Family or Medical Leave

The School will reinstate an employee returning from family or medical leave to the same or an equivalent position with equivalent pay, benefits, and other terms and conditions of employment. However, an employee on family or medical leave does not have any greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously working for the School during the leave period. Therefore, the School reserves the right to deny reinstatement at the end of a family or medical leave if the employee would have been terminated or laid off for legitimate business reasons during the leave period if the employee had remained actively employed. Certain highly compensated key employees may be denied reinstatement when necessary to prevent "substantial and grievous economic injury" to the School's operations.

**Employees with questions regarding FMLA leave or eligibility should contact the Human Resource Manager at 404-767-7745.*

Employee Insurance

Medical, dental, vision, life, short term disability, accidental death & dismemberment insurance is available for eligible employees and their qualified dependents. Refer to the plan summary for details regarding coverage, eligibility (30 day new hire waiting period), and cost. Life insurance, AD&D and short term disability insurance applies to eligible employees only. Supplemental insurance can be purchased for dependents at the employee's expense. Additional life insurance and long term disability insurance can be purchased for employees only of HMCS at the employee's expense.

TRS (Teachers Retirement System Of Georgia)

Eligible Employees will be enrolled in the Georgia Teacher Retirement System.

The Employees' and the School's contribution, if any, is determined by TRS on an annual basis.

You can obtain a copy of the Summary Plan Description which contains the details of the plan including eligibility and benefit provisions from the TRS web site at www.trsga.com. In the event of any conflict in the description of any plan, the official plan documents, which are available for your review on the TRS web site, shall govern. If you have any questions regarding this plan, see the plan administrator.

**Employees who pay into TRS do not pay into Social Security*

Employees Retirement System of Georgia

Eligible Employees will be enrolled in the Employees Retirement System of Georgia. The School's contribution, if any, is determined by the Employees Retirement System of Georgia. You can obtain a copy of the Summary Plan Description which contains the details of the plan including eligibility and benefit provisions from the ERSGA website at www.ersga.com.

Social Security

Employees eligible for Teachers Retirement System of Georgia (TRS) are not subject to the Social Security portion of Federal Insurance Contributions Act (FICA) payroll tax. All other employees will be subject to pay the social security portion of FICA.

COBRA

You and your covered dependents will have the opportunity to continue medical and/or dental benefits for a period of up to 36 months under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA) when group medical and/or dental coverage for you and your covered dependents would otherwise end due to your death or because:

1. your employment terminates, for a reason other than gross misconduct; or
2. your employment status changes due to a reduction in hours; or
3. your child ceases to be a "dependent child" under the terms of the medical and/or dental plan; or
4. you become divorced or legally separated; or
5. you become entitled to Medicare.

In the event of divorce, legal separation, or a child's loss of dependent status, you or a family member must notify the plan administrator within 60 days of the occurrence of the event.

The state plan administrator will notify the individuals eligible for continuation coverage of their right to elect COBRA continuation coverage.

For more information regarding COBRA, you may contact Human Resources at HR@hapevillecharter.org.

Unemployment Insurance

Upon separation from employment, you may be entitled to state and federal unemployment insurance benefits. Information about unemployment insurance can be obtained from the Human Resources Manager.

Workman's Compensation

On-the-job injuries are covered by our Workers' Compensation insurance policy. This insurance is provided at no cost to you. If you are injured on the job, no matter how slightly, report the incident immediately to the Business Manager. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim. We ask for your assistance in alerting Administration to any condition that could lead to or contribute to an employee accident.

An employee who is injured at the workplace, who then requires medical treatment at a doctor's office or hospital as a direct result of the injury, will be required to complete a drug test.

Bonus Plan

Employees may receive bonuses from time to time. These are based on individual merit, the School's profitability and any other factor(s) deemed significant by the School Principal and the HCS's Board of Directors.

Child Acceptance Eligibility

Children of employees of HCS (who may or may not live within Fulton County Schools sending area) may attend the School if room is available at the child's appropriate grade level. Children of employees of HCS do not have to be subject to a lottery for any given year.

On The Job

Email Communication with Students, Parents/Guardians

Please copy the Principal when corresponding with parents/guardians via email, including any communication regarding student discipline and/or academic concerns/updates.

Using Text Messaging and Social Media To Communicate With Students, Parents/Guardians

Please inform the Principal when corresponding with parents/ guardians and students via text messaging, social media, or other forms of online communication.

Attendance and Punctuality

An employee who is absent or reporting late to work (3 or more occurrences) without prior approval by (or communication with) the Principal, will be subject to appropriate disciplinary action, up to and including termination.

Meal Time

A 30-minute, unpaid meal break should be taken each day with your class.

On The Job Training

The Principal is responsible for initiating all on-the-job training for employees within your department. This may include safety training, participation in off-site training and continuing education when necessary for job safety and work performance. Training will be conducted during regular working hours whenever possible.

The School will pay for any required training programs. Employees may be tested from time to time to evaluate the effectiveness of the training program.

If you have any questions regarding training, please see the Principal.

Clean Up

At the end of each class period, five minutes of time is designated for cleaning the work area, classroom area and general housekeeping.

Remember that HCS leases both campuses and it is our responsibility to ensure that each facility has clean classrooms, clean cafeterias, clean open areas, clean outside grounds, etc. Please help us keep our facilities clean.

Classroom Door Windows

All classroom door windows should remain clear of any and all obstructions to allow a clear view of the room.

Lactation Support Program

SUMMARY

In recognition of the well-documented health advantages of breastfeeding for infants and mothers, and in conjunction with section 4207 of the Patient Protection and Affordable Care Act (also known as Health Care Reform), Hapeville Charter Schools (HCS) will provide a supportive environment to enable lactating employees "reasonable break times" and private, non-restroom locations to express their milk during the day for the first year of the child's life. HCS subscribes to the following worksite support approach, which shall be communicated to employees in various locations and included in new employee orientation.

ORGANIZATIONAL RESPONSIBILITIES

HCS and its program managers will support lactating employees who choose to continue providing milk for their infants after returning to work and require assistance while in the workplace to achieve this goal. The employees shall be provided:

Notification of the HCS F Lactation Program

HCS managers are responsible for adherence to the HCS Lactation Support Program, and for negotiating policies and practices that will support this program. Pregnant employees will receive an informational from the Business Office upon request.

Lactation Breaks

Breastfeeding employees are allowed to express milk during work hours using their normal breaks and meal times for the first year after the birth of their child. For nonexempt employees (US-19 and below, instructional assistants, and hourly employees), time required for lactation breaks is considered non compensable under the Fair Labor Standards Act. Employees in this category may utilize the following options to make up the time:

- Employee may use a designated lunch period as a lactation break.
- Employee's work schedule may be adjusted with approval of the principal/program manager within the work week to make up the time.
- Employee may use annual or personal leave for the time used.
- Employee may opt for leave without pay for the time used.

For additional questions, please talk to your immediate supervisor.

A Designated, Private Space to Express Milk

A private room or space (not a toilet stall or restroom) shall be available for employees to breastfeed or express milk. The private room/space will be: sanitary, free from intrusion, located near a sink with running water and have an electrical outlet. If employees prefer, they may also breastfeed or express milk in their own private offices, or in other private locations agreed upon in consultation with the employee's supervisor. Expressed milk can be stored either in a designated refrigerator, if the employee's site has one available, or in the employee's personal cooler.

EMPLOYEE RESPONSIBILITIES

Communication with Supervisors

Employees who will need time during their work schedule must request time from their immediate supervisor. The request needs to be made before returning to work to ensure a designated location to be prepared and appropriate schedule can be made to satisfy the needs of the employee and the dependent. To ensure continued coverage of their job responsibilities, employees should notify their supervisors in advance if they need additional time beyond normal breaks or lunch time.

Maintenance of Lactation Areas

Employees requesting lactation breaks are responsible for keeping their personal areas clean and tidy for their next user by wiping surfaces and discarding any personal use items. Employees will be responsible for providing safe storage of their own breast pump equipment.

When more than one breastfeeding employee needs to use the designated lactation room, employees can use a sign-in log provided in the room to negotiate use times that are most convenient or best meet their needs.

Milk Storage

Each employee is responsible for proper storage of her milk using either a HCS - provided refrigerator, if one is available at their site, or their own personal storage cooler if a designated refrigerator to avoid contamination.

Further questions regarding this policy should be directed to the school Business Office.

Work Assignments

Work assignments will be distributed by the Principal. When possible, you will be advised of future assignments in advance, so you will have ample time to prepare for the assignment.

Once you have begun an assignment you will report directly to the Principal for all matters relating to its accomplishment and completion.
Contact with the School

The School should know your location at all times during business hours. The Business Manager and the Principal will keep a record of your assignments, and (s)he should be notified of your whereabouts outside the School during working hours.

Standards of Conduct

Hapeville Charter Career Academy's School Board Code of Ethics

Hapeville Charter Career Academy's School Board desires to operate in the most ethical and conscientious manner possible and to that end the board adopts this Code of Ethics and each member of the board agrees that he or she will:

Domain I: Governance Structure

1. Recognize that the authority of the board rests only with the board as a whole and not with individual members and act accordingly.
2. Support the delegation of authority for the day-to-day administration of the career academy to the school leader and act accordingly.
3. Honor the chain of command and refer problems or complaints consistent with the chain of command.
4. Recognize that the school leader should be present at all meetings of the board except when his or her contract, salary or performance is under consideration.
5. Not undermine the authority of the school leader or school administration.
6. Use reasonable efforts to keep the school leader informed of concerns or specific recommendations that any member of the board may bring to the board.

Domain II: Strategic Planning

1. Reflect through actions that his or her first and foremost concern is for educational welfare of students attending Hapeville Charter Career Academy.
2. Participate in all planning activities to develop the vision and goals of the board.
3. Work with the board and the school leader to ensure prudent and accountable uses of the resources of Hapeville Charter Career Academy.
4. Render all decisions based on available facts and his or her independent judgement and refuse to surrender his or her judgment to individuals or special interest groups.
5. Uphold and enforce all applicable laws, all rules and guidelines of the State Board of Education and the board.

Domain III: Board and Community Relations

1. Seek regular and systemic communications among the board and students, staff, and the community.
2. Communicate to the board and the school leader expressions of public reaction to board policies and Hapeville Charter Career Academy programs.

