



CIRCLE CITY *PREP*

AMBITIOUS LEARNERS | RESPONSIBLE LEADERS

Employee Handbook

Effective 08/28/2023



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Letter from the Head of School

As an employee of Circle City Prep, you are a critical part of the success of our school and the achievement of our students. As we strive to accomplish our mission of building a game-changing school for the students and families on the Far Eastside of Indianapolis, we ask that you read and review this Employee Handbook. This Employee Handbook has been developed to help answer any questions about your employment with Circle City Prep. The following outlined policies, practices, and procedures are guiding tools to help create a smooth and transparent working environment for all Circle City Prep employees.

As a member of the Circle City Prep team, we appreciate your hard work and dedication to our organization's mission. The importance of your contributions cannot be overstated, and we look forward to working with you to ensure all our students are on a path to college and a life of opportunity.

Welcome to the team!



Megan Murphy
Founder and Head of School



Sami Hyde
Assistant School Leader,
Academics



Alise Dalstrom
Assistant School Leader,
Student Supports



Section 1: Introduction

1.1 Introduction

For the benefit of all employees, we would like to acquaint you with the policies governing employment with Circle City Preparatory Charter School (“the School”). This manual sets out and explains the School’s basic employment policies and supersedes all previous manuals and written or implied policies.

Occasionally, it may become necessary to modify, change, update, revoke, replace or even terminate the policies outlined in this manual, and the School reserves the right to make changes at any time at its discretion. Generally, you will be given prior notice of upcoming changes, however, the School reserves the right to update policies without prior notice. The language contained in this manual is provided for informational purposes only. **It does not, nor is it intended to, create any contractual rights or obligations, and it is not a contractual agreement.** Although we hope that your employment here will be rewarding, your employment is at will and both you and the School retain the right to end the employment relationship at any time and for any reason with or without cause or notice. Please understand that no one except the Head of School has the authority to enter into any agreement with you for employment for any specified period or to make any promises or commitments contrary to the foregoing, and any such agreement must be in writing and signed by both parties.

This manual applies to all employees of the School unless otherwise stated. At all times, the School remains solely responsible for the interpretation of this manual’s provisions and its application. In applying its policies and procedures, the School retains the right to make decisions based on the Administration’s assessment of its needs and consideration of the specific facts and circumstances presented by each situation. If you have any questions, please do not hesitate to contact the Head of School.

We wish you the greatest success in your position and again, hope your employment at the School is a rewarding experience.

1.2 Mission

Through excellence in academic instruction and character development, Circle City Preparatory Charter School ensures all K-8 students are ambitious, powerful learners and responsible, positive leaders on the path to college and a life of opportunity.

Section 2: Hiring and Employment Policies

2.1 Hiring Practices

Equal Employment Opportunity: Circle City Prep is an equal opportunity employer and makes employment decisions on the basis of merit. The School seeks to have the best available person in every job. All employment decisions are based on business needs, job requirements and individual qualifications. Circle City Prep's policy prohibits discrimination against applicants or employees based on race, religion, color, sex, age, national origin, disability, veteran status, marital status, sexual orientation, genetic information, or any status or condition protected by federal, state, or local law or ordinance. This policy extends to, but is not limited to, recruitment, selection, compensation, benefits, promotion, training, and termination.

Circle City Prep will not tolerate discrimination or harassment based on any of these characteristics.

Employment Checks: To help ensure that all staff members at the School are of the highest quality, we will conduct checks of employment references, including recent or current manager, on all applicants prior to extending an offer of employment and subsequently as required by law or at the School's discretion.

Criminal Background Check: An expanded criminal history check is required for all employees (regardless of position) not later than thirty (30) days after the start date of the applicant's employment by the School. An Indiana expanded child protection index check will be conducted on each applicant, not later than sixty (60) days after the start date of the applicant's employment by the School. Additionally, an expanded criminal history check will be conducted for the following categories of volunteers:

- Those who will be involved in overnight activities with children;
- Those counseling children; or,
- Those involved in one-on-one mentorship of children.

If an individual declines to complete the background check, s/he will be unable to work at the school. Expanded criminal history checks are rerun every 5 years, or sooner if the Head of School deems it appropriate or necessary. An Indiana expanded child protection index check may be rerun every 5 years or sooner, if the Head of School deems it appropriate or necessary.

What constitutes a disqualifying offense that will keep an individual from working with children will be determined by our administrative team and/or one or more of the Board of Directors on a case-by-case basis in light of all the surrounding circumstances, including the applicable law. The background check results will be maintained in a confidential file at the School.



Immigration Reform and Control Act: Federal law prohibits Circle City Prep from employing any person not legally authorized to work in the United States. In accordance with the requirements of federal law, all persons commencing or resuming work after November 6, 1986, must submit to Circle City Prep documentation evidencing their right to work in the United States. Anyone submitting false documentation shall be immediately terminated. In fulfilling its obligations under the law, Circle City Prep reaffirms its commitment to comply with both state and federal non-discrimination laws. Circle City Prep does not discriminate on the basis of citizenship. Any questions concerning this policy and the required documentation should be directed to the Head of School.

2.2 Interviewing and Hiring

Interviewing and Hiring: All interested applicants will interview with a school administrator. References will be required and checked. The Head of School or her designee will conduct all hiring.

Tenure: The School does not have tenure.

Discharge or termination: Any manager may dismiss any employee on their team at any time.

A non-academic staff member resigning from their position should give written notice to their manager at least four weeks in advance of the effective date. As much additional notice as possible should be given. Accumulated unused vacation may be scheduled during this notice period to the extent approved in advance by the manager. Unused vacation and sick expires and is not paid upon voluntary or involuntary termination of employment.

Upon termination of employment from Circle City Prep, the employee must return all supplies, keys, security access cards, technology equipment, phones, student and family information, and other Circle City Prep property.

Salary Administration: An employee's annual salary is paid over 24 bi-monthly installments for as long as the employee remains employed. Salary for a non-year-round employee (i.e., a teacher) is paid through the summer (the final paycheck usually occurs mid-July) so long as the employee remains on staff through the last day of school. For non-year-round employees who terminate prior to the end of the school year, the payments that would be made over the summer will be paid on a pro-rata basis tied to how much of the school year the staff member was employed. If a year-round employee voluntarily or involuntarily leaves employment prior to the last day of school, Circle City Prep will pay the employee through his/her last day of employment.

Employment Applications: The School relies upon the accuracy of information contained in the employment applications, as well as the accuracy of the other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in

any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination.

2.3 Accommodations for Disabilities

The School is committed to complying with the Americans with Disabilities Act and all other applicable statutes protecting employees with disabilities. The School will make reasonable accommodations to enable an individual with a disability to interview for a position and perform the essential functions of his or her job. If you are unable, or find it difficult, to do all the functions of your job due to a disability, please contact the Head of School, inform him/her about your disability, and discuss the type and nature of any accommodation which would enable you to perform the essential functions of your job.

We may ask for medical documentation of your disability and of possible accommodations. We may also ask to speak to your physician or health care provider to help us assess the proposed accommodations and to ensure that you can safely perform the essential functions of your job with the accommodations. We may also ask you to submit to an independent medical or other appropriate examination, at our expense, to help us assess your needs.

2.4 Employment Classifications

All employees of the School will be classified as either full-time or part-time, and either exempt or non-exempt. We may also hire consultants and/or temporary employees.

Full-time employees: Full time employees are those who are scheduled to work the full-academic year and work 30+ hours or more per week. All full-time employees are eligible to participate in the School's benefits program.

Part-Time Employees: Part time employees are those who generally work fewer than 30 hours per week. Part-time employees are not eligible to participate in the School's benefits program.

Leased employees, independent contractors and freelancers are not employees of the School and are not entitled to any benefits. If you change positions during your employment as a result of a promotion, transfer or otherwise, you will be informed in writing by the Head of School of any change in your exemption status. Please direct any questions regarding your employment classification or exemption status to the Head of School.

Exempt Employees: Employees whose positions meet specific tests established by the Fair Labor Standards Act (FLSA) and state law and who are exempt from overtime pay requirements. Determinations must be made on a case-by-case basis. Please contact the Head of School with questions.



Non-Exempt Employees: Employees whose positions do not meet FLSA exemptions tests and are subject to the overtime provision of the FLSA. These employees will receive time and one-half (i.e., one and one-half times) their basic hourly rate for all hours actually worked in excess of 40 hours a workweek. All overtime hours must be pre-authorized by the employee's manager.

2.5 Problem Resolution Procedure

It is the policy of the School to treat employees in a fair and impartial manner. The school is firmly committed to the belief that undisclosed problems will remain unresolved and may negatively affect the work environment at the School. Therefore, the School has established an administrative review system with an intent to solve problems as fairly and collaboratively as possible.

Employees who seek resolution of employment situations by using established procedures are assured that they will not be subjected to discrimination or retaliation or be penalized in any way for their use of these procedures.

If an employee has a work-related problem or feels that procedures are not properly applied, the School has an "open door policy." However, employees are encouraged to take their problems to their immediate supervisor before proceeding to the Head of School, as the majority of misunderstandings can be resolved between employees themselves and/or their supervisor.

Employees are encouraged to take complaints involving a co-worker directly to that person for discussion and resolution. If the two employees are unable to resolve their differences, they may at any time request a meeting with their supervisor and/or the Head of School where both employees are present. The resolution by the Head of School shall be considered final. It is the policy of the School to discourage gossip.

2.6 Harassment

It is the goal of the School to promote a workplace that is free of harassment by employees, independent contractors, vendors, or agents. The School expressly prohibits any form of unlawful harassment based on race, color, religion, sex, national origin, age, disability, military status, sexual orientation, or any status protected by federal, state, or local law or ordinance. Further, any retaliation against an individual who has complained about harassment, or retaliation against individuals for cooperating with an investigation of a harassment complaint, is similarly unlawful and will not be tolerated by this organization. To achieve our goal of providing a workplace free from harassment, the conduct that is described in this policy will not be tolerated, and we have provided a procedure by which inappropriate conduct will be dealt with if encountered by employees.