Domain IV: Policy Development

1. Work with the other board members to establish effective policies for Hapeville Charter Career Academy.
2. Make decisions on policy matters only after full discussion at publicly held board meetings.
3. Periodically review and evaluate the effectiveness of policies on Hapeville Charter Career Academy programs and performance.

Domain V. Board Meetings

1. Attend and participate in regularly scheduled and called board meetings.
2. Be informed and prepared to discuss issues to be considered on the board agenda.
3. Work with other board members in a spirit of harmony and cooperation in spite of differences of opinion that may arise during the discussion and resolution of issues at board meetings.

4. Vote for a closed executive session of the board only when applicable law or board policy requires consideration of a matter in executive session.
5. Maintain the confidentiality of all discussions and other matters pertaining to the board and Hapeville Charter Career Academy during executive session of the board.
6. Make decisions in accordance with the interests of Hapeville Charter Career Academy as a whole and not any particular agreement thereof.
7. Express opinions before votes are cast, but after the board vote, abide by and support all majority decisions of the board.

Domain VI: Personnel

1. Consider the employment of personnel only after receiving and considering the recommendations of the school leader.
2. Support the employment of the people best qualified to serve as employees of Hapeville Charter Career Academy and insist on regular and impartial evaluations of Hapeville Charter Career Academy staff.
3. Comply with all applicable laws, rules, regulations, and all board policies regarding employment of family members.

Domain VII: Financial Governance

1. Refrain from using the position of board member for personal or partisan gain or to benefit any person or entity over the interest of Hapeville Charter Career Academy.

Conduct as a Board Member

1. Devote sufficient time, thought and study to the performance of the duties and responsibilities of a member of the board.
2. Become informed about current educational issues by individual study and through participation in programs providing needed education and training.
3. Communicate in a respectful and professional manner with and about fellow board members.
4. Take no private action that will compromise the board or Hapeville Charter Career Academy administration.
5. Participate in all required training programs developed for board members by the board or the State Board of Education.
6. In the annual report, submitted to the Department, disclose the status of board member compliance with the Code of Ethics.

Conflicts of Interest

1. Announce potential conflicts of interest before board action is taken.
2. Comply with the Conflicts of Interest Policy of the board, all applicable laws and State Board of Education Standard, rules and guidelines.

Upon a motion supported by a two-thirds (2/3) vote, the board may choose to conduct a hearing concerning a possible violation of this Code of Ethics by a member of the board. The board member accused of violating this Code of Ethics will have thirty (30) days' notice prior to a hearing on the matter. The accused board member

may bring witnesses on his or her behalf to the hearing, and the board may elect to call witnesses to inquire into the matter. If found by a vote of two-thirds of all members of the board that the accused board member has violated this Code of Ethics, the board shall determine an appropriate sanction. A board member subject to sanction may, within thirty (30) days of such sanction vote, appeal such decision to the State Board of Education in accordance with the rules and regulations of the State Board of Education. A record of the decision of the board to sanction a board member for a violation of this Code of Ethics shall be placed in the permanent minutes of the board.

The Code of Ethics for Educators:

Each employee is required to follow the guidelines included in the Georgia Professional Standard's Code of Ethics for Educators, posted at www.gapsc.com/rules/current/ethics/505-6-.01.pdf.

HCS expects that all employees conduct themselves in a professional and ethical manner. An employee should not conduct himself or herself in an unethical way, nor should an employee influence other employees to act unethically. Further, an employee should report any dishonest activities, or damaging conduct to an appropriate supervisor.

In the event that you become aware of another employee's behavior or actions that you believe are inappropriate, illegal, problematic, or in any way inhibit or affect your job performance or the HCS work environment, you should discuss such behavior or actions with the Principal or Executive Director.

All reasonable concerns will be promptly, thoroughly and confidentially investigated by HCS and, where necessary, appropriate corrective action will be taken. You should not discuss such actions or behavior with other HCS employees. Discussing such matters with other employees may, in and of itself, create an unacceptable work environment for which you will be held responsible and for which you may be disciplined in accordance with HCS's disciplinary policy set forth in this Handbook.

To ensure orderly operations and provide the best possible work environment, HCS expects employees to follow rules of conduct that will protect the interests and safety of all students, employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the work place. The use of common sense and good judgment is very important.

The following, while not an exhaustive list, are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment. Contract employees may also be terminated for any contract breach as well as for the inappropriate activities listed below:

- Leaving students for whom you are responsible unattended, whether in the classroom, the lunchroom, in the park, or on a field trip, etc. In case of emergency, you must notify the office and wait until another faculty/staff member comes to cover your responsibilities
- Aggressive physical behavior against anyone including students, co-workers, parents and guardians
- Allowing more than one student out of class at a time
Allowing student(s) out of class without a pass
- Failure to reasonably provide for the safety and well being of students
- Allowing students to leave the School grounds for any reason
- Theft or inappropriate removal or possession of property
- Falsification of records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the work place, while on duty, or while operating employer-owned vehicles or equipment

- Fighting or threatening violence in the work place; boisterous or disruptive activity in the work place
- Negligence or improper conduct leading to damage of HCS-owned or other property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the work place
- Abuse of sick leave/personal leave
- Tardiness
- Excessive absenteeism or any absence without notice (excessive absenteeism can exist even if sick leave is available)
- Unauthorized absence from workstation during the workday
- Unauthorized use, destruction or loss of telephones, mail system, computers, laptops, or other employer-owned equipment
- Unauthorized disclosure of confidential information
- Violation of standards set by personnel policies
- Unsatisfactory performance or conduct
- Authorizing a student to use the copy machine for any reason
- Use of cell phones during business hours or when supervising students

All employees are mandated reporters. All employees **must** report child abuse, child neglect, child sexual abuse, etc., immediately.

Each employee has an obligation to observe and follow the Schools policies and to maintain proper standards of conduct at all times. If an individual's behavior interferes with the orderly and efficient operation of a department, corrective disciplinary measures will be taken.

Disciplinary action may include a verbal warning, written warning, suspension with or without pay, and/or termination. The appropriate disciplinary action imposed will be determined by HCS. HCS does not guarantee that one form of action will necessarily precede another.

Nothing in this policy is designed to modify our employment-at-will policy.

Self-Reporting of Arrest

Approved by the HCS Board of Directors June 2013

All school employees must self-report an arrest, whether innocent or guilty, within 48 hours of the arrest to the Business Office.

Failure to report an incident of an arrest to the Business Office within 48 hours of the arrest will result in disciplinary actions up to and including termination.

Self-Reporting Traffic Accidents and Violations

Approved by the HCS Board of Directors June 2013

All school employees designated to drive school vehicles must self-report all driving related accidents or violations to the Business Office within 48 hours of the incident. This includes any accidents or violations which happen outside of work.

Failure to report traffic accidents and violations within 48 hours of the incident will result in disciplinary actions up to and including termination.

Mandatory Reporting of Child Abuse for School Employees and Volunteers

In compliance with Georgia Law all Georgia Charter/Magnet School Foundation employees and volunteers are considered Mandated Reporters and are required to be aware and adhere to the mandating reporter laws and state, county and school policies.

The Mandated Reporting law states if there is reasonable cause to believe that a child under the age of eighteen(i) has had physical injury or injuries inflicted upon the child other than by accidental means by a parent or caretaker, (ii) has been neglected or exploited by a parent or caretaker, or (iii) has been sexually assaulted, you must make a report, immediately but no later than 24 hours, to your local DFCS office or law enforcement and are subject to criminal penalty for failing to do so. All teachers, counselors, clerical staff and volunteers must also report the claims to their school principal.

All Hapeville Charter Schools employees and volunteers must complete the Fulton County Board of Education's "Child Abuse Reporting Protocol for Employees and Volunteers" protocol. Employees and volunteers must print a copy of the Abuse Reporting Protocol "Certificate of Completion" with a "Student Score of: 100" and send the copy to the school Business Office to be placed on file.

The webinar can be located at:

<http://media2.fultonschools.org/DistrictContent/Training/ChildAbuseandNeglect/player.html>

Access to Personnel Files

Upon written request, you may inspect your own personnel file once each year. Inspections will be held on School premises in the presence of a School official. Contact the Business Manager to arrange a time to view these records. You will be permitted to review records related to your qualification for employment, compensation and disciplinary action. You are not permitted access to any letter of reference maintained by the School. If you disagree with the accuracy of any statement in the records and no correction can be agreed upon, you may submit an explanatory statement, which will be attached to the records.

For more information, contact the Business Manager.

Student and Public Relations

Our School's reputation is built on excellent service and quality work. To maintain this reputation requires the active participation of every employee. Each employee must be sensitive to the importance of providing courteous treatment to students, their parents/guardians, and the community in all working relationships.

Solicitation and Distribution

To avoid unnecessary annoyances and work interruptions, solicitation by an employee of another employee is prohibited while either person is on working time.

Employee distribution of literature, including handbills, in work areas is prohibited at all times.

Trespassing, soliciting or distribution of literature by non-employees on these premises is prohibited at all times.

Changes in Personal Data

To aid you and/or your family in matters of personal emergency, we need to maintain up-to-date information.

Changes in name, address, telephone number, marital status, number of dependents or changes in next of kin and/or beneficiaries should be given to Human Resources promptly.

Transportation of Students for School Functions

Georgia Magnet Charter Schools Employees will not transport students in their personal vehicles unless an employee has approval from the school Executive Director prior to departing school property.

Faculty sponsoring school trips or receiving additional duty stipends are to accompany all students being transported by bus to any school related function.

Check Request

The HCS Business Office schedules checks to be written twice a month. Depending on holidays and weekends the Business Office will write checks on the 5th and 20th of each month.

Checks to be written on dates other than the designated dates (5th and 20th of each month) must be approved by the school Executive Director.

Before a check can be written and released the following must be received by the school Business Office via email, fax or through interoffice mail:

1. An Online Purchase Requisition completed and approved by the school Principal, Executive Director.

2. A completed Federal W-9 form for all vendors must be on file in the Business Office before a check is released. Please contact the Business Office and see if a W-9 is needed or not.
3. Invoice from the vendor that matches the Purchase Requisition and W-9.

Use of School Property

All School office space and equipment, including file cabinets and lockers, are the property of HCS, and will be accessible to the Administration at all times. The use of personal locks on any School property is strictly forbidden. No School property may be used to house personal files or items. No School equipment, including computers, photocopiers or printers may be used for personal business.

For the temporary storage of food, clothing, handbags, raincoats, umbrellas, and other small personal items so long as such use does not result in damage or misuse of School workspace or property.

Laptop Computers

Each employee is assigned a laptop computer to use during the School year. Laptops that are lost, stolen, broken or vandalized will result in the employee being charged at minimum a \$1000.00 replacement fee which will be deducted from his/her paycheck. All losses and thefts must be reported immediately to both the Principal and Business Manager. All employees should take precautions to ensure that their laptop is in a secured safe area inside and outside of the work place.

Care of Equipment

You are expected to demonstrate proper care when using the School's property and equipment. No property may be removed from the premises without the proper authorization of administration. If you lose, break or damage any property, report the incident ASAP to the Principal and to the Business Manager.

Personal Property

The School is not responsible for loss or damage to personal property. Valuable personal items, such as purses and all other valuables should not be left in areas where theft might occur.

Identification Badges

You will be issued an identification badge upon hire. It must be worn where it can be seen at all times when you are working. Please report to the Principal any person who might be a visitor who does not have a visitor badge on.

Visitors must wear a badge if they will be going beyond the reception area.

Visitors

All visitors must first check in at the reception area, and remain at that area until accompanied by an HCS employee. Under no circumstances will visitors be allowed in confidential, unauthorized or potentially hazardous areas. Faculty are required to schedule any visitors to the classroom areas with permission of the Principal.

Signing In and Out Using the Bio Scan Time Clocks

Approved by the HCS Board of Directors April 2014

All employees of Hapeville Charter Schools will sign in and out of work and for meals/breaks using the Bio Scan Time Clocks located in the front offices of each building, and the Career Academy's teacher workroom. Employees who work remotely will use an online based system to sign in and out for his or her work day.

- Employees will clock in and out when they enter and leave school property.
- Employees will clock in and out for meals and breaks only if the employee leaves school property during the break.

If an employee forgets to sign in or out, the employee must e-mail his or her supervisor and the front desk office manager the time and date of the missed sign in or out.

School Athletic Coaches & Student Activity Advisors

Employees who receive an additional duty stipend for coaching a school sport or advising a student activity must punch out using the school time clock if they leave campus for a practice, game or event. If the coach/advisor must leave before the end of the work day for an activity, he/she must punch out using the time clock when leaving school campus.

The employee will need approval from their immediate supervisor to leave early for a school related activity.

To prevent mistakes in payroll, the employee will need to inform the Front Office Administrator and Human Resources the dates he or she will be leaving early for a school related activity.

Emergency Closings and Severe Weather

HCS follows the Fulton County Board Of Education forced closings and severe weather closings. Listen to the local news stations for Fulton County School System closings, or you can also go to either school's website or www.11alive.com or www.wcbs46.com.

Natural Disasters

Natural disasters, including earthquakes, hurricanes, mudslides, floods and fires are to be expected from time to time. Although driving may be difficult in some areas due to damaged freeways and streets, when caution is exercised the roads are normally passable or alternate routes are available. Except in severe cases, we are all expected to work our regular hours. Time taken off due to natural disasters while the School remains open is to be used as sick/personal day providing the employee has sick/personal time available.

If extreme weather conditions require closing of the building, you will be notified by the Business Manager or the Principal.

Personal Telephone Calls

It is important to keep our telephone lines free for incoming calls. Although the use of the School's telephones for a personal emergency may be necessary, routine personal calls and calls during class time are discouraged. Phone calls from/to parents or guardians should not be made when students are present or during class time. Phone calls to parents or guardians must be done before or after School or during your planning periods.

Personal cellular telephones must be turned off during School hours and when students are present.

Employees are prohibited from using cellular telephones to text message during working hours while on School premises.

When students are in classrooms, teachers are not to use cell phones or classroom phones for personal calls. Violations will be subject to appropriate disciplinary action, up to and including termination.

Cell Phone Use

Do not use a cell phone (calls or texting) while driving between the campus locations or while driving to company related meetings or workshops while on school business, regardless of time of day or night.

This prohibition of cell phone or similar device use while driving includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, checking for phone messages, or any other purpose related to your employment; the school; our students, parents, guardians; our vendors; volunteer activities, meetings, or civic responsibilities performed for or attended in the name of the school; or any other school-related activities not named here while driving. You may not use your cellular phone or similar device to receive or place calls, text messages, surf the Internet, check phone messages, or receive or respond to email while driving if you are in any way doing activities that are related to your employment.

We recognize that other distractions occur during driving. However, curbing the use of cell phones, while driving, is one way to minimize the risk, for our employees, of accidents. Therefore, you are required to stop your vehicle in a safe location so that you can safely use your cell phone or similar device. Engaging in school business while using a cell phone or similar device that is supplied by the company, or while driving a company-supplied vehicle, while driving, is prohibited.

Employees who violate this policy will be subject to disciplinary actions, up to and including employment termination.

Electronic Mail Monitoring

All electronic and telephone communication systems and all communications and information transmitted by, received from, or stored in these systems are the property of HCS and as such are intended for job-related purposes. The confidentiality or privacy of email messages transmitted by, received from, or stored in the School's systems cannot be guaranteed.

Personal use should be kept to a minimum. Electronic or telephone communication systems may not be used to transmit messages or view/produce content that may be considered inappropriate under HCS's policies, including those prohibiting sexual or other harassment.

Employees are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from the Principal or the Business Manager.

All pass codes are the property of HCS and may be used by HCS to access electronic and telephone communications at any time. HCS reserves the right to monitor any electronic, telephone or other communications made using HCS systems or property. Utilization of electronic or telephonic communication systems to download, request, view or otherwise receive (when receipt is under the control of the user) pornographic or sexually explicit materials shall not be tolerated and may result in discipline up to and including termination.

Staff may be assigned laptops, desktop computers, beepers, cellular telephones, or other electronic devices for take-home use. Employees assigned these tools shall be held wholly responsible for their loss, destruction, damage or misuse.

Cost of equipment that must be replaced if damaged, lost or stolen, shall be deducted from the employee's salary.

E-mail messages regarding School business (e.g., from a faculty member to a parent/guardian) that are sent from HCS must be stored electronically for 5 years from the sending date. Correspondence (School related) sent by e-mail must also be printed and filed. These rules are subject to state and federal guidelines. If such guidelines require a longer period of record retention, the longer retention regulation will be followed.

If you have any questions regarding the filing for archival purposes of your written messages and correspondence with students' families, discuss with the Principal for verification.

Note: Surfing the web, sending/receiving email for personal use or playing computer games is strictly forbidden during the academic day. Violators will be subject to appropriate disciplinary action, up to and including termination.

Voice Mail Monitoring

We recognize your need to be able to communicate efficiently with fellow employees, students and their parents or guardians. Therefore we have a voice mail system to facilitate the transmittal of business-related information within the School and with our students.

The voice mail system is intended for business use only. The use of the School's voice mail system to solicit fellow employees or distribute non job-related information to fellow employees is strictly prohibited.

Our School's policies against sexual and other types of harassment apply fully to the voice mail system. Violations of those policies are not permitted and may result in disciplinary action, up to and including termination. Therefore, employees are also prohibited from the transmission of sexually-explicit messages, ethnic slurs, racial epithets or anything that could be construed as harassment or disparaging to others.

All voice mail passwords must be made available to the School at all times. Please notify the Business Manager if you need to change your password.

Violation of this policy may result in disciplinary action, up to and including termination.

For business purposes, administration reserves the right to enter, search and/or monitor the School's private voice mail system and the voice mail of any employee without advance notice and consistent with applicable state and federal laws. Employees should expect that communications that they send and receive by the School's private voice mail system will be disclosed to administration. Employees should not assume that communications that they send and receive by the School's private voice mail system are private or confidential.

Internet Usage

Hapeville Charter acknowledges the need to stay on the cutting edge of technology. This is one of the reasons we allow employees to have access to the Internet during School hours.

The Internet is intended for business use only. Use of the Internet for any non-business purpose, including but not limited to, personal communication or solicitation, purchasing personal goods or services, gambling and downloading files for personal use, is strictly prohibited.

Our School's policies against sexual and other types of harassment apply fully to Internet usage. Violations of those policies are not permitted and may result in disciplinary action, up to and including termination. Therefore, employees are also prohibited from displaying, transmitting and/or downloading sexually explicit images, messages, ethnic slurs, racial epithets or anything that could be construed as harassment or disparaging to others.

Consistent with applicable federal and state law, the time you spend on the Internet may be tracked through activity logs for business purposes. All abnormal usage will be investigated thoroughly.

Employees learning of any misuse of the Internet shall notify a member of Administration.

Violation of this policy may result in disciplinary action up to and including termination.

Social Media Usage

The School advises employees to post only appropriate and respectful content. The School's policies against sexual and other types of harassment apply fully to social media usage. The School may monitor content out on the Internet and social media platforms. Violations of those policies are not permitted and may result in disciplinary action, up to and including termination.

Dress Policy

HCS has adopted a “business casual” environment. Employees are expected to use good judgment and taste, and to show courtesy to their co-workers, students and parents by dressing in an appropriate manner. Any employee that does not come to work appropriately dressed will be asked to change their clothing. If the employee does not have appropriate clothing with them, they will be sent home without pay. Violations will be subject to appropriate disciplinary action, up to and including termination.

General Dress standard includes the following rules:

- Tattoos or body art must be appropriately covered at all times.
- Clothing that is low-cut, transparent, revealing, form fitting, or that has holes that reveal undergarments or inappropriate body parts are unacceptable. No undergarment should be visible at any times. No depiction of alcohol, drugs, tobacco, weapons, gangs, or derogatory or sexually suggestive words may be on, or a part of, any clothing or accessory.

Shirts/Dresses

- Blouses, dresses and shirts must cover the areas of the stomach, side or back
- No tee-shirts
- Shoulders must be covered at all times
- No exposed cleavage
- No denim
- Undergarments should not be visible at any time

Pants/Shorts

- No shorts unless you are a physical education teacher and they must be knee length
- Undergarments should not be visible at any time
- No denim

Skirts

- At least Knee length
- No slits or splits that are too revealing
- Undergarments should not be visible at any time

Shoes

- No flip flops

Head

- No hats or athletic headbands
- No headphones/ earpieces for electronic devices shall be worn.