The School takes allegations of harassment very seriously. We will respond promptly to complaints of harassment, and where it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate, up to and including termination.

Please note that while this policy sets forth our goals of promoting a harassment-free workplace, the policy is not designated or intended to limit our authority to discipline or take remedial action for workplace conduct that we deem unacceptable, regardless of whether that conduct satisfies the definition of harassment.

Definition of Harassment: Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, or any other protected category, or that of the individual's relatives, friends or associates and that:

- a. Creates an intimidating, hostile, or offensive working environment;
- b. Unreasonably interferes with an individual's work performance; or
- c. Otherwise adversely affects an individual's employment opportunities.

Harassing constitutes, but is not limited to:

- a. Epithets;
- b. Slurs;
- c. Negative stereotyping;
- d. Threatening, intimidating or hostile acts that related to the above characteristics; and
- e. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of the above characteristics, and that is placed on walls, bulletin boards, or elsewhere on the employer's premises, or circulated in the workplace on paper or electronically.

Definition of Sexual Harassment: While all types of harassment are prohibited, sexual harassment requires particular attention. Sexual harassment is considered to be sexual advances, requests for sexual favors, and all other unwelcome verbal or physical conduct of a sexual or otherwise offensive nature, especially, but not limited to when:

- a. Submission to such conduct is made, either explicitly or implicitly, a term or condition of employment;
- b. Such conduct interferes with an individual's job duties, education or participation in extracurricular activities;
- c. Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
- d. Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.



Other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a workplace environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all the circumstances that may constitute sexual harassment, the following are some examples of conduct, which, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances including the severity of the conduct and its pervasiveness:

- a. Unwelcome sexual advances - whether they involve physical touching or not;
- b. Sexual epithets, slurs, jokes, written or oral references to sexual conduct, gossip regarding one's sex life;
- c. Commenting on an individual's body or about an individual's sexual activity, deficiencies, or prowess;
- d. Displaying sexually suggestive objects, pictures, or cartoons;
- e. Leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- f. Sending or circulating, whether in print or electronic form, literature or communications (articles, magazines, or emails) of a sexual nature;
- g. Inquiries into one's sexual experiences; and
- h. Discussion of one's sexual activities.

Complaints of Harassment: Employees who experience any job-related harassment based on their sex, race, national origin, disability, or another factor protected by law, or believe that they have been treated in an unlawful, discriminatory manner, should report the incident to the Head of School (317-643-4209). This may be done over the phone, in writing or in person.

Any employee, whether a supervisor or manager, who suspects that harassment is occurring must notify the Head of School. Sexual discrimination or harassment involving students should likewise be reported to the Director of Finance, who serves as the Title IX Coordinator.

The Head of School is also available to discuss any concerns you may have and to provide information to you about our policy on harassment and our complaint process. In cases involving the Head of School, you should contact the Chair of the Governing Board.

The School prohibits any form of retaliation against any employee for filing a complaint, in good faith, under this policy or for assisting in a complaint investigation. Acts of retaliation may result in disciplinary action, up to and including suspension or expulsion/discharge.

Harassment Investigation: Complaints will be investigated promptly and will be kept confidential to the extent possible. Our investigation will typically include a private interview with the person filing the complaint and with any witnesses. We will also usually interview the person alleged to have committed harassment.

The parties involved may be required to have no further contact until resolution. Grievances will be handled on a case-by-case basis with the assurance of prompt and equitable relief. To avoid discomfort and confrontation between alleged victims and alleged perpetrators, mediation will not be used. However, investigations will be adequate, reliable, and impartial, including the opportunity for both sides to present witnesses and other evidence. Parties involved will be notified of prompt timeframes for the major stages of the process (investigation, hearing, outcome of the investigation, and appeal, if applicable), they will receive notice of the outcome of the investigation (based on a preponderance of the evidence – i.e., it is more likely than not that the sexual harassment or violence occurred), and when appropriate the School will provide assurances of remedial and/or preventative measures that will be taken.

If the School determines that unlawful harassment or discrimination has occurred, disciplinary action, up to and including termination, will be taken in accordance with the circumstances involved. If appropriate, whatever action is taken against the harasser or discriminator will be made known to the complaining employee.

The School will not retaliate against an employee who, in good faith, files a complaint or participates in a harassment investigation and will not tolerate or permit retaliation by any member of the School.

Appeals: If the complainant is not satisfied with a disposition by the School's management, the complainant may appeal the disposition to the Governing Board, as follows:

Chairperson, Governing Board
Circle City Prep
4002 N. Franklin Road
Indianapolis, IN 46226

The Board of Directors will issue a written response on the appeal in a reasonable amount of time.

2.7 Mandated Reporter Policy

Indiana law requires all persons who have "reason to believe that a child is a victim of abuse or neglect" shall make an immediate report to either the police or the Department of Child Services. See Ind. Code 31-33-5-1 and -2. The School will provide annual training to all school personnel to facilitate identification of such potential reporting obligations. "Abuse" shall include, but not be limited to, the following:

1. *Physical Abuse:* The deprivation of the child of food, shelter, clothing, care and supervision, medical and dental care and treatment, or educational opportunity; non-accidental and physically assaultive behavior inflicted upon the child, which results in demonstrable tissue injury to the child.



2. *Emotional Abuse:* A consistent pattern of conduct, speech or attitude toward the child, which arrests the child's development or demonstrably impairs the child psychologically and/or emotionally. The School acknowledges the emotionally abusive impact witnessing domestic violence has on children. The School personnel are advised to follow the below outlined procedure when such abuse is suspected.
3. *Sexual Abuse:* The sexual exploitation of a child or his or her image; physical contact, whether with or without the consent of the child, with his or her genitalia, breasts or buttocks in a sexual context; exposing to or in the presence of a child one's genitalia, breasts, or buttocks, or causing the child to have any physical contact with the same.

Once you become aware that a student may be a victim of abuse or neglect, you **MUST** take the following steps:

1. Notify the Head of School immediately of the situation
2. Call the Indiana Child Abuse Hotline: 1-800-800-5556 or local law enforcement immediately after contacting the Head of School. If the Head of School cannot be reached, contact Asst. School Leader.
3. If requested, complete and submit a written incident report to the entity notified in step number two.
4. Complete "CCP Confirmation of CPS Report" form and submit it to the Head of School immediately following the hotline call.

In the event that an incident of abuse or neglect is alleged to have occurred at the School or during school-sponsored programs or activities; the procedure outlined above shall be followed as well as:

- If a staff member is alleged to be the perpetrator of the abuse or misconduct, they will be immediately placed on leave from working with children pending an investigation and instructed to remain away from premises during the investigation.
- Any person against whom allegations of child abuse/neglect or misconduct are made will be suspended with pay until an investigation is held..

The Head of School will assist you and the student in understanding the next steps after the call and, when appropriate, will contact the parent/guardian. No one in the workplace, including supervisors, is permitted to suppress, change, or edit a report of abuse. An employee who willfully fails to report suspected incidents of child abuse or neglect is subject to license suspension or revocation, may be subject to criminal prosecution. Falsely reporting information, in bad faith, to the Indiana child abuse and neglect hotline may also subject the reporter to criminal prosecution.

All employees have an independent legal duty to ensure notification of the appropriate authorities of suspected child abuse and cannot satisfy that duty simply by notifying the Head of School or other member of School's administration. All employees should therefore satisfy himself or herself that a member of the School's administration has completed the steps listed

above, and if those steps have not been timely completed, the employee has a legal obligation to do so.

2.8 Whistleblower Protection

The School requires employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of the school are expected to practice honesty and integrity in fulfilling their responsibilities and are expected to comply with all applicable laws and regulations.

It is the responsibility of all employees to report violations of ethics or conduct or suspected violations to their manager.

No employee who in good faith reports a violation shall suffer harassment, retaliation or adverse employment consequences. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the school prior to seeking resolution outside the school.

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

The Head of School will notify the sender and acknowledge receipt of the reported violation or suspected violation as soon as possible. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.



Section 3: Schedules and Compensation

3.1 Salaries and Wages

The School will consider a wide variety of factors in setting salary structure. These may include, but are not limited to:

1. Past teaching performance and experience at the School or elsewhere
2. Level of education and certification
3. Results
4. Demonstration of the School's staff and student core values
5. Annual School Budget

3.2 Workday Schedules

Office Hours: Absent special workload requirements, employees are expected to work the hours established at the time of their employment with rest breaks and a reasonable lunch period. Work schedules may vary from employee to employee based on position, office, policy and/or special staffing requirements. Circle City Prep's mission may also require overtime work from time to time.

Regular attendance is an essential requirement of your employment at the School. In addition, excessive or unexplained absences are grounds for termination of employment. The School expects all employees to arrive to work each day on a timely basis. More than three (3) late arrivals in one (1) quarter may result in disciplinary action including unpaid leave and up to and including termination.

If an employee fails to report for work without any notification to his/her supervisor, and the absence continues for a period of two days, Circle City Prep will consider that such employee has abandoned his/her employment and has voluntarily terminated employment with Circle City Prep.

If you plan to be out of the office for meetings or some other school-related event, ask your direct supervisor for permission before you leave campus. You are required to advise your direct supervisor and the Head of School of your whereabouts so that the School may contact you if it becomes necessary.

In the event of an *actual emergency* that results in an unexpected absence, the employee must notify your direct supervisor as soon as reasonably practicable. Whether an event constitutes an actual emergency, and whether notification was given as soon as reasonably practicable to do so will be the sole determination of the Head of School.

Annual Work Schedule: Please refer to the school calendar attached at the end of this manual. This calendar may be updated from time to time by the Head of School or Board of Directors.

Instructional/Non-Year Round: Teacher workdays include all days that students are present, and any days indicated as professional development on the attached school calendar.

Non-Instructional/Year Round: All administrative staff, including members of the operations team are expected to work every day, Monday – Friday, except the holidays, including: Labor Day, Wednesday before Thanksgiving, Thanksgiving and the Friday after Thanksgiving, Christmas Eve, Christmas Day, New Year’s Eve, New Year’s Day, Martin Luther King Jr. Day, President’s Day, Memorial Day, Juneteenth and 4th of July. Administrative Staff are off during student fall, winter and spring break unless otherwise communicated by the Head of School.