Personal Hygiene

Maintaining a professional, business-like appearance is very important to the success of our School. Part of the impression you make on others depends on your choice of dress, personal hygiene and courteous behavior. A daily regimen of good grooming and hygiene is expected of everyone. Please ensure that you maintain good personal hygiene habits. While at work, you are required to be clean, dressed appropriately and well groomed.

Food and Beverage

HCS strives to maintain a safe and clean environment for the employees and the students. The School's surroundings should always reflect a professional appearance. Eating at your desk is acceptable, but should be done unobtrusively and in a manner so as to prevent damage to valuable School equipment and other property. All employees are personally responsible for keeping the area around their workstation clean and presentable. Employees are also responsible for returning meeting areas to a clean and presentable condition after use.

Conserving Energy

Employees are encouraged to conserve energy by shutting down their computers, monitors and printers at night, and by turning off the lights and air conditioners when leaving the building for the day.

Postage, Shipping, Office Supplies and Fax Machine

Postage, shipping, office supplies and fax machine are paid through the operational funds of the School and are to be used for business purposes only. Postage, shipping, office supplies and the fax machine are not to be used for personal use. Violation of this policy may result in termination of employment.

Office Security

Shortly after an employee's start date, he/she may be given a key to gain access to offices and/or classrooms. The last employee to leave the School is responsible for making certain that all doors and windows are locked. When exiting the building, each employee should assume they are the last person in the building and should secure the building accordingly. Administration shall establish a checkout protocol for campus security. Employees should inquire and/or view the protocol in August of each year. Ensure that you have the home and cell phone numbers of your immediate supervisor with you for emergency situations that may occur.

Protecting School Information

Protecting our School's information is the responsibility of every employee, and we all share a common interest in making sure information is not improperly or accidentally disclosed. Do not discuss the School's confidential business with anyone who does not work for us.

All telephone calls regarding a current or former employee's position/compensation with our School must be forwarded to the HR Director at (404)767-7745.

The School's address shall not be used for the receipt of personal mail.

Student Personal Information and Option 8 of the Armed Forces Vocational Aptitude Test (ASVAB)

Approved by the HCS Board of Directors March 2014

Hapeville Charter Schools will protect the personal information of students as it pertains to the Armed Forces Vocational Aptitude Test (ASVAB) by ensuring the following steps are completed: inform students and parents the purpose of the ASVAB, inform that testing for the ASVAB is voluntary, obtain consent from students and parents before testing, and inform students and parents that Hapeville Charter Schools has selected "Option 8" which prohibits HCS from releasing student information and results without consent to military recruiters.

"Option 8" allows for the ASVAB to be used to explore career avenues through the United States Military without the release of information to Military Recruiters. Students will still be able to use their ASVAB scores if they wish to enlist in the military, but that choice is up to the student or his/her parent if the student is not yet 18.

Conflict Of Interest/Code Of Ethics

A School's reputation for integrity is its most valuable asset, and is directly related to the conduct of its Administration and employees. Therefore, employees must never use their positions with the School, or any of its students, for private gain, or to earn favors or benefits for themselves, members of their families or any other individuals, corporations or business entities.

Employees of the School shall conduct their personal affairs in such a way that the employment duties and responsibilities to the School are not jeopardized or compromised.

Refer to the Whistle Blower Policy which is included in this Employee Handbook for further information regarding the reporting of inappropriate actions by any faculty or staff member.

Bulletin Board for Administration and School Announcements

Any postings as required by Federal/State/Local laws, rules and/or regulations will be posted in the Faculty/Staff Work Rooms at each campus. Please review the information regularly. Any postings to the Bulletin Board for Administration and School Announcements must be approved by the Principals and/or the Business Manager.

Press Policy – Contact with the Media

All media inquiries (by phone or in person) regarding the School and its operations must be referred to the Executive Director. Only the Executive Director and/or the CEO of the Foundation Board are authorized to make or approve public statements pertaining to the School or its operations. No employees, unless specifically designated by the Executive Director, are authorized to make those statements.

Mandatory Meetings

During the school year, employees will be required to attend meetings. Faculty/Staff are required to attend at least one PTCO Meeting per year. No overtime will be paid for attendance except for part-time exempt and non-exempt employees.

Note: Overtime must be pre-approved by the Business Manager. If pre-approval is not received in writing from the Business Manager then over-time will not be paid.

Purchase Requisitions and Expense Reimbursements

Approved by the HCS Board of Directors March 2014

The process for an employee to request a purchase (or purchases) is as follows:

- 1) Complete the Online Purchase Requisition process.
 - a. Contact the Business Office for instructions for the Online Purchase Requisition Process.
 - b. Documentation such as Quotes, Order Forms, etc. must be attached with all Purchase Requisitions.
- 2) Submit the completed Purchase Requisition Process
- 3) The Purchase Requisition will go through the following steps
 - a. >Business Office to ensure funds are available for the purchase
 - b. >School Principal to approve purchase
 - c. >School Executive Director to approve Purchase
 - i. If approved >sent to the Business Office to be purchased
 - ii. If Not Approved >the requestor will be informed that the purchase requisition was not approved.

This process has been implemented in order to provide timely service to employees, and to ensure that (a) HCS has the time to research comparable pricing and (b) HCS, a "section 501(c)(3)" tax exempt corporation, is not invoiced with sales tax added. In addition, this process has been implemented to comply with the yearly financial audit requirements.

If you purchase item(s) with your personal funds (without the use of a Purchase Requisition), HCS will reimburse you for reasonable pre-approved expenses ONLY with the submittal of an online Purchase Requisition. Original receipts must be submitted with the online Purchase Requisition. Once the online Purchase Requisition for reimbursement is submitted it will follow the same process as above.

Note: No reimbursement will be paid after thirty (30) days from the date of a purchase. Sales tax will not be reimbursed by HCS for any purchases made with your personal funds, personal credit cards, etc. All vendor sales receipts submitted must be itemized with the product description(s) for reimbursement. Non itemized receipts will not be approved for reimbursement.

Assigned Duties

Duties will be assigned to each employee at HCS. These duties will include but are not limited to: 1) before and after School bus/walkers, 2) lunch duties, 3) hall & bathroom duties, 4) enrichment programs, and 5) student check in/check out.

Violation of employee responsibilities may result in disciplinary action, up to and including termination.

Recording Devices In The Workplace

Employees are prohibited from having any and all forms (including cellphones with recording/photo capability) of recording or photography device in the workplace and from recording or photographing students and fellow employees in the workplace or during working time. Violations of this policy may result in immediate discipline (including the possibility of termination), immediate removal of the recording device and/or the employee from the workplace, and retention of the recording device for inspection by the School and/or legal authorities. Limited exceptions will apply when the employee in possession of the recording device has been provided advance written authorization to use the recording device by the Principal and the recording device is being used in an authorized manner to further School business.

Prohibited "recording devices" under this policy include but are not limited to cameras, camcorders, video devices, picture or video capable cellular telephones, cassette recorders, and digital voice or image recorders. Cellular telephones, PDAs, MP3 and DVD devices, portable computers, and other devices are covered if they are equipped with any device or technology that has the capability to record images or sounds. This prohibition applies whether the recording capability is activated or not.

End Of Year Procedures

All teachers will be required to turn in the following to the Principal and the Business Manager on the last work day for faculty: 1) Accountability Folders, 2) Grade Books, 3) Keys, 4) Textbook Inventories, 5) Laptop Computers, and 6) Cell Phones/Radio. All students' grades must be entered in the computer and verified by the Registrar as a final signoff. Your last duty of the School year is to leave a clean classroom, desk drawers, file cabinets, etc., clean.

If You Should Decide to Leave Hapeville Charter Schools

Should you decide to leave your employment with us, we ask that you provide the Principal with at least 60 days' advance written notice. Your thoughtfulness is appreciated and will be noted favorably should you ever wish to reapply for employment with the School.

Our School does not provide a "letter of reference" to former employees or discuss former employees' information by phone. The School will only confirm employment dates. All School property, including this Employee Handbook, must be returned upon termination. Otherwise, the School may take action to recoup any replacement costs and/or seek the return of School property through appropriate legal recourse.

You should notify the School if your address changes during the calendar year in which termination occurs so that your tax information will be sent to the proper address.

Safety in the Workplace

Each Employee's Responsibility

Safety can only be achieved through teamwork at our School. Each employee, supervisor and manager must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately.

Please observe the following precautions:

- a. Notify the Business Manager of any emergency situation. If you are injured or become sick at work, no matter how slightly, you must inform the Business Manager immediately.
- b. The use of alcoholic beverages or illegal substances during working hours will not be tolerated. The possession of alcoholic beverages or illegal substances on the School's property is forbidden.
- c. Use, adjust and repair machines and equipment only if you are trained and qualified.
- d. Know the proper lifting procedures. Get help when lifting or pushing heavy objects.
- e. Understand your job fully and follow instructions. If you are not sure of the safe procedure, don't guess; just ask the Business Manager.
- f. Know the locations, contents and use of first aid and firefighting equipment.
- g. Wear personal protective equipment in accordance with the job you are performing.

A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action, up to and including termination.

Fire and Severe Weather Drills

Fire and severe weather drills are scheduled periodically throughout the year. These drills are an important aspect in student and employee safety. We expect your complete cooperation during these drills. If you have any questions concerning evacuation procedures, see the Business Manager. Please remember that each faculty / staff member who is in class with students during an actual disaster or drill is required to carry their grade book with them and once at the assigned meeting place, attendance must be taken on the students.

Workplace Violence

Violence by an employee or anyone else against an employee, student, parent/guardians, supervisor or member of the Administration will not be tolerated. The purpose of this policy is to minimize the potential risk of personal injuries to employees at work and to reduce the possibility of damage to School property in the event someone, for whatever reason, may be unhappy with a School decision or action by an employee or member of administration.

If you receive or overhear any threatening communications from an employee, student or outside third party, report it to the Business Manager and the Principal at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee, student, or visitor to our premises, contact an emergency agency (such as 911) immediately.

All reports of work-related threats will be kept confidential to the extent possible, investigated and documented. Employees are expected to report and participate in an investigation of any suspected or actual cases of workplace violence.

Violations of this policy, including your failure to report or fully cooperate in the School's investigation, may result in disciplinary action, up to and including termination.

Disciplinary and Problem Resolution Policy

1) Problem Resolution

HCS seeks to deal openly and directly with its employees, and believes that communications between employees and administration is critical to solving problems.

Co-workers who may have a problem with one another should attempt to resolve the problem themselves. If a resolution cannot be agreed upon, both employees should approach the Principal, who will work with the employees to determine a resolution. In these instances, the decision of the Principal is final.

Employees who have a problem with a supervisor should first go to the supervisor and state the problem. If a resolution cannot be agreed upon, the employee should present his or her problem, in writing, to the Principal. The decision of the Principal will be final. Appeals to the Board are not permissible.

Issues with the Principal or Business Manager shall be reported to the Executive Director after an attempt is made to directly address the same with the Principal or Business Manager. Issues with Executive Director shall be made to the Board of Directors after an attempt is made to directly address the matter with the Executive Director.

2) Discipline

HCS's policy is to attempt to deal constructively with employee performance problems and employee errors. The disciplinary process will be applied by HCS according to the facts and circumstances of each case. Depending upon the facts and circumstances, the discipline applied may include, among other things, oral or written warnings, probation, suspension without pay, or immediate termination. Each situation will be considered in accordance with a variety of factors including, but not limited to, the seriousness of the situation, the employee's past conduct and length of service, and the nature of the employee's previous performance or incidents involving the employee. Details of this process are outlined further in the Corrective Action section below.

3) Corrective Action

Corrective Action is taken against an employee in response to a rule infraction or a violation of School policies. Corrective action will continue until the violation or infraction is corrected.

Corrective Action may begin with a verbal warning, followed by a written warning that is placed in the employee's personnel folder. If more serious corrective action is required, the employee may be put on probation, suspension, or have his or her employment terminated. However, graduated discipline is not mandatory. An employee can be terminated for a single breach of contract or policy or for a first offense.

Termination of contract or employment for any reason cannot be appealed to the Board. The terminated employee must obtain his/her own legal representation for any appeal.

HCS considers some violations as grounds for possible immediate dismissal, including, but not limited to: insubordinate behavior, theft, destruction of HCS property, breach of confidentiality, untruthfulness about personal background, drug and alcohol abuse, unprofessional behavior or communication (written or verbal) to a student, coworker, or parent/guardian, violence or threats of violence to a student, coworker or, parent/guardian, etc.

Workplace Searches

To protect the property and to ensure the safety of all employees, students and the School, the School reserves the right to conduct personal searches consistent with federal and state law, and to inspect any packages, parcels, purses, handbags, brief cases, lunch boxes or any other possessions or articles carried to and from the School's property. In addition, the School reserves the right to search any employee's office, desk, files, locker, equipment or any other area or article on our premises. In this regard, it should be noted that all offices, desks, files, lockers, equipment, etc. are the property of the School, and are issued for the use of employees only during their employment. Inspection may be conducted at any time at the discretion of the School.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property or illegal substances, will be subject to disciplinary action, up to and including termination, if upon investigation they are found to be in violation of the School's security procedures or any other School rules and regulations.

Approved Cleaning Supplies at all HCS facilities

Our School may use some chemicals (e.g., cleaning compounds, inks) in some of its operations. You should receive training and be familiar with the handling, use, storage and control measures relating to these substances if you will use or likely be exposed to them. Material Safety Data Sheets (MSDS) are available for inspections in your work area. You must follow all labeling requirements.

Please consult with the School's designated safety coordinator prior to purchasing chemicals for the School or bringing them on to our premises. For additional information, please refer to our School's written Hazard Communication Program. If you have any questions, ask the Business Manager or the safety coordinator.

Good Housekeeping

Good work habits and a neat place to work are essential for job safety and efficiency. You are expected to keep your place of work organized and materials in good order at all times. Report anything that needs repair or replacement to the Business Manager.

When posting information directly to a wall (and not a bulletin board,) ONLY use push pins. Do not use glue or tape of any kind which may result in removal of paint from the wall or surface area.

Smoking At/In the Workplace

Our School is committed to providing a safe and healthy environment for employees and visitors. Smoking is not permitted in any building or on the campus of Hapeville Charter Middle School or Hapeville Charter Career Academy, or in the presence of any students.

Violations of this policy may result in disciplinary action, up to and including termination.

Concealed Weapons

Possession, use or sale of weapons, firearms or explosives on work premises, while operating School machinery, equipment or vehicles for work-related purposes or while engaged in School business off premises is forbidden except where expressly authorized by the School and permitted by state and local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm.

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to the Business Manager immediately.

Violations of this policy will result in disciplinary action, up to and including termination.

School and Parking Lot Incidents

Approved by the HCS Board of Directors May 2014

Please note every effort is made to secure the safety and well-being of the students, faculty and staff of Hapeville Charter while on school campus.

The school is not responsible for the loss of or damage to personal property of ANY Person that enters the campus.

If a loss does occur, it is expected that these items would be insured through an individual's automobile, homeowners or renters insurance policy.

The school assumes no responsibility for the care or protection of any vehicle or its content while it is parked on and at the school campus. Valuables should not be left in parked vehicles at any time. Vehicles should be locked when not in use.

Thefts or damages that occur should be immediately reported to the local Police authorities for investigation, as well as any theft should be immediately reported to the administrators.

In the Case of an Emergency at the Workplace

The Principal and/or the Business Manager should be notified immediately when an emergency occurs. Emergencies include, but are not limited to, all accidents, medical situations, bomb threats, other threats of violence, and the smell of smoke. If the Principal and/or the Business Manager is unavailable, contact the nearest School official.

Should an emergency result in the need to communicate information to employees outside of business hours, the Principal and/or the Business Manager will contact you. Therefore, it is important that employees keep their personal emergency contact information up to date. Notify the Principal and/or the Business Manager when this information changes.

When events warrant an evacuation of the building, you should follow the instructions of the Principal and/or the Business Manager or any other member of administration. You should leave the building in a quick and orderly manner. You should assemble at the pre-determined location as communicated to you by the Principal and/or the Business Manager to await further instructions or information.

Please direct any questions you may have about the School's emergency procedures to the Principal and/or the Business Manager.

Drugs and Alcohol

It is HCS's desire to provide a drug-free, healthful, and safe work place. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on HCS premises and while conducting business-related activities off-campus, no employee may use, possess, distribute, sell, or be under the influence of alcohol or engage in the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger students or other individuals in the work place.

Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with the Principal to receive assistance or referrals to appropriate resources in the community.

Employees with questions on this policy or issues related to drug or alcohol use in the work place may raise their concerns with the Principal without fear of reprisal.

HCS is committed to providing a safe, efficient, and productive work environment for all employees. In keeping with this commitment, employees and certain job applicants may be asked to provide body substance samples (e.g., blood, urine) to

determine the illicit use of drugs. HCS will attempt to protect the confidentiality of all drug test results. Drug tests may be conducted in any of the following situations in accordance with applicable federal, state, or local law:

Pre-employment: As a pre-qualification to assuming any position, prospective employees are required to provide a body substance sample for drug testing. This occurs in connection with the pre-employment medical examination.

Post-accident: Any current employee who is involved in a serious incident or accident while on duty, whether on or off the employer's premises, may be asked to provide a body substance sample.

Fitness-for-duty: This test may be required if significant and observable changes in employee performance, appearance, behavior, speech, etc., provide reasonable suspicion of the influence of drugs and/or as a security update pre-School calendar for positions involving contact with students. A fitness-for-duty evaluation may include the testing of a body substance sample.

Random: This test may be required of employees in safety sensitive areas. The term "safety-sensitive position" means any position, including a supervisory or management position, in which the ordinary course of job performance carries a concrete risk of significant property damages, personal injury, or death. Safety-sensitive positions include the following:

1. School bus drivers (both regular and substitute) and school bus mechanics;
2. School Police Officers and security personnel;
3. All personnel whose regular or supplemental duties require a Commercial Driver's License (CDL) or require operation of a Board vehicle or other heavy machinery;
4. School Nurses and non-licensed school personnel who have been designated to administer medications to students, including trained diabetes personnel; and
5. Regular full-time, regular part-time, and substitute teachers.

Subject to any limitations imposed by law, a refusal to provide a body substance sample under the conditions described above may result in disciplinary action, up to and including termination of employment. In cases where a positive drug test is confirmed, consideration will be given to available rehabilitation where appropriate.

An employee who tests positive and who successfully completes rehabilitation will be subject to unscheduled testing following reinstatement.

Questions concerning this policy or its administration should be directed to the Principal.

Classroom and Academic Related Policies

1. Use push pins only when posting student work, announcements, pictures, or any other displays on the walls. Bulletin boards are provided in each classroom for such. Do not use glue or tape of any kind directly onto the wall surfaces.
2. Do not paint any area in the building without prior approval from the Principal.
3. Do not bring your child, or children, to the workplace while regular classes are in session. There are significant liability and insurance issues at risk with failure to comply with this policy.
4. Do not bring a pet, or any type of animal, to the workplace at anytime without prior approval from the Principal. There are significant liability and insurance issues at risk with failure to comply with this policy.
5. Coordinate any field trip planning with your Principal. Field trips should be planned as far in advance as possible to facilitate food service, budgeting and substitute teacher scheduling.
6. When emailing parents/guardians regarding an individual student's academic or behavioral status, you must CC the Principal.