On days identified as student vacation days on the school calendar, administrative staff may be granted time off (unpaid for hourly staff), reduced hours, or permission to work from home at the Head of School’s discretion.

Evening Events: There are evening events such as family workshops and parent teacher conferences. The schedule for these events will be shared at the beginning of the school year or otherwise as soon as possible, along with expectations of attendance by the staff.

The Head of School has the right to require hours different from any employee’s regular work schedule.

3.3 Paycheck Policies

Employees are paid on the 15th and the last day of each month. In some instances, employee pay may be available early due to weekends or holidays. For the convenience of our employees, all requisite contributions to benefits will be withheld on each paycheck (and your acknowledgment of this handbook serves as approval for such withholdings). There are twenty-four (24) pay periods every year. The School will deposit your paycheck directly to the bank of your choice. To enroll in the direct deposit system, please complete a direct deposit application in your Proliant Onboarding tasks.

Employees must review their own paychecks for errors including but not limited pay amount, deductions, etc. Any errors should be reported to the Head of School and Director of Finance as soon as possible.

All pay stub information will be available by logging into the payroll provider; no paper statements will be distributed.

At the end of each year, the employee is supplied with his or her Wage and Tax Statement (W-2) form. This statement summarizes the employee’s income and deductions for the year.

Payroll Deductions: Circle City Prep is required by law to withhold certain federal and state taxes from wages paid to employees. The rates at which these deductions are made, and the



total amount must be withheld, varies in accordance with applicable law. Circle City Prep will make other payroll deductions such as those relating to retirement plan contributions or expenses owed back to Circle City Prep, upon written authorization by the employee.

Garnishments: Circle City Prep will comply with all wage garnishments orders in accordance with applicable state and federal law.

Personal Information: It is important that personal data of all employees and staff, such as address, telephone numbers, name changes, number of dependents, beneficiaries, and tax withholding information be kept accurate and up to date. Each employee and member are expected to make any such changes in Proliant as soon as possible. Circle City Prep will not release such personal data to anyone who is not employed by Circle City Prep or to any outside agency unless specifically authorized by the employee, unless such disclosure is required by law.

3.4 Credit Card Usage

The Operations team and Head of School have a credit card. The Circle City Prep credit cards may only be used by authorized personnel. When not in use, the credit cards will be kept in a secure location in the custody of the authorized personnel.

The credit cards should be used as a last resort when no other payment option is available (such as obtaining an invoice and paying by check).

Payments made with the credit cards must be completed by the Director of Operations or other authorized team member. Paper receipts must be provided immediately to the credit card holder or his/her designee; school credit card receipts should go to the Director of Finance. Any credit card charges made by an employee failing to provide proper documentation may become the responsibility of the employee. Similarly, disallowed fees such as taxes charged to the credit card may become the responsibility of the employee..

3.5 Fee/Cash Collection

A staff member who is presented with cash should direct to the front office (or staff in charge of special events, as the case may be) the person wanting to pay or donate cash, and the front office staff should provide a written receipt to the person and keep a duplicate for Circle City Prep's records. All events for which money is collected, or at which money is collected, must be approved by the Head of School. All receipts should be provided to the Director of Finance. Staff are not permitted to conduct personal sales or fundraising. Cash and/or checks should be locked in the safe in the main office and provided as soon as possible to the Director of Finance.

3.6 Business Travel

Who is Reimbursed: The School staff will be reimbursed for allowable expenses incurred while on approved School business.

Reimbursement Process: The School will have a designated document to be used for requesting reimbursement and should be submitted within 30 days of the trip or activity. Any unusual items or amounts should be explained in full. Receipts are required for all reimbursements. Employees should allow at least two weeks after submission of reimbursement request for reimbursement. All staff members must seek prior approval for reimbursement with the Head of School before making a purchase over \$25.

Reimbursable Expenses - Food: Where staff is required to represent the school at dinner meetings or traveling on school business, Circle City Prep will generally bear the costs up to \$50 per day per person, including tips. Circle City Prep understands that there are variables in meal expenses, but every effort should be made to limit these expenses. Alcohol is not a reimbursable expense.

Reimbursable Expenses - Driving: If driving to an event at or over 30 miles from the School, the School will reimburse mileage at the federal rate. If securing a rental car is cheaper than mileage reimbursement, the School will reimburse the cost of a rental car rather than mileage.

Reimbursable Expenses - Airfare: Generally, the least expensive or most reasonable commercial airfare in coach class will be reimbursable from the airport nearest the traveler's home or office to the airport nearest the destination. Airline reservations should be made at least 14 days in advance of travel. Any additional expense related to companion travel is the responsibility of the traveler. Preferred carriers may be utilized if the airfare is equivalent to the lowest fare available. Typically, the School purchases airfare for teachers.

Reimbursable Expenses - Taxi/Uber/Lyft: If a school employee chooses to use a taxi/ride-sharing service (such as Uber or Lyft) for business purposes, receipts are required for reimbursement. Premium/Luxury options (such as UberBLACK, Lyft Lux or other VIP services)



will not be reimbursed. The School will reimburse for travel to and from the Indianapolis airport, and up to \$9 per day for parking for up to 3 days.

Reimbursable Expenses - Car Rental Policy: The School will only reimburse for car rental in the following situations: transportation to the airport; transportation to/from a conference, convention, etc., or other situations where absolutely necessary to conduct school district business. Justification must accompany any request for car rentals. If approved, the most economical scheduling of car rental is to be used, including the use of subcompacts, discounted and special rates. An example of the justified use of car rental is when an employee is out of state, making inspections at various locations, and the use of public transportation is impracticable. When car rental is authorized, the employee shall not be issued an advance payment for the anticipated expense associated with the rental.

Car Rental Insurance

School employees approved to rent a vehicle for school use should purchase the following types of insurance from the car rental company, and, when possible, these lines of insurance should be primary.

1. Collision Damage Waiver
2. Supplemental Liability Insurance – Should be purchased to ensure a combined single liability limit of \$500,000.

Reimbursable Expenses - Lodging: Lodging will be reimbursed at the single-room rate for days of meetings, including night before and after if flight schedules make overnight stays necessary. In some circumstances, you may share a room with a colleague.

Non-Reimbursable Expenses:

- First-class or any upgrades in air travel.
- When lodging accommodations have been arranged by the School and the traveler elects to stay elsewhere, reimbursement is made at an amount no higher than the rate negotiated by the School, and reimbursement is not made for transportation between the alternate lodging and meeting site
- If an individual accompanies the traveler, it is the responsibility of the traveler to determine the added cost for double occupancy and related expenses and to make the appropriate adjustment in the reimbursement request.
- Last minute changes to flight itinerary
- Entertainment costs including movies, liquor, or bar costs.
- Any additional costs over \$25 that are not first cleared by the Head of School.

Section 4: Time Off

4.1 School Vacations, Holidays and Vacations: Instructional/Non-Year-Round Employees

Vacations: Full-time Instructional/Non-Year-Round Employees receive forty (40) hours of vacation (July 1 - June 30) (and this amount will be prorated for staff hired after the start of the year). Full-time Instructional/Non-Year-Round Employees can roll over up to 16 hours of vacation one school year to the next, but may not start a year with more than 56 hours. Unused vacation days are not paid out to employees who resign or are terminated prior to the end of the school year, and unused vacation days which exceed the rollover limit are not paid out at the end of the year.

For a request to be approved, employees must complete a Time Off Request via Proliant which is triggered by a Flex Time request via the Time Off Slackbot at least two weeks prior. This request will be updated by your direct supervisor within two business days. Failure to submit this form in a timely manner may result in that time off being denied or unpaid. Notification under two weeks may result in the leave being unpaid. The employee is required to notify not only their manager but their team impacted by the absence in a timely manner.

Vacation days should not be taken on brownout days or during Summer Pre-Service Training. Any day before school break or returning from a school break is considered a brownout day. Any day before or after a three-day weekend is a brownout day. For example, the day after President's Day is a brownout day.

Holidays: Typically, teachers begin employment on the third Monday in July and end on the first Friday of June. This may vary slightly due to annual calendars but will be provided to teachers by the end of the prior school year. Full-time teachers are not expected to work on days the school is closed for school vacations or holidays. However, as outlined in this handbook teachers will continue to receive their salary during school vacations and holidays.

Donating vacation time from one employee to another is generally not allowed, though the School reserves the right to allow it in extreme circumstances, as determined by the Head of School.

4.2 School Vacations, Holidays and Vacations: Non-Instructional/Year-Round Employees

Vacation: Full-time Non-Instructional/Year-Round Employees receive eighty (80) hours of vacation time (July 1- June 30). This amount will be prorated for staff hired after the start of the year. Vacation time in excess of two days must be requested at least three weeks beforehand and is subject to the approval of the Head of School. Full-time Non-Instructional/Year-Round Employees can roll over up to twenty-four (24) hours of vacation one school year to the next, but may not start a year with more than 104 hours. Unused vacation days are not paid out to employees who resign or are terminated prior to the end of the school year, and unused vacation days which exceed the rollover limit are not paid out at the end of the year.

Vacation days should not be taken on brownout days or during Summer Pre-Service Training. Any day before school break or returning from a school break is considered a brownout day. Any day before or after a three-day weekend is a brownout day. For example, the day after President's Day is a brownout day.

Holidays: Non-Instructional/Year-Round employees are employed year-round, including some days when the school closes for school vacations. However, they are not expected to work on the following days: Labor Day, Wednesday before Thanksgiving, Thanksgiving and the Friday after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day and Juneteenth. Additionally, Non-Instructional/Year-Round staff will have fall break, winter break, and spring break off. The School will be closed the week of July 4th and year-round employees are not expected to work.

If any of these holidays falls on a weekend, a commensurate day off will be communicated.

4.3 Sick Days

Every full-time employee is entitled to forty (40) hours paid sick leave per school year (July 1- June 30), accrued at the start of the year. This amount will be prorated for staff hired after the start of the year. Sick leave will not roll over from year to year and is not paid out upon resignation or termination. Sick leave is not vacation leave, and teachers are expected to be at work unless they are truly too sick to work.