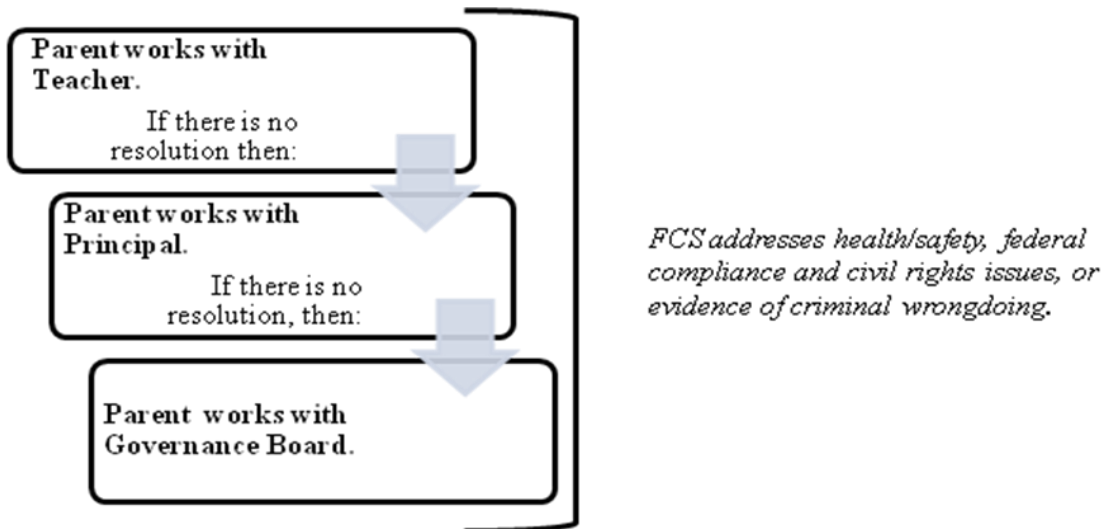
Student Discipline Processes Overview

Hapeville Charter Schools follow the Fulton County School System Student Code of Conduct. The tribunal steps which ensure due process are outlined in this student handbook which is posted on line as well as handed out for parental signature.

Fulton County School System Disclaimer for the purpose of clarifying the role of the Fulton County School System in discipline actions:

While the Fulton County School system retains ultimate authority over approved charter schools, it is a FCS practice to request that parents work through the processes identified in this charter contract to resolve school-level issues. Fulton County Schools respects the autonomy of the charter school and will not become involved in school level matters unless there is a serious issue such as a health or safety concern, federal or civil rights compliance issues, or evidence of criminal wrongdoing.

The following diagram includes the discipline processes overview for Hapeville Charter Schools parents, teachers and faculty/staff :



Document Retention and Destruction Policy

NOTE: Hapeville Charter Schools follows the Fulton County Board of Education Document Retention and Destruction Policy

(From the FCBOE Board Docs:)

Fulton County Board of Education (FCBOE) adopts the uniform, state-approved retention schedules that the Secretary of State provides for local government records, both for common record categories and for specific record categories applicable to school systems. For any record series in the school system's custody not covered by the Secretary of State's retention schedules for local government records, the records management officer shall recommend schedules to the Board for adoption and shall submit them to the Secretary of State's Department of Archives and History. These schedules shall include an inventory of the type of records maintained and the length of time each type of record shall be maintained.

Without state approval, the Board shall not adopt any retention period shorter than the corresponding period in the Secretary of State's retention schedules for local government records.

FCBOE is responsible for insuring the legal disposition of its records in accordance with instructions contained in the approved schedules and the Georgia Records Act (O.C.G.A. § 50-18-90 et seq.). The alienation, alteration, theft, or destruction of records by any person or persons in a manner not authorized by an applicable retention schedule is a misdemeanor.

Any records designated confidential by law shall be so treated by the department in the maintenance, storage, and disposition of such confidential records. These records shall be destroyed, in accordance with applicable retention schedules, in such a manner that they cannot be read, interpreted, or reconstructed. All vital records must be properly retained and historical records properly preserved according to State standards. The State Archival Depository, School Museum, or any other location designated by the records management officer will be used to store those records determined to have historical value. Duplicate records may be destroyed at any time prior to the approved retention period, but shall not be retained longer than the official record.

Conflict of Interest Policy

Georgia Magnet Charter Schools Foundation, Corp.

Article I

Purpose

The purpose of the conflict of interest policy is to protect the interest of the Georgia Magnet/Charter Schools Foundation, Corp. (hereafter referred to as “Organization”) when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II

Definitions

1. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a.** An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- b.** A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
- c.** A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III

Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- a.** An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 - b.** The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - c.** After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - d.** If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.
-

4. Violations of the Conflicts of Interest Policy

- a.** If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
 - b.** If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.
-

Article IV

Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

- a.** The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
 - b.** The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.
-

Article V

Compensation

- a.** A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- b.** A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- c.** No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI

Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a.** Has received a copy of the conflicts of interest policy,
- b.** Has read and understands the policy,
- c.** Has agreed to comply with the policy, and
- d.** Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article VII

Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a.** Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length transaction.
- b.** Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Article VIII

Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

Some states have adopted legislation satisfying the requirements of section 508(e) relating to private foundation governing instruments. Information derived from Revenue Ruling 75-38, 1975-1 C.B. 161.

GEORGIA — except for such private foundations which file a proper election not to be subject to such law

2020-2021 Wellness Policy – Hapeville Charter Schools

School Day Nutrition Guidelines Nutrition Education Physical Education and Physical Activity Communication and Promotion Measurement Tool

Hapeville Charter Middle School
3535 South Fulton Avenue
Hapeville, GA 30354
404-767-7730

Hapeville Charter Middle School Wellness Committee:

- Ms. Akiyo Martin, Nutrition Coordinator
- Ms. Carla Olsen, Business Manager
- Dr. Audrey R. Greer, Principal
- All HCMS Health and PE Teachers

Hapeville Charter Career Academy
6045 Buffington Road
College Park, GA 30349
404-766-0101

Hapeville Charter Career Academy Wellness Committee:

- Ms. Akiyo Martin, Nutrition Coordinator
- Ms. Carla Olsen, Business Manager
- Ms. Candace Bethea, Principal
- All HCCA Health and PE Teachers

School Day Nutrition Guidelines (Hapeville Charter Schools)

Goal

The goal of the Hapeville Charter Schools Nutrition Guidelines is to provide students with a variety of affordable nutritious meals and snacks, and to plan all menus in accordance with federal, state, and local regulations, rules and guidelines. The goal is to continually evaluate and improve the health and well being of the school community by creating a variety of education opportunities to establish lifelong healthy eating habits and physical activity.

Standards

The nutrition standards focus on encouraging the consumption of whole grains, fresh fruits and vegetables, and decreasing fats, sodium and sugars with all school provided meals.

Nutrition standards for foods available to students during the school day will include the following areas:

- 1- Breakfast and Lunch
- 2- Fundraisers
- 3- Classroom snacks
- 4- Student meetings
- 5- Celebrations and recognition

Foods available during the School Day

The school meals will meet federal, state and local regulations and guidance as issued by the Secretary of Agriculture under the United States Department of Agriculture (USDA), the Georgia State Board of Education, and the Fulton County Board of Education.

A la carte sales

The Hapeville Charter Career Academy Nutrition Program will provide food choices that support the consumption of whole grains, fruits and vegetables.

Snacks

Snacks served during the school day should make a positive contribution to each student's diet.

- Candy, soda, and all non-nutritious foods are not to be sold or provided to students. Nutritious snacks, which would be approved by the State Nutrition Department, must be approved by the Nutrition Manager before serving to any student or class.
- Candy should not be used as a reward for good behavior, grades or effort. Use non-food rewards.
- Candy sales by the PTCO, clubs, students or faculty/staff are not permitted.

Nutrition Education

Goal

The goal of the Hapeville Charter Schools Nutrition Education Guidelines is to (1) support the instructional component to improve students' eating behaviors; (2) help develop healthy lifestyle practices, and (3) support an environment that encourages and supports nutritious eating by students and adults.

Standards

Nutrition Education instruction and activities will focus on the following areas:

- 1- Education links with school
 - a. Utilize nutrition education lessons in the school cafeteria and classroom with coordination between school nutrition and teachers.
 - b. Integrate nutrition education with other school health initiatives.
- 2- Educational reinforcement
Encourage collaboration with other school and community groups
 - a. Organize wellness committee
 - b. PTCO
 - c. Local health departments
 - d. Nonprofit health and community organizations
- 3- Nutrition promotion
 - a. Participate in programs that promote and reinforce healthy school nutrition environments
 - b. Conduct promotions and nutrition activities that include students, staff, families and community
- 4- Curriculum/content areas
 - a. Support the comprehensive health education curriculum nutrition concepts and skills in accordance with Georgia Standards
 - b. Plan nutrition education activities to:
 - i. Be consistent with the Dietary Guidelines for Americans
 - ii. Emphasize the appealing aspects of healthy eating
 - iii. Include enjoyable, developmentally appropriate, culturally relevant, participatory activities, such as contests, promotions and taste testing
 - iv. Address the benefits of eating meals as a family
 - v. Display nutrition posters and other relevant materials
- 5- Cafeteria based nutrition education
 - a. The school cafeteria provides an ideal setting for students to practice healthy eating.
 - b. Coordinating school food service programs with classroom lessons allows students to apply critical thinking skills taught in the classroom.
 - c. Visit classrooms and explain how the school's food service program ensures that meals meet U.S. Department of Agriculture (USDA) nutrition standards and other Dietary Guidelines for Americans
 - d. Invite classes to visit the cafeteria kitchen and learn how to prepare healthy foods
 - e. Involve students in planning the school's menu
 - f. Offer foods that reinforce classroom lessons (i.e., whole wheat rolls to reinforce a lesson on dietary fiber)
 - g. Display nutrition posters in the cafeteria and distribute nutrition information

Parent Nutrition Education

Nutrition education will be provided and distributed to parents in the form of handouts, website posts, articles and information provided in school cafeteria newsletters. On-going educational information focusing on nutrition and healthy lifestyles will be provided to parents.

Staff Nutrition & Physical Activity Education

Nutrition and Physical activity education opportunities will be provided to all school staff at HCCS. These education opportunities may include, but not be limited to the distribution of education and formational materials and the arrangement of presentation and workshops that focus on nutritional values and healthy lifestyle. Health assessments, fitness activities, and other appropriate nutrition and physical activity- related topics will be shared with the faculty/staff. The purpose of staff nutrition and physical activity education will be to:

- Encourage all school staff to improve their own personal health and wellness.
- Improve staff moral
- Create positive role modeling
- Build the commitment of staff to promote the health of students.
- Build the commitment of the staff to help improve the school nutrition and physical activity environment.

Physical Education and Physical Activity

Goal

The goals of the Hapeville Charter Schools are to (1) provide students with opportunities for daily physical activity and quality physical education and (2) provide physical activity opportunities for each student. The achievement of these goals will be for students to learn about and improve skills for a variety of physical activities which will result in the:

- 1- maintenance of physical fitness
- 2- active and on-going participation in physical activities
- 3- understanding of the benefits (short and long-term) of physically active and healthy lifestyles

Standards

- 1- Sequential, standards-based, physical education instruction will include health related fitness components in grades 9 through 12. (Health related fitness focuses on activities which promote a healthy lifestyle) (IDB-Health and Physical Education)
- 2- Hapeville Charter Career Academy will provide physical activity opportunities after school for students in grades 9-12 (IDE-Extracurricular Activities)
- 3- Physical activity is not used as a punishment.
- 4- Physical activity is not to be withheld as a punishment.

Cafeteria Environment

Hapeville Charter Schools will provide a cafeteria environment that provides our students a relaxed, enjoyable ambience.

The cafeteria environment is a place where students will have readily available:

- Adequate space to eat in a clean and pleasant surroundings.
- Adequate time to eat meals. (The School Nutrition's Association (SNA) recommends at least 20 minutes for lunch).
- Convenient access to hand washing or hand sanitizing facilities before meals.

Other School-Based Activities to Promote Student Wellness

Goal

Hapeville Charter Career Academy will support other school-based activities that are designed to promote student wellness.

Standards

Hapeville Charter Schools will encourage faculty/staff members to prove their health and wellness through promotions and programs. Promotions and programs will include:

- 1- Health screening appointments
- 2- Physical activity
- 3- Nutrition education
- 4- Weight management
- 5- Smoking cessation
- 6- Stress management

Information regarding health and wellness will be presented at faculty/staff meetings. Fliers and brochures (when available) will be distributed with paychecks.

The Hapeville Charter Career Academy Nutrition Program promotes a clean, healthy and safe environment conducive to maximizing the instructional focus. A healthy, clean and safe environment promotes a positive effect on students and the school faculty/staff. School meals are served in a clean and pleasant setting.

School staff provides appropriate supervision in school cafeteria areas and serve as role models to students.

Hand washing equipment, soap and supplies are placed in a convenient place for students and faculty/staff to wash their hands before eating.

Fundraisers / Snack sales

- Effective July 1,2014 the implementation of Smarts Snacks in Schools will take place.
- Creates a healthy schools environment.
 - Improves nutrition profiles of students diets
 - Enhances learning, concentration and behavior.
- Regulates all food sold in school by setting nutrient standards.

What does this mean?

- All products SOLD
- Entire School day
- Entire School campus
- Not food served
- Not evenings, weekends or community events

Schools Campus

- A la carte in cafeterias
- School stores
- Snack bars
- Vending machines
- Other venues

Fundraisers

- All foods that meet the regulatory standards may be sold at fundraisers in the school campus during school hours
- To check if food or drinks meet go to (Smart Snack Calculator)
- https://schools.healthiergeneration.org/focus_areas/snacks_and_beverages/smart_snacks/product_calculator
- note if the snack item meets standers print out approved page.

Communication and Promotion Methods

Goal

The Wellness Committee will promote clear and consistent messages directed to students, families, faculty/staff and community to explain and reinforce healthy eating and physical activity habits.

Standards

The Standard for Communication and Promotion will address the following areas:

- 1- Healthy eating is enjoyable
- 2- Fitness is fun
- 3- Healthier students are smarter students
- 4- Hapeville Charter Schools provides healthy foods for students and faculty/staff
- 5- Hapeville Charter Schools promotes healthy lifestyles

- 6- Healthier lifestyles enable employees to be happier and more productive
- 7- Hapeville Charter Schools will enhance the program by partnering with community organizations

Measurement and Evaluation

Goal

The Hapeville Charter Career Academy Wellness Committee will develop a plan for measurement the implementation of the nutrition and physical activity policies, including the designation of one or more persons with operational responsibility for ensuring the implementation of the total policy.

Standard

The plan for Measurement and Evaluation of the Wellness Policy will include the implementation of the Hapeville Charter Career Academy Wellness Standards Checklist (following this page). The School Nutrition Department will be responsible for the collection and reporting of the information to ensure 100% compliance of the Wellness Policy.

Hapeville Charter Middle School and Hapeville Charter Career Academy Wellness Policy Implementation Checklist

Nutrition Education		
	YES	NO
Education Links with School Provide nutrition education lessons, and integrate education with other school health initiatives.		
Educational Reinforcement School Wellness Committee Hapeville Charter Middle School PTCO Hapeville Charter Career Academy PTCO Fulton County Health Department		
Nutrition Promotion Participation in programs that promote and reinforce healthy school nutrition environments Promotions and programs which include students, staff, and families		
Curriculum/Content Areas Implementation of a comprehensive health education curriculum which includes nutrition concepts and skills in accordance with Georgia Standards		
After School Programs Provide physical activity opportunities as a component of after school programs		
Cafeteria Based Nutrition Education Visit classrooms and explain how the school food service program ensures that meals meet U.S. Department of Agriculture (USDA) nutrition standards and the Dietary Guidelines for Americans Invite classes to visit the cafeteria kitchen and learn how to prepare healthy foods. Involve students in planning the school menu Offer foods that reinforce classroom lessons Display nutrition posters in the cafeteria and distribute nutrition information		
Nutrition Guidelines for Foods Available During the School Day		
Foods available during the School Day School meals and meet federal, state and local regulations and guidance as issued by the Secretary of Agriculture under the United States Department of Agriculture (USDA), Georgia State Board of Education, and the Fulton County Board of Education.		
Other School-Based Activities to Promote Student Wellness		
Promotions/programs: Introduce wellness programs to staff members Health screenings Physical activity and fitness		

Nutrition education Weight management Smoking cessation Stress management Present information at regular staff meetings Include flyers and brochures with paychecks Place information into newsletter articles, brochures and email messages Recommend health insurance discounts for participants		
Environment Promote a clean, healthy, safe environment conducive to maximizing instructional focus. Examples of clean and safe environments: School meals are served in a clean and pleasant setting. Dining areas will be attractive and have sufficient space for seating. Appropriate supervision in school cafeteria areas and serve as role models to the students. Hand-washing equipment and supplies are placed in a convenient place so that students and staff may wash their hands before eating, or that students and staff will have access to hand sanitizing supplies before eating meals. Drinking fountains available for students to drink water at meals and throughout the day.		
Physical Education and Physical Activity		
Sequential, standards-based, physical education Instruction to include health related fitness components will be available for students. Health related fitness focuses on activities which promote a healthy lifestyle.		
Physical activity opportunities after school for students in grades 6-8 and 9-12 Provide physical activity opportunities after school for students in grades 6-8 and 9-12 After school sports teams College Park Boys and Girls Club Hapeville Recreation Center Union City opportunities		
Physical activity is not used as a punishment.		
Physical activity is not withheld as a punishment.		
List additional wellness components include at the school:		

Principal's signature: _____

Date: _____

Employee Print Name: _____

Employee Signature: _____

Date: _____

100% Tobacco-Free School Policy at Hapeville Charter

Approved by the HCS Board of Directors March 28, 2016

The Hapeville Charter Schools Board of Directors recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and school facilities. The Board acknowledges that adult employees and visitors serve as role models for students and that the Board's acceptance of any use of tobacco products implies school approval, if not endorsement, of such use. In addition, the Board recognizes that it has an obligation to promote positive role models in schools and promote a healthy learning and working environment, free from unwanted smoke, for the students, employees, and visitors to the school campus.

Finally, the board recognizes that it has a legal authority and obligation pursuant to the Georgia Smokefree Air Act of 2005 (O.C.G.A. 31-2a-1 et seq.), the federal Pro-Children's Act (Title X of Public Law 103-227), the Georgia Youth Access Law (GA. Code ANN. § 16-12-171 2004) and the No Child Left Behind Act.

Tobacco Use Prohibited

No student, staff member or school visitor is permitted to use any tobacco product at any time, including non- school hours 24 hours per day, seven days per week:

- In any building, facility, or vehicle owned, leased, rented or chartered by Hapeville Charter Middle School or Hapeville Charter Career Academy
- On any school grounds and property – including athletic fields and parking lots – owned, leased, rented or chartered by Hapeville Charter Middle School or Hapeville Charter Career Academy, or
- At any school-sponsored or school-related event on-campus or off-campus.

In addition, no student is permitted to possess a tobacco product. The policy may permit tobacco products to be included in instructional or research activities in public school buildings if the activity is conducted or supervised by the faculty member overseeing the instruction or research and the activity does not include smoking, chewing, or otherwise ingesting the tobacco product.

Tobacco Products and Tobacco Use

Tobacco products are defined to include cigarettes, candy cigarettes, chewing tobacco, blunts, blunt wraps, pre wrapped blunt cones & tubes, cigars, cigarillos, bidis, pipes, cigarette packages or smokeless tobacco containers, lighters, ash trays, key chains, t-shirts, coffee mugs, and any other items containing or reasonably resembling tobacco or tobacco products. Tobacco use includes smoking, chewing, dipping, or any other use of tobacco products.

School Grounds and Property

School grounds and property means and includes land, school facilities and school vehicles used for the provision of academic, extracurricular programs and administration by the district. School grounds include playgrounds and recreational places. School grounds include that portion of land, school facilities and other facilities owned by municipalities, private entities or other individuals during those times when the school district has exclusive use of a portion of such land, school facilities, or other facilities for the provision of extracurricular programs.

Time of Day

"Any time" or "at all times" means during normal school and non-school hours - 24 hours per day, 7 days per week.

Signage

Signs declaring all school grounds and property as tobacco-free will be posted in all school buildings and vehicles. Signs will be posted at all vehicular entrances to school grounds and building entrances, and in all indoor and outdoor athletic facilities.

Enforcement for Students

Consequences for students engaging in the prohibited behavior will be provided in accordance with the school's behavior management plan. Students who violate the school districts tobacco use policy will be referred to the guidance counselor, school nurse, or other health or counseling services for all offenses for screening, information, counseling and referral. All student violators will have access to an Alternative to Suspension (ATS) program. The ATS program will provide up-to-date information on the many consequences of tobacco use, offer techniques that students can use to stop tobacco use at school, and provide referrals to local youth tobacco cessation programs. Parents/guardians will be notified of all violations and actions taken by the school. School may also use community service as part of the consequences. Suspension will only be used after a student has several prior violations or refused to participate in other outlined measures.