Sick days can be used for illness, medical emergencies, medical appointments or caring for an ill family member. Emergency sick days must be communicated by sending a message to the "Time Off Request" Slackbot by 6:30am to be pulled from your sick bank, unless notification by this time would not be possible, in which case the request must be made immediately once possible. Notification after 6:30 am will result in unpaid leave, unless notification by this time was not possible, in which case leave will be unpaid if notification was not provided immediately upon becoming possible.

Circle City Prep may require medical certification of illness in order to grant Sick Days for 3 or more days to employees.

4.4 Flex Time

For all employees, planned or emergency time off that is less than two hours may be taken without utilizing leave balances. As with all time off, this is subject to prior manager approval, and this two-hour block of time should be used sparingly. The School reserves the right to require documentation or other proof or to require use of vacation or sick time if an employee appears to use this two-hour block in an unprofessional manner, such as to avoid normal work expectations of being reliable and punctual.

4.5 Leaves of Absence

1. Definition of Terms Used in Leave Policies:

- “Immediate Family” refers to a child, parent or spouse of the employee.
- “Child” means biological, adopted, foster or stepchild, or legal ward of the employee.
- “Parent” refers to a biological, adopted, foster or stepparent, or parent-in-law of the employee.
- “Removed Family” refers to aunts, uncles, cousins, grandparents, and relatives by law.

2. Compensation: Except for eligible parental leave as detailed below, the school does not provide paid parenting leave. However, employees who take part in the short-term and long-term disability insurance program offered through the School may be eligible to receive an insurance benefit during their approved leave. Eligibility requirements and benefit details for this insurance benefit are detailed separately in the insurance policy and are subject to change if/when the insurance policy changes.

3. Leave for Birth, Adoption or Foster Care Placement of a Child (“Parental Leave”):



Parenting Leave: For the birth or adoption of a child, or to care for a foster child:

- Full-time employees who have worked at the School for one year or more, have notified the School of the need for leave, and returned any required medical certification will be given up to six (6) weeks of paid Parenting Leave and up to six (6) weeks unpaid leave FMLA provides 12 weeks of unpaid leave that is taken concurrently with the paid leave noted above. Note, however, that when Parents are both eligible employees of the Employer (the School), they will be permitted to take a combined total of 12 weeks for Parenting Leave.
- Full-time employees who have worked at the School for less than one year, have notified the School of the need for leave, and returned any required medical certification will be given up to three (3) weeks of paid and up to three (3) weeks of unpaid Parenting Leave. The applicable medical plan coverage will remain active, and the employee will be responsible for the employee portion.

After the times stated immediately above, employees will become responsible for the full costs of benefits under COBRA, or similar state statutes if the employee wishes to continue coverage. When the employee returns from leave, benefits will again be provided, according to all applicable plans. If the employee fails to return from leave, the School can recover any health insurance premiums paid by the School on the employee's behalf during any unpaid periods of leave.

If possible, the employee must provide written notice to his/her manager at least thirty (30) days in advance of a foreseeable event (such as the employee's own or an Immediate Family member's planned medical treatment). For events that are unforeseeable thirty (30) days in advance, the employee is required to notify his/her manager as soon as the employee becomes aware of the need for Personal Leave. Failure to comply with these notice requirements may result in deferral of the requested Personal Leave of Absence.

Parenting Leave taken to care for a newly born or adopted or foster care child must be completed within one year of the birth or adoption or commencement of foster care.

The School will make an effort to reinstate a returning employee to the same position he or she left when the Parenting Leave commenced or to an equivalent position; however, the School cannot guarantee that an employee will be reinstated to any position if the leave of absence extends beyond twelve (12) weeks.

An employee on Parenting Leave may not work for another employer without the School's written permission. An employee who accepts such employment without the School's permission will be deemed to have resigned from employment at the School.

Extension of paid portion of leave through use of sick days, vacation days and disability insurance. In addition to the paid leave outlined above, employees may use any earned, but unused, sick days or vacation days during the period of the parental leave. These sick days will

apply at the expiration of the paid leave period, thereby extending the portion of the leave that is paid. Circle City Prep's short-term disability insurance covers 60 percent of salary over the period of unpaid parental leave.

Adoption and foster care requirements. For placement of a child for adoption or foster care, the child must be under the age of 18 years, or 23 years if the child is physically or mentally disabled. A leave for birth or placement for adoption or foster care must conclude within 12 months of the birth or placement. Such a leave must be taken consecutively unless otherwise approved.

Notice and certification of intent to return to work. To receive parental leave, employees should give the following notices and/or certifications:

- Employees are encouraged to provide the Head of School with as much notice as is possible under the particular circumstances involved. However, notice should be given at least four weeks in advance of the leave.
- The notice must include the employee's intention to return to work following the leave, and appropriate documentation from a physician for childbirth, or other appropriate entity for adoption or foster care placement should accompany the notice and request for leave.
- Notice is given when the employee submits a written request for leave with appropriate documentation to the Head of School.

4. Family Medical Leave Act: This Act provides unpaid, job-protected leave for eligible employees with qualifying events for themselves or an eligible family member for up to 12 weeks per rolling twelve-month period (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness). The leave may be paid, unpaid, or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy. FMLA leave will run concurrently with any other leaves available to the employee. As a best practice, if an employee is absent from work due to a personal or family-member's illness for three or more days, contact the Head of School and Director of Finance. The Department of Labor, Wage and Hour Division, provides comprehensive information about FMLA on their website.

- a. **Eligibility:** To qualify to take family or medical leave under this policy, the employee must meet the following conditions:
 - i. The employee must have worked for the company for 12 months or 52 weeks. The 12 months, or 52 weeks, need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to the National Guard or Reserve military service obligations or when there is a written agreement, including collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.



- ii. The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.
- b. Type of Leave Covered: To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:
 - i. The birth of a child and in order to care for that child
 - ii. The placement of a child for adoption or foster care and to care for a newly placed child
 - iii. To care for a spouse, child, or parent with a serious health condition
 - iv. The serious health condition (described below) of the employee
 - v. Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on a covered active duty or called to covered active dutyIf both the employee and the employee's spouse are employed by the School, they are permitted to take only a combined total of 12 weeks of FMLA leave for the birth or adoption of a child, or the placement of a foster child during a rolling 12 month period.
- c. Procedure for Requesting FMLA Leave:

All employees requesting FMLA leave must provide their manager written notice of the need for leave. Within five business days after the employee has provided this notice, the manager will provide the employee with their response to the leave request. When the need for leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the company's usual and customary notice and procedural requirements for requesting leave.

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.
- d. Intent to Return to Work from FMLA Leave:

Circle City Prep may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

5. Military Leave: If you are a member of the U.S. National Guard or the U.S. armed military services and are involuntarily called to duty, attend regularly scheduled reserve service, and/or temporary training duty. or required to attend training camp, you will be allowed an unpaid leave of absence, in accordance with the Uniformed Services Employment and Reemployment

Act ("USERRA"). Employees should provide their supervisor or the Director of Operations with written or oral notice and copies of their military orders as far in advance as possible.

If an employee is out for less than ninety (90) days, the employee is guaranteed the same position upon return. If an employee is out on military away from duty longer than ninety (90) days, the employee is guaranteed a similar position upon return.

If an employee is out less than 31 days, the employee must return immediately upon release minus travel time home and an eight (8) hour rest period. If out for 30 – 180 days, the employee must return within fourteen (14) days of release. If out for more than 180 days, the employee must return within ninety (90) days from release.

This policy applies to persons who are absent for military service if their cumulative absence for uniformed service does not exceed five (5) years.

Employees are reinstated with the same length of service, status and pay as well as other benefits determined by seniority as if they had not been absent for military service. Employees do not accrue time-off while on military leave. If an employee passes a benchmark while on leave that entitles the employee to build time-off at an increased rate (i.e., from 1 week a year to 2 weeks per year), the employee will be eligible for the additional time-off benefits when he or she returns to work.

If an employee is away for less than 180 days, the rate the employee pays for benefits remains the same. If the employee is away for more than 180 days, the employee will have the opportunity to continue benefits for an additional 18 months at COBRA rates. If the leave is less than 30 days, the benefit premiums will be deducted from the first paycheck upon return. If the leave is more than 30 days, the employee must contact the Director of Operations to arrange for payment while on leave. Failure to make timely payments may result in cancellation of benefits. If an Employee elects to discontinue coverage while on leave, the employee must submit a letter with military orders attached, stating that they have military coverage and want to cancel health benefits.

Upon return from service, health insurance will be reinstated without any waiting period or exclusion from preexisting conditions (does not matter if COBRA was elected or not). This rule does not apply to any illness or injury determined by the Secretary of Veteran Affairs to have been incurred in or aggravated during performance of military service.

You may not, under any circumstances, engage in other non-military employment or a competitive business while on any kind of leave of absence.

6. Jury Duty: If you are subpoenaed for jury duty, you will be given a leave of absence for the period served. You must present a copy of your subpoena or notice from the court to your supervisor or the Director of Operations as soon as you receive it. Employees summoned for



jury duty should inform the Head of School immediately so that alternative accommodations can be made. Employees are expected to return to work on any day or portion of a day they are released from jury duty.

7. Bereavement: Full-time and part-time employees are entitled to take up to five (5) consecutive workdays off, with pay, in the event of death of an Immediate Family member. In the event of a removed family member, which includes aunts, uncles, cousins, grandparents, and relatives by law, the employee may take up to three (3) consecutive workdays off with pay. The School may, in its discretion, approve additional time off with or without pay and/or employees may use unused vacation time for additional bereavement leave. Employees must provide documentation (e.g., obituary) for the absence. Additional needs, such as for extenuating circumstances, etc. may be discussed with the Head of School and is left to the sole discretion of the Head of School.

8. Voting Time: Civic engagement is important to the School. We want to ensure that all of our employees have an opportunity to vote. If an employee's work schedule would prevent him/her from voting on an election day, the employee should work with his/her manager.

9. Nursing Mothers Policy: The School will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child. If possible, this break time shall run concurrently with any break time already provided to the employee. Any break time given for this purpose that does not run concurrently with scheduled break time provided must be approved by the employee's supervisor.

The School will make every reasonable effort to provide employees with the use of a room or other location (other than a toilet stall) close to the employees' work area for employees to express milk in private. The School will consider all reasonable options to ensure employees will be able to express breast milk at work in a private and sanitary environment.

Employees may request a lactation accommodation by contacting the Director of Finance. A request may be made orally or in writing and should indicate that the employee will need accommodations for expressing breast milk at work. The School will respond to a request for a lactation accommodation within five business days. If the School determines that the lactation accommodation requested poses an undue hardship on the School, it will discuss reasonable alternatives with the employee to accommodate the employees' needs by initiating a cooperative dialogue within five business days from the date of the request. This process is intended to give employees an opportunity to have an open discussion with the School about their needs, and for the school to work with the employee to identify an appropriate accommodation.

10. Other Leaves of Absence: Other than the absences outlined above, no leaves for personal reasons ("Other Leaves of Absence") will be granted, paid or unpaid, during the first year of employment except with the approval of the employee's manager. After the first year, requests for such Other Leaves of Absence will be considered on a case-by-case basis and granting such

leave and its terms will be totally within the discretion of the Head of School. Requests for Other Leaves of Absence should be limited to unusual circumstances requiring an absence of longer than two weeks. Requests for Other Leaves of Absence should be made in writing and include an explanation of why the time is needed and the dates requested. Approved Other Leaves of Absence of shorter duration are not normally treated as leaves, but rather as excused absences without pay.

An employee on an “Other Leave of Absence” may not work for another employer without the School’s written permission. An employee who accepts such employment without the School’s permission will be deemed to have resigned from employment at the School.



Section 5: Employee Benefits

5.1 General

This section of the manual describes some general features of the group benefits currently available to our employees. Complete details of our plans are contained in official plan documents, such as insurance contracts and master plan documents. If there is any contradiction between the information appearing in this manual and the information that appears in official plan documents, the official plan documents will govern in all cases.

The School anticipates continuing to make the school benefits described in this section available. However, the School reserves the right to amend or terminate these benefits at any time, or to increase employee premium contributions.

For more information regarding the employee benefits program, please contact the Director of Finance.

5.2 Benefits

Health, Dental, and Vision Insurance: A full-time regular staff members will receive health, dental and vision insurance and other benefits offered by the School. In addition, part-time employees who regularly work 30 or more hours will also be eligible for benefits. Eligibility, coverage, deductibles, and carriers of such benefits are subject to modification or termination at any time at the sole discretion of the School or the respective insurance carriers. These benefits may be modified or discontinued at the sole discretion of the School at any time. The group insurance policy and the summary plan description issued to employees set out the terms and conditions of the insurance plan. These documents govern all issues relating to employee insurance. Summaries of health, dental, and vision insurance benefits will be distributed to staff upon the signing of their offer letter.

Short and Long-Term Disability: The School may provide Short-Term Disability (STD) and long term disability (LTD) insurance to all eligible employees. The disability insurance policy and the summary plan description issued to employees set out the terms and conditions of the insurance plan. These documents govern all issues relating to this plan.

Employee Assistance Program: The School may provide access to a voluntary and confidential Employee Assistance Program ("EAP") to assist employees and their eligible family members in resolving a variety of issues.

Retirement Plan - 403(b) Plan: The School offers a 403(b) plan to all full-time, salaried employees. The plan allows participants to contribute to the retirement plan on a pre-tax and post-tax basis and on a pre-arranged schedule. The amount of an individual's total contribution in a calendar year is subject to provider rule and laws governing 403(b) plans.

Worker's Compensation

Circle City Prep provides worker's compensation insurance for all employees as required by law. Please contact the Director of Finance if any information is needed regarding what claims may be covered and the manner in which claims may be made.

If one is injured during their course of work, please take the following actions:

1. Seek immediate medical care if the injury is severe. Inform the provider that the injury is a result of a workplace injury. Circle City Prep's insurance carrier is The Hartford, policy number 36WECAG8NNP.
2. If medically able, report the incident to the Director of Finance, and complete the workplace accident form, within 24 hours.
3. The Director of Finance will report the claim to the insurance carrier.

Other notes:

1. We don't recommend presenting one's insurance card when getting medical care for a workplace injury. Once one's insurance has been billed, it becomes very difficult to get one reimbursed.
2. Please share any medical bills received with the Director of Finance or claims adjuster (email carbon copying the Director of Finance) if one has had interactions with him or her.

Indiana law dictates a seven-day waiting period before worker's compensation insurance begins to cover wages for lost work time. However, Circle City Prep will pay employees their normal wages during the waiting period (or whatever portion of the waiting period during which the employee misses work) upon receipt of a physician's note stating that the employee cannot return to work during that time. In the event that the absence is greater than 21 days, worker's compensation will go back and pay for the first 7 days of absence. In this case the first 7 days paid by Circle City Prep would be considered a wage advance and the employee would be responsible for paying the school back.

All participation in off-duty Circle City Prep recreational activities (social events, picnics, softball leagues, etc.) is at the sole discretion of the employee and is not considered work-related. Neither Circle City Prep nor its insurer will be liable for the payment of worker's compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of, required by, or an expected part of the employee's work-related duties.



Section 6: Technology

6.1 Laptop Policy

All new staff will receive a laptop computer during the summer orientation. Any laptop computers that are distributed to staff are the sole financial responsibility of staff and damage/theft should be reported to the school immediately. Employees may use this laptop throughout the school, and it may be taken home if so desired. The following points are critical elements of the laptop policy:

- Employees are expected to care for the laptop in a responsible manner and will assume liability for any damage to the laptop that occurs as a result of negligence. Teachers can allow students to use the laptop, but they then assume the risk for any damage that occurs to the laptop as a result of the student's use.
- Employees assume responsibility for leaving the laptop in a secure place, both at school and away from school. Teachers are encouraged to lock their laptops when leaving their classrooms.
- Employees are asked not to install new software or hardware on the computer without the permission of the Director of Operations.
- Employees are expected to return the laptop within one week after the last day of school or otherwise requested by the School. However, returning teachers who have signed an employment agreement for the subsequent school year may be able to keep the laptop over summer break.

Employees must periodically update and run virus detection software under the direction and guidance of the Director of Operations.

Questions about the laptop policy or about technology in general should be directed to the Director of Operations.

6.2 Email Accounts

Staff emails will be: first initial+last name@circlecityprep.org. So, for instance, the email address for Megan Murphy would be mmurphy@circlecityprep.org.

It is extremely important that staff do NOT open attachments or click on links from unknown sources, as this increases the risk of viruses being introduced into and spreading through the School's network. As a rule, if you are not 100% certain that the source is reliable, do not open the attachment or click on the link.

The School provides electronic mail (e-mail) for purposes of school communications.

- Your use of email should be for the School's purposes and not for more than incidental personal use.

- You are prohibited from initiating or forwarding harassing, pornographic or indecent communications of any kind, either to School employees or to anyone else using your School email account. Similarly, employees may not use the School's equipment or Internet connection to send, access, display, download or print pornographic or sexually explicit materials, derogatory, racial or religious messages, or other material that a reasonable person would find offensive. Such conduct may be grounds for discipline, up to and including termination.
- Electronic mail must be addressed to proper recipients. Carefully check to reduce the possibility of communications being misdirected.
- If your job includes responding to work-related e-mail requests on an informal and unofficial basis (e.g., a personal reference for a colleague or student), make sure that your message clearly states that your views are not necessarily the views of the School. Even so, you must be aware that the address you are sending from may well indicate the School's name and you should keep in mind that the message may be seen to be representing the School, regardless of any disclaimers. Therefore, do not send any email directly critical of the School's employees, students, or services.
- In all cases, do not reveal any confidential information of the School or its vendors, students, or employees.
- You are prohibited from misrepresenting your name, identity, or position, or posing as another person in an electronic mail message sent from a School email account, using School equipment, or using the School's Internet connection.

Be aware that emails from and to school accounts are not private and may be reviewed by administration or legal counsel.

6.3 Communications and Information Systems Policy

The School provides employees with computer equipment and online access to internal and external networks, including the Internet, so that employees may communicate more efficiently and accomplish the School's goals. The school's email and other computer applications are intended for use by employees engaged in administrative or educational work. Employees who use these systems for personal communications are subject to the terms of this policy.

No Expectation of Privacy: Employees should understand that the School's computer equipment and internal and external networks, including the Internet, are intended for business use, and all computer information, voice mail, and electronic messages are considered School records. The School retains the right and the ability to enter at any time into any of these systems, without prior approval or knowledge of the employee, in order to inspect and review any and all data contained in those systems, and to monitor voice mail or electronic messages at any time, with or without notice. As such, employees should not assume that any information placed, contained, stored, sent, or received on the School's systems is private or confidential. Thus, there is no expectation of privacy by any employee to the School's electronic equipment.



Use of computer equipment or online access provided by the School is subject to the following general conditions:

- Your use of computer equipment and online access should be for the School's purposes and not for more than incidental personal use.
- Use of equipment or online access provided by the School for any illegal purpose is prohibited. Such use includes, but is not limited to:
 - Gaining unauthorized access to or intentionally damaging other computer systems or networks or the information contained within them.
 - Committing theft, fraud, or other criminal acts of any kind.
 - Distributing or obtaining illegally copied software, graphics, sounds, text, or other material.
 - Sending or posting harassing or threatening messages, or pornographic or indecent content.
- The School will cooperate with law enforcement authorities to prosecute offenders. You must report any suspected, accidental, or intentional illegal action.
- The School has the right to monitor all online communications to ensure that appropriate and lawful purposes are being pursued and to limit connections solely to School-related resources. All information stored on School computers including all e-mail communication belongs to the School. The School may inspect all such computers and information at any time as necessary for the conduct of its business.
- No direct third party physical or electronic access to School facilities, information or computers of any type or for any reason may be established without the express permission of the Head of School.
- Online communications may be subject to interception by persons outside the School and such interception may not be detectable. Therefore, no confidential information should be sent online by any means without utilizing appropriate security methods such as the use of code names or (in certain cases) encryption (using software to scramble any messages before they are sent and descramble them upon receipt). Any encryption software should be provided or approved by the School, and the School should be given a copy of all encryption and decryption "keys" utilized by you for the above purpose.
- To protect the School from infringement actions, you may not download or save any material from any online source, however retrieved, unless (a) you have taken measures to verify source reliability, and (b) the material is legally permitted to be downloaded without violation of copyright or trademark.
- Downloading data, information, images, and the like from an outside source increases the risks to our computers of viruses and other damaging agents. You should not retrieve material from outside sources, particularly from sources not known to you, unless you have good reason to do so. Any material downloaded from an outside source should be checked immediately for viruses and other damaging elements.