Enforcement for Staff and Visitors

Consequences for employees who violate the tobacco use policy will be in accordance with personnel policies and may include verbal warning, written reprimand, or termination. Visitors using tobacco products will be asked to refrain while on school property or leave the premises. If they refuse, law enforcement officers will be contacted to escort the person off the premises or cite the person for trespassing in case the person refuses to leave the school property. In the case of a violation within the building of a school, the person is in violation of the Georgia Smokefree Air Act of 2005 (O.C.G.A. 31-2a-1 et seq.) and the federal Pro-Children's Act (Title X of Public Law 103-227) and subject to a fine. Signage will be prominently posted in all visitors' areas and school staff and officials will communicate policy to visitors upon arrival and infractions.

Enforcement at Outdoor School Sponsored Events on Campus Grounds

All outdoor school sponsored events on campus (ex. athletic events, meetings or functions by community groups renting school property) must be tobacco free. This policy must be clearly stated in all contracts, correspondence and verbal and written announcements to all attendees and contractors.

Enforcement at School Sponsored Events Off Campus

All indoor and outdoor school sponsored events off campus in venues (ex: rented arenas, stadiums, halls, theaters) must be tobacco free. This policy must be clearly stated in all contracts, correspondence and verbal and written announcements to all attendees and contractors.

Opportunities for Cessation

The administration will identify and offer programs and services for students who are ready to quit tobacco use. The administration will identify and offer programs and services for school staff who use tobacco products to support them in complying with the policy that prohibits tobacco use on school grounds and during school- related events and assisting those staff who are ready to quit smoking or other tobacco use.

Prevention Education

The administration will identify programs or opportunities for students (inside and or outside of the classroom) to gain a greater understanding of the health hazards of tobacco use and the impact of tobacco use as it relates to providing a safe, orderly, clean and inviting school environment. To reduce tobacco and secondhand smoke as a trigger to cases of asthma while a student and adult is attending school, each school district/school shall prepare, adopt, implement and evaluate a comprehensive plan for the prevention and management of asthma as per the guidelines of the National Association of State Boards of Education, *Fit, Health, and Ready to Learn: A School Health Policy Guide*.

Procedures for Implementation

The policy will go into effect June 1, 2016 The administration will develop a plan for communicating the policy that will include information in student and employee handbooks, announcements at school-sponsored or school-related events, and appropriate signage (as mentioned above) in buildings and around campus. Other methods will be identified for notifying

students, employees and parents about this policy. An enforcement plan, which identifies consequences for students, staff and visitors who violate the policy, will be created and communicated to all students, staff and parents.

At-Will and Employee Handbook Acknowledgement

This is to acknowledge that I have received a copy of the Hapeville Charter Schools' Employee Handbook, and I understand that it contains information about the employment policies and practices of the School.

I agree to read and fully comply with this Employee Handbook. I understand that the policies outlined in this Employee Handbook may require changes from time to time, in the sole and absolute discretion of the School. I understand that the School retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the School. 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 that updated Employee Handbooks are published on all Hapeville Charter Schools websites, and it is my responsibility to stay informed of all changes.

I understand the most up to date version of the Employee Handbook is available online for my review, and I will comply with all policies set forth in the Employee Handbook including but not limited to:

- Wellness Policy
- Receiving Funds from Students and Parents
- Self-Reporting of Arrest
- Mandatory Reporting of Child Abuse for School Employees and Volunteers and
- School Sponsored Trips

I understand that, except for the policy of at-will employment which can only be changed by the Executive Director of the School in a signed written contract, the School reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without further notice. I understand that no oral statements or representations can change the provisions of this Employee Handbook.

I understand that this Employee Handbook does not create a contract guaranteeing that I will be employed for any specific time period. In the event of my separation or termination, I expressly authorize the School to withhold my paycheck(s) until such time as I return all items and property in my possession or control that belong to the School.

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

I also understand that if a written contract is inconsistent with the Employee Handbook, the written contract is controlling.

If I have questions regarding the content or interpretation of this Employee Handbook, I will ask contact the HCS Human Resources Director.

Employee Name (print)

Employee Signature

Date

Whistle Blower Policy Acknowledgement

If any employee reasonably believes that some policy, practice, or activity of the Georgia Magnet/Charter Schools Foundation, Corp. is in violation of law, a written complaint must be emailed by that employee to the Executive Director or CEO of the Board of Directors. A written confirmation of the receipt of the complaint will be sent to the employee within seven regular work/school days.

It is the intent of Georgia Magnet/Charter Schools Foundation, Corp. to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of Georgia Magnet Charter Schools Foundation, Corp. and provides the corporation with a reasonable opportunity to investigate and correct the alleged unlawful activity (or activities). The protection described below is only available to employees that comply with this requirement.

Georgia Magnet/Charter Schools Foundation, Corp. will not retaliate against an employee who in good faith, has made a protest or raised a complaint against some practice of the Georgia Magnet/Charter Schools Foundation, Corp., or of another individual or entity with whom the Georgia Magnet/Charter Schools Foundation, Corp. has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

Georgia Magnet/Charter Schools Foundation, Corp. will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of the Georgia Magnet/Charter Schools Foundation, Corp. that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

My signature below indicates my receipt and understanding of this policy. I also verify that I have been provided with an opportunity to ask questions about the policy.

Employee Name (print)

Employee Signature

Date

Nondisclosure Agreement Acknowledgement

GEORGIA MAGNET/CHARTER SCHOOLS FOUNDATION, CORP. AND ITS EMPLOYEES

Effective Date: January 1, 2011 (page 1)

In consideration of my employment or continued employment by Georgia Magnet/Charter Schools Foundation, Corp. (hereinafter "Georgia Magnet"), as an employee, and the compensation paid to me, I warrant and agree as follows:

1. I acknowledge that, as an employee of Georgia Magnet, I have had and will have access to confidential information belonging to Georgia Magnet or third parties to whom Georgia Magnet has a duty of confidentiality and that any improper taking, disclosure or use of this confidential information would cause Georgia Magnet substantial loss, damage and irreparable harm. I shall continue at all times to hold confidential all student data, all computer user information, all proprietary information, and all other data or information (and any tangible evidence, record or representation thereof), whether prepared, conceived or developed by an employee or consultant of Georgia Magnet (including myself) or received by Georgia Magnet from a third party that is maintained in confidence by Georgia Magnet (collectively, the "Confidential Information").

A. During my employment relationship with Georgia Magnet, I shall continue to use and disclose Confidential Information only to the extent necessary to perform my duties as an employee of Georgia Magnet and for the sole benefit of Georgia Magnet, and, in any event, shall not disclose Confidential Information to any person or entity outside of Georgia Magnet except as authorized pursuant to a written confidentiality agreement supplied by Georgia Magnet or with the prior written direction and permission of an authorized officer or authorized employee of Georgia Magnet. After the termination of my employment relationship with Georgia Magnet, I shall not disclose to any person or entity, or make use of, any Confidential Information without the prior written consent of an authorized officer of Georgia Magnet. This provision shall not apply to any Confidential Information that Georgia Magnet has voluntarily disclosed to the public or has otherwise legally entered the public domain.

b. I understand that Georgia Magnet has from time to time in its possession information that is claimed by others to be proprietary and that Georgia Magnet has agreed to keep confidential. I agree that all this information shall be Confidential Information for purposes of this Agreement.

2. I agree that all originals and all copies of all files, memoranda, notes, programs, codes, and other materials and writings containing, representing, evidencing, recording, or constituting any Confidential Information, however and whenever produced (whether by myself or others), whether developed before or after the date of this Agreement, shall be the sole property of Georgia Magnet and shall be returned to Georgia Magnet upon the termination of my employment relationship for any reason.

3. This Agreement constitutes the entire and only agreement between Georgia Magnet and me respecting the subject matter hereof, and supersedes all prior agreements and understanding, oral or written, between us concerning this subject matter. No modification, amendment, waiver or termination of this Agreement shall be binding unless made in writing and signed by an authorized officer of Georgia Magnet. Failure of Georgia Magnet to insist upon strict compliance with any of the terms or conditions of this Agreement shall not be deemed a waiver of these terms or conditions. In the event of any inconsistency between this Agreement and any other contract between me and Georgia Magnet, the provisions of this Agreement shall prevail.

Nondisclosure Agreement
GEORGIA MAGNET/CHARTER SCHOOLS FOUNDATION, CORP.
AND ITS EMPLOYEES

(Page 2)

4. I acknowledge that money damages will not adequately compensate Georgia Magnet for breach of any of my covenants and agreements herein and, therefore, agree that in the event of the breach or threatened breach of any such covenant or agreement, in addition to all other remedies available to Georgia Magnet, at law, in equity or otherwise, Georgia Magnet shall be entitled to injunctive relief compelling specific performance of, or other compliance with, the terms of this Agreement.

5. This Agreement shall be binding upon me irrespective of the duration of my employment relationship with Georgia Magnet, the reasons for the termination of my employment relationship with Georgia Magnet, or the amount of my compensation. My obligations under this Agreement shall survive the termination of my employment relationship with Georgia Magnet irrespective of the reasons for the termination of my employment relationship with Georgia Magnet and shall not in any way be modified, altered or otherwise be affected by the termination.

6. This Agreement shall inure to the benefit of Georgia Magnet and its legal representatives, successors and assigns, and shall be binding upon me and my heirs, legal representatives, successors and assigns.

7. This Agreement shall be governed by, and construed and enforced in accordance with the substantive laws of the State of Georgia, without regard to its principles of conflict of laws, and shall be deemed to be effective as of the first day of my employment relationship with Georgia Magnet.

8. This Agreement does not constitute a contract of employment and does not imply that employment will continue for any length of time.

I HEREBY ACKNOWLEDGE THAT, BEFORE PLACING MY SIGNATURE HEREUNDER, I HAVE READ ALL OF THE PROVISIONS OF THIS AGREEMENT, AND HAVE RECEIVED A COPY OF IT.

IN WITNESS HEREOF, I have executed this Agreement on this _____ day of _____,
_____.

Signature

Printed Name

Handbook Updates

1/29/2018 – Payroll Advance Policy

7/25/2018 – Name updates (no policy changes)

1/24/2019 – Contact Information Update (no policy changes)

1/27/2020 – Extended Leave Policy

4/27/2020 – Changing liquidated damages from \$3,000 to \$1,000 for teachers who resign midyear of her/his teaching agreement. Board approved change at 4/27/2020 board meeting. Policy on resigning midyear is not part of the handbook, but changes are made to annual contract wording.

8/11/2020 – Name and year change to Wellness Policy