Safety and Internet Use. Please refrain from using streaming radio (e.g., Pandora, NPR, etc.) through the Internet for personal use during the school day (before 5pm), as it strains the capacity of our Internet connection.

The following are basic safety rules pertaining to all types of Internet applications:

- Never reveal any identifying information about students, such as last names, ages, addresses, phone numbers, parents' names, parents' employers or work addresses, or photographs.
- Never share your password or use another person's password. Internet passwords are provided for each user's personal use only. If you suspect that someone has discovered your password, you should change it immediately.

Social Media: The School recognizes that some employees may choose to post personal information on the Internet through personal websites, Facebook, Twitter, Instagram, blogs, forums, chat rooms, or other social media by uploading content, or by making comments on other websites or blogs. For simplicity, this policy refers to these platforms collectively as “social media.” Please remember as new devices, platforms, and technologies become available, this policy will still apply even though the next device or site is not explicitly referenced in this policy.

The School acknowledges that employees may be engaging in these forms of personal expression on personal time, devices, and systems and not on School time, devices or systems. In some cases, employees may be using social media as part of their School duties. This policy is intended to provide guidance for both work-related and personal use of social media.

Those who use social media should remember some simple guidelines:

1. Personal posts or messages can influence others' views of you professionally. Although one may expect that only friends will view whatever is posted, in fact, students and co-workers can easily see anything posted on the Internet. That information may alter the students' or co-workers' view of the individual or the School. The School does not condone, and strongly cautions against, any posts of or links to any material that may be defamatory, discriminatory, harassing, pornographic or indecent on any personal site. Photos posted should always reflect professionalism.
2. Maintain confidentiality. Never post or comment on any confidential or proprietary information about the School. Follow copyright, fair use, trademark and financial disclosure laws.
3. Student photos. Photos, videos, audio recordings or other means of identifying individual students should not be shared on social media unless approved by the Head of School as serving a legitimate school purpose. Any mention of students should include their first name only.
4. You are responsible for what you post. Anyone who posts on-line is responsible for what is written or presented online, both in a personal or professional capacity. The School

may elect to discipline its employees for commentary, content or images, in either personal or work-related postings that are vulgar, obscene, threatening, intimidating, violent, pornographic, unethical, harassing, or that otherwise violate School policies.

5. Do not use School resources for personal use of social media. Employees are expected to adhere to all policies with respect to use of the School's computers, Internet access and other equipment or systems. Personal use of social media should not be done on work time or on School systems or devices, including monitoring Facebook or Twitter or watching YouTube videos for personal entertainment. Limited reasonable personal use of social media during breaks, meal periods or before/after work is acceptable as long as such activities do not otherwise violate School policies related to computers, Internet access or other equipment. When using any social media for personal matters, employees should use a personal email address device and system (not the School's).
6. Please respect the School's intellectual property. When using social media for personal purposes, employees may not misuse School trademarks, logos, or other images.
7. Protect your privacy: Employees should carefully consider the impact on the School of information presented on a personal blog, website, or social networking site that has the potential to be in contradiction with the School's educational mission.
 - We recommend that you set your privacy settings to private to keep your personal photos and opinions separate from students, families, and community members.
8. Social network friends may be separate from your work relationships. Participation in Facebook and Instagram (and similar social media sites) as a personal network need not include co workers or students. Employees should feel free to say "no" to friend requests from students or co-workers. Employees should understand and use the levels of privacy control available on personal social media accounts.
9. Be transparent: If it is clear who you work for, be clear that your views are your own.
10. Questions may be directed to the Head of School for appropriate use of social media.

Disciplinary Action. Access to the School Internet service is a privilege not a right. The Head of School reserves the right to deny, revoke, or suspend specific user privileges and/or to take other disciplinary action, up to and including suspension or termination for violations of this policy. The school will advise appropriate law enforcement agencies of illegal activities conducted through the School's Internet service. The School also will cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted through the service. Abuse of the School's computer equipment or online connection or other violation of this policy will result in disciplinary action, up to and including termination.

6.4 Computer Software

All employees shall use software only in accordance with its license agreement. Unless otherwise provided in the license, any duplication of copyrighted software, except for backup and archival purposes, is a violation of the law. The following points are to be followed to comply with the School's software licensing agreement(s):

1. We will use all software in accordance with applicable license agreement(s).
2. Legitimate licensed copies of software will promptly be provided to all employees who, in the discretion of the School, need it for the performance of their duties to the School. No employee will make any unauthorized copies of any software under any circumstances. Anyone found copying software other than for backup purposes is subject to termination.
3. We will not tolerate the use of any unauthorized copies of software in our School. Any person illegally reproducing software can be subject to civil and criminal penalties including fines and imprisonment. We do not condone illegal copying of software under any circumstances and anyone who makes, uses, or otherwise acquires unauthorized software shall be appropriately disciplined.
4. No employee shall give School software to any outsiders including students. No employee shall install any software on School computers except the software provided by the School for installation. No employee shall establish a password or encryption protection on a School computer without authorization from the School or without providing the password or key to that encryption to the School.
5. Any employee who determines that there may be a purposeful or accidental violation of the above software policy within the School shall notify the Head of School.
6. All software installed and/or used on School computers shall be properly licensed through appropriate procedures.

6.5 Use of Telephones and Other Communication Devices

In an effort to balance employees' private personal use of cell phones with their responsibilities to the School, the School has implemented the following guidelines regarding the use of such devices in the workplace.

The School realizes that on occasion it may be necessary for employees to make or accept personal calls during the workday. Nevertheless, such calls should be limited to planning/off periods, and they should not interfere with the employee's job duties or performance. Absent prior supervisory approval, employees are prohibited from making or accepting long distance calls for personal matters at the School's expense.

Employees should keep their cell phone on their person or nearby in case of emergencies. Email communication will not be used by the School in emergency situations and as such, dings for email communication should be silenced.

Employees are subject to discipline, up to and including termination, where the non-business use of technology adversely affects their job performance or causes disruption in the

workplace. Unauthorized or improper use of communication devices constitutes grounds for discipline, up to and including termination.

6.6 Internet Safety Policy

It is the policy of the School to : (a) prevent user access over the computer network to, or transmission of, inappropriate material via internet, electronic mail or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Access to Inappropriate Material

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research and other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the School online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the School staff to educate, supervise and monitor appropriate usage of the online computer network and access to the internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Head of School or designated representatives.

The Head of School or designated representatives will provide age-appropriate training for students who use the School’s internet facilities. The training provided will be designed to promote the School’s commitment to:

- a) The standards and acceptable use of the Internet services as set forth in the School’s Internet Safety Policy;
- b) Student safety with regard to:
 - i. Safety on the internet;

- ii. Appropriate behavior while on online, on social networking web sites, and in chat rooms; and
 - iii. Cyberbullying awareness and response.
- c) Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA")



Section 7: Workplace Safety and the Environment

7.1 Media Relations Policy

Only the Head of School, Board Chair, or other individual(s) designated by the Board are authorized to speak with the media. Employees, board members (other than the chair) and members acting in a capacity within a committee, or a caucus are not to make statements, provide information for distribution, or provide background information to the media unless specifically directed to do so by the Head of School and/or the Board. Additionally, all press releases or other promotional materials are to be approved by the Head of School or his or her designee prior to dissemination. Failure to comply with the School's media policy is grounds for disciplinary action.

Main Contacts: Head of School and Board Chair

Description: How to handle inquiries from any media such as newspaper, radio, TV, cable access, magazine, trade organizations, etc.

Background: The School strives to advance its mission by communicating openly and honestly using consistent messages with its constituents, including the media. It is important for all the School staff and board members to reinforce these messages by referring all calls from any media source to the appropriate staff.

Procedure

- Please refer all calls or visits to the Head of School
- If the Head of School is not available, take the following steps:
 1. Find out the reporter's name, phone number, and deadline.
 2. Find out the nature of the story ("Our HOS is the spokesperson for the School. May I ask what kind of a story you are working on so that we can gather the information so that she will have all the facts in front of her when she calls you back?"), OR, if you are sure that the Head of School will be available to hear a voicemail message, offer to let the reporter leave a detailed voicemail message.
 3. Let the reporter know that the Head of School or another staff member will return the call by a stated time and date.

The School seeks to provide informed responses to all questions by third parties, not just the press, and thus all such inquiries should be immediately directed to the Head of School who will decide how to provide the most appropriate response.

Key Points to Remember When Dealing with Any Inquiries:

- Be polite.
- Be helpful.
- Find out what the reporter needs to know and what his or her deadline is.
- Don't let a deadline pass without a response.
- Don't get drawn into providing information or opinions that you don't have the authority

- to provide.
- Always inform the Head of School as soon as possible.

7.2 Personal Property and Workplace Searches

Teachers may bring their own property to school for use in their classroom or desk. The school is not responsible for any property lost or stolen during or outside of school hours.

To safeguard the safety and property of our employees, students, and the School, the School reserves the right to inspect any packages, parcels, purses, handbags, briefcases, or any other possession or articles carried to and from work areas, to the fullest extent permitted by applicable law. It is considered to be part of each employee's job at the School to cooperate fully with such reasonable searches. Refusal to cooperate may lead to disciplinary action, up to and including termination.

7.3 Use and Care of Equipment

All equipment, furniture, and other materials provided by the school are the property of the School. Staff is expected to treat all equipment with the utmost respect and should be used only in the context of school-related business.

7.4 Safety and Building Issues

Closed Campus: Under no circumstances are students allowed to leave the school building without permission. A student with permission to leave may only leave under the escort and supervision of an authorized adult, unless the school has been given prior written permission authorizing unaccompanied departure. Once students have entered the school in the morning, they may not leave the building unless they are escorted by a school staff member or other authorized adult.

Medicine: Except for physician-authorized approval for a student to carry and self-administer medication (i.e., inhaler, EpiPen, etc.), students should not be in possession of any medication, nor take any medications, during the regular school day or on school premises on their own. Rather, all medication must be kept and administered by the nurse. Staff members are not permitted under any circumstances to give a student any medicine (prescription, over-the-counter or otherwise). When required, students taking prescription medicines will do so in the nurse's office and staff are asked to cooperate in ensuring that students are in compliance with their medicines. Students who become ill or injured should be sent to the nurse's office, assuming they have a parental consent form to receive treatment. Otherwise, students should be sent to the main office.



Keys: For the security of the school, all staff are expected to exercise great care in handling their keys. (In this section, “keys” also refers to the combination used to open such locks.) We ask that you please follow some simple procedures regarding the use and handling of School keys as follows:

- All staff requesting keys must have prior authorization by the Director of Operations (DOO)
- Keys can be picked up from the DOO;
- Keys are property of Circle City Prep and must be returned to the DOO at completion of the school year, and/or upon completion of your employment.
- Lost keys must be reported immediately to the DOO. Replacement keys can be picked up at the office only after the expense to duplicate the key is made by the person responsible.
- Staff are NEVER to have duplicates of keys made or give another individual any duplicate keys.
- Never give your keys to any other person to use. If you arrive at the school without your keys, temporary keys may be available at the office. These keys must be returned at the end of the day.

Staff found to be negligent in the disbursement of unauthorized keys or lost keys could be held responsible for the total cost of rekeying the entire key system.

Visitor Policy: All visitors are required to report to the Main Office upon entering the building. Visitors will be given a visitor badge. Any visitor who does not report to the office or is found in the building without authorization or wearing a badge should be asked to leave immediately.

In case of an emergency, parents or guardians should contact the Main Office either by phone or in person. Under no circumstances should parents or guardians contact students in their classrooms or attempt to withdraw students from the building before 3:30 for elementary and 4:00 pm from MS without notifying and receiving permission from staff members in the Main Office.

Fire Safety: If a staff member sees fire or smells smoke, he or she should close the door and pull the closest fire alarm. Upon hearing the alarm, school staff will assemble students in their rooms and proceed out of the building according to the fire evacuation plan posted in each room. Students should follow the direction of the staff, and lead students outside the building to the designated locations, where school staff will line up students by class and take attendance.

During the first week of school, and frequently throughout the school year, students and staff will participate in fire drills to ensure that the entire school community is familiar with the appropriate response in the event of an emergency.

Facility Needs & Repair: Facility needs, or repair requests should be made to the Operations Team via Slack. It is extremely important that we keep our facility clean and functioning smoothly, as this sends a strong message to all school community members about the extent to which we value our work and our workplace. Any graffiti, particularly in the bathrooms or on school desks, should and must be dealt with swiftly and severely, so should be reported immediately.

7.5 Emergency Drills

All facilities are completely equipped with a fire detection system. Fire drills are held on a regular, sometimes unannounced basis. All information concerning Emergency Preparedness can be found by contacting the Head of School.

7.6 Parking Lot Policy

Policy: Parking lot related incidences are not covered under any school insurance policy. The organization assumes no liability for damage to cars.

7.7 Personal Vehicle Use

Staff members may not transport students in their personal vehicle absent written approval from the Head of School. Authorized employees using personal vehicles to transport students should carry appropriate automobile insurance with recommended limits of \$100,000/\$300,000/\$100,000; that is, \$100,000 liability coverage for the first person injured, \$300,000 total liability, and \$100,000 for physical damage to the vehicle.

All employees and board members using privately-owned cars in the performance of their duties for the school district shall present a valid driver's license and Indiana Insurance Identification Card indicating that insurance coverage is in full force and effect with companies approved by the State Department of Insurance. The card shall be made available to the Head of School or designee before authorization to use privately-owned cars.

7.8 Return to Work Policy

Return to Work Policy: It is the policy of the School to provide a place of employment that is free from recognized hazards that cause or are likely to cause death or serious physical harm to employees or the public. However, when serious physical harm does occur to employees in the workplace, the School is committed to providing quality medical care and managing those costs



associated with that medical care. The School is also committed to the effective return to work of injured employees while enhancing their recovery.

7.9 Personal Relationships at Work

Relatives or persons with intimate, non-professional ties working in the same organization can cause problems with favoritism and morale. Besides claims of partiality, personal conflicts from outside work can be brought into the day-to-day working environment. If Circle City Prep permits a person to perform work with an individual who performs work at Circle City Prep with which he/she is an immediate family member or is in an intimate personal relationship, it will do so only under the following guidelines:

- No employee may hire a relative or person with whom the employee has an intimate personal relationship.
- No employee may supervise or direct the work of a relative or person with whom the employee has an intimate personal relationship.
- No employee may be involved in evaluating the performance of a relative or person with whom the employee has an intimate personal relationship.
- No employee may be involved in making recommendations or determinations concerning compensation adjustments, promotions, discipline, or discharge of a relative or person with whom the employee has an intimate personal relationship.

If you have or develop a familial or intimate personal relationship with an employee, an applicant for employment at Circle City Prep, or temporary worker who is placed at Circle City Prep, you must notify the Head of School immediately. The Head of School, and anyone having familial or intimate relationship with the Head of School, must immediately bring that relationship to the Chairperson of the Board of Directors. Failure to follow this policy may result in discipline up to and including discharge.

Any questions as to whether a particular relationship violates this policy should be directed to the Head of School.

Section 8: Employee Conduct

8.1 Code of Conduct, Discharge, and Other Discipline

As an integral member of the School, you are expected to accept certain responsibilities, adhere to acceptable School practices, and exhibit a high degree of personal integrity at all times. This involves respecting the rights and feelings of others and refraining from any behavior that might be harmful to you, your co-workers, students, and/or the School. You are expected to observe the highest standards of professionalism at all times.

These guidelines are fundamental in nature and are matters of judgment and common sense. Since it is impossible to list guidelines to cover every situation, the absence of an illustration from this list will not prohibit the School from taking disciplinary action, up to and including immediate termination, when the School believes, in its sole discretion, that such action is warranted. These guidelines do not in any way alter your at-will employment relationship with the School. The School may terminate your employment at any time and for any reason with or without cause or notice. The School expects you to follow rules of conduct that will protect the interests and safety of all students, employees and the School. Types of behavior and conduct the School considers inappropriate include, but are not limited to:

- Misconduct involving students;
- Falsifying employment or other School records;
- Violating the School's nondiscrimination and/or employee harassment policies, sexual or otherwise.
- Disclosing confidential information, including information protected by the Family Educational Records and Privacy Act (FERPA), and the Health Insurance Portability and Accountability Act (HIPAA);
- Excessive or patterned absenteeism or tardiness;
- Excessive, unnecessary, or unauthorized use of the School's supplies or telephones, particularly for personal purposes;
- Reporting to work intoxicated or under the influence of non-prescribed drugs, or the possession, use, distribution, manufacture, sale, or dispensation of any controlled substance or illegal drug;
- Fighting or using obscene, abusive, or threatening language or gestures;
- Stealing from the School or fellow employees, or misappropriation of School assets or failure to report knowledge of such acts;
- Possession of firearms or weapons on the School's premises, including the parking lot, school building, and school grounds
- Disregarding safety or security regulations;
- Insubordination (i.e., failure to comply with a request from management);
- Failure to notify your manager that you will be absent from work in accordance with School policy;
- Defacing or damaging School property;



- Any action, whatsoever, that has the potential to negatively affect good relations between the School and its employees or between the School and any of its students; and
- Any violation of School policy.

Corrective Action: The School expects the highest quality performance from all employees. An employee's failure to meet these expectations may result in disciplinary action up to and including termination. All forms of substandard performance, work of unacceptable quality or quantity, excessive absenteeism or tardiness, violations of school policies or procedures, misconduct, insubordination, any other form of improper conduct, and conduct which presents even the appearance of impropriety may result in disciplinary action up to and including discharge.

Most performance problems will be addressed using progressive discipline, which may include an oral warning, a written warning, a probation period, and then termination. In cases of serious misconduct, however, certain steps of the progressive discipline process may be skipped, or immediate discharge may be warranted.

8.2 Termination of Employment

Termination: Employment is "at-will" and may be terminated by the School or the employee at any time with or without cause.

Resignation: A resignation is a termination instituted by the employee. All staff are expected to provide as much notice as possible of their resignation; however, notice of at least four weeks in advance of the last day is required for an employee to resign in good status.

Employees who fail to report to work for two (2) consecutive days without notifying and receiving authorization from the Head of School may be considered to have resigned.

8.3 Return of Property

Upon separation from the School, all files, documents, records, laptops, credit cards, door and file keys, computer access codes or discs, and instructional manuals and other physical or personal property which the employee has received, prepared, or helped prepare in connection with his/her employment with the School, and any copies, duplicates, reproductions or excerpts thereof must be returned by the employee on or before the last day of work.

8.4 Physical Contact Between Employees and Students at School and at School-Sponsored Functions

Introduction: The purpose of this policy statement is to provide all employees with guidance and direction with respect to physical contact between employees and students at school and during school sponsored functions. It is an area of educational policy, judgment, and law, which is fraught with uncertainties and changing standards. What constitutes appropriate physical

contact in one circumstance may be totally inappropriate in another. At the outset, the decision of whether or not to touch or make physical contact with a student must be made by the employee involved. When or if it occurs, its appropriateness will depend on a variety of factors, not the least of which will be the student's reaction and responses of other adults. The School believes that its employees individually and collectively possess the wisdom and expertise necessary to conduct themselves in a manner that is educationally sound and acceptable both within the professional community and the community at large.

General Principles: All physical contact between employees and students shall have a valid educational purpose and objective, meeting the student's needs. The use of physical contact (including touching) or force in order to impose the staff member's will or personal feelings upon a student, except in an emergency situation, is strictly prohibited. Employees who observe physical contact between students and employees which they deem to be inappropriate are expected to report such observations to the Head of School as soon as possible. If the observer believes the contact is or may be immediately harmful, prompt intervention to prevent further harm is expected.

Staff Conduct with Students: Questions of the appropriateness of physical contact are to be determined by the context of the contact on a case-by-case basis. Issues such as intent, context, location, circumstances, age, and sex are all considerations that may be relevant.

Examples: Holding or comforting a student who has fallen and is crying may be appropriate, whereas, placing a hand on a child's head to redirect his attention to the front of the room is not.

Additional Examples

The following examples are not intended to be all-inclusive

Examples of unacceptable behaviors (violations of this policy):

- Giving gifts to an individual student that are of a private and intimate nature.
- Kissing or flirting of any kind.
- Any type of unnecessary physical contact with a student in a private situation.
- Making or participating in sexually inappropriate comments.
- Sexual jokes or innuendo.
- Telling stories that are sexually oriented.
- Discussing your own personal relationships or intimate issues with a student (such as in an attempt to gain their support and understanding of you).
- Spending time outside of regular school hours with student or alumni without school and parent consent;
- Visiting a student in their home unless a parent, guardian, or another adult is present.
- Allowing a student or a group of students to spend time at your home.
- Spending the night with a student.



- Excessive texting or e-mailing; exchanging texts or emails at hours when a student reasonably should be sleeping.
- Sharing alcohol, drugs, or cigarettes with a student, purchasing for a student, consuming around any student, or discussing with students in a manner other than to educate.

Examples of acceptable and recommended behaviors:

- Getting school and parental written consent for any after-school activity.
- Obtaining formal approval to take students off school property for activities such as field trips or competitions.
- E-mails, text, phone and instant messages to students that are professional and pertain to school activities or classes.
- Using collective language when expressing care for a student, so as to minimize misinterpretations of the message (i.e., “We care about you” instead of “I care about you”).
- Meeting as a group when possible.
- Meeting alone with a student in a room with windows, a cracked door, or which is otherwise observable/interruptible. (Counselors may also need private space so long as they are logging their meetings and/or informing a manager.)
- Giving gifts to groups of students if other staff know about it.
- Stopping and correcting students if they cross your own personal boundaries.
- Asking for advice or assistance from fellow staff or administrators if you find yourself in a difficult situation related to boundaries, and/or delivering the communication to a student.
- Involving your supervisor if conflict arises with a student.
- Informing the Head of School about situations that have the potential to become more severe.
- Stopping unacceptable behavior of students or coworkers.
- Giving students praise and recognition without touching them.
- Side hugs, child initiated hugs, or hugs where staff has asked, “Would you like a hug?”
- Pats on the back, high fives, and handshakes.

Student Supervision

Students should be supervised by a School faculty member at all times, and parents should know where their children are at all times. Planning with the end in mind, if an accident should happen to a student or students, this question will be asked: Where was the faculty member? The faculty member should use his/her best judgment in terms of supervision so that there is a responsible answer to this question.

Classroom Conduct

School policy is that no faculty member or volunteer will be alone with any student, regardless of age, or gender, behind a closed door or in any other isolated situation except in extremely limited extenuating circumstances involving an emergency.

When a situation arises that calls for a faculty member to be alone with a student, it is the faculty member's responsibility to leave the door open, move to an open location, or to seat him/herself and the student where they are completely visible to passersby. When a counselor or other administrator needs a private space for a confidential meeting, they are expected to log their meeting (put it on their calendar, even if after the fact) and when possible, notify another staff member.

Instances of inappropriate physical contact initiated, encouraged, practiced and/or tolerated by employees, in even a single instance, may result in disciplinary action up to and including dismissal and/or legal action.

If a staff member is suspected to have abused a child, including any inappropriate physical contact, the staff member will be put on paid leave immediately until a thorough investigation can be conducted. If the conduct in question requires mandatory reporting, we will refer the matter to the proper authorities.

Summary: The School recognizes that this is a complex issue, and that some employees may deal with it by implementing a practice of never physically contacting or touching students. That is not the School's intent or objective. It is expected that any physical contact between an employee and a student will have a legitimate purpose consistent with the School's role as educator and caretaker of minor children.

Policy Prohibiting Corporal Punishment: The child has the right to be shown respect for his or her personality and individuality and may not be made subject to physical punishment or to other humiliating or degrading treatment. Disciplinary measures concerning the child can only be taken in accordance with the child's dignity, and, under no circumstances are physical punishments allowed, or punishments which relate to the child's physical and mental development or which may affect the child's emotional status.

Staff Use of Social Networking with Students

Do not communicate with current K-12 students using personal Social Media accounts. Staff should be using the phone and group emails/classroom websites to communicate with students. In the case of an emergency, make sure to notify your manager or Head of School to inform them of such use. "Communication" includes having students as "friends" on Social Media networks such as Facebook or Instagram and "following" a student on Twitter.

Counselors may use social media to connect with students for professional purposes only. In doing so, they must either:

- Create and maintain two distinct profiles: one personal and one professional and invite students (current or alumni), their parents and/or families to "friend" the professional profile only.
- Make sure their current manager is aware of the use of a personal account.

8.5 Seclusion and Restraint Policy

Seclusion and restraint shall be used only as a last resort, as a means to maintain a safe and orderly environment for learning. Seclusion and restraint should only be used to the extent necessary to preserve the safety of students and staff. Use of seclusion and restraint may also be a component of a Behavioral Intervention Plan (BIP) and/or IEP which must address the use of seclusion and restraint and will control the guidelines of using these measures.

I. Use of Restraint

- a. Restraint shall be used only as a last resort when a student is displaying physical behavior that presents substantial imminent risk of injury to student or others.
- b. Restraint shall be employed only as a last resort after other methods of de-escalating a dangerous situation have been attempted without success.
- c. Any regularly used timeout procedure shall be documented and agreed upon in a student's BIP and/or IEP.
- d. Restraint shall be employed only by staff members who have received crisis intervention training by the school in the use of restraint procedures with the following exceptions:
 - i. Other school personnel may employ restraint procedures only in rare and clearly unavoidable emergency circumstances when fully trained school personnel are not immediately available. Untrained staff shall request assistance from trained staff as soon as possible.
 - ii. Restraint of a student shall be conducted in a manner consistent with the techniques prescribed in the crisis intervention training program.
- e. Restraint shall last only as long as is necessary for the student to regain behavioral stability and the risk of injury has ended.
- f. Mechanical or chemical restraint are not authorized and shall be avoided.
- g. Prone or supine forms of restraint are not authorized and shall be avoided.
- h. Restraint or seclusion shall never be used in a manner that restricts a child's breathing or harms the child.
- i. Every instance in which restraint or seclusion is used shall be carefully, continuously and visually monitored to ensure the appropriateness of its use and safety of the child, other children, teachers, and other personnel.

II. When Restraint Procedures Shall Not Be Employed

- a. Restraint shall not be used unless there is imminent risk of injury to the student or others.
- b. A verbal threat or verbally aggressive behavior does not itself indicate an imminent risk of injury and shall not result in restraint.
- c. Destruction or damage to property does not constitute a risk of imminent injury unless so doing a risk of injury to the student or others is created.
- d. When known medical or physical condition of the student would make the restraint procedures dangerous for the student (e.g., student with heart or circulatory conditions, asthma, etc.) they shall not be employed.

- e. Restraint shall never be used as a punishment or to force compliance with staff commands.

III. Use of Seclusion

- a. Seclusion shall be used only when a student is displaying physical behavior that presents substantial imminent risk to the student or others, and the threat could be diminished if the student was in a safe environment away from other students and staff.
- b. Any regularly used seclusion procedure shall be documented and agreed upon as part of the student's BIP and/or IEP.
- c. Seclusion shall be employed only as a last resort after other methods of de-escalating a dangerous situation have been attempted.
- d. Seclusion shall be used only as long as necessary and shall be discontinued when the student is no longer an imminent threat to self-and/or others.
- e. Seclusion shall be employed only by staff members who have received specific crisis intervention training in the use of seclusion procedures.
- f. Seclusion must be used only when the student can safely be transported to the seclusion environment by trained staff members using appropriate techniques based on crisis intervention training.
- g. Timeout procedures that do not constitute seclusion are permitted in school.
- h. All seclusion environments shall be inspected and:
 - i. Be a reasonable size to accommodate the student and at least one adult.
 - ii. Be of reasonable size to permit students to lie or sit down.
 - iii. Have adequate ventilation including heat and air conditioning as appropriate.
 - iv. Have adequate lighting.
 - v. Be free of any potential or predictable safety hazards such as electrical outlets, equipment, and breakable glass.
 - vi. Permit direct continuous visual and auditory monitoring of the student.
 - vii. Permit automatic release of any locking device if fire or other emergency in the school exists.
 - viii. Shall meet current fire and safety codes.

IV. When Seclusion Procedures Shall Not Be Employed

- a. When the substantial imminent risk of injury no longer exists.
- b. When known medical or physical condition of the student would make the seclusion procedures dangerous for that student (e.g., students expressing suicidal thoughts, students with heart or circulatory conditions, asthma, or other conditions).
- c. Seclusion shall never be used unless a staff member can continuously monitor the student for visual and auditory signs of physiological distress and can communicate with the student.
- d. Seclusion shall never be used as a punishment, or to force compliance with staff commands.

- V. **Timeout** - Time-out is a behavior reduction procedure in which access to reinforcement is withdrawn for a certain period of time. Timeout occurs when the ability of a student to receive normal reinforcement in the school environment is restricted. Timeout shall be both developmentally and behaviorally appropriate and shall be short in duration. Any regularly used timeout procedure shall be documented and agreed upon in a student's BIP and /or IEP.
- VI. **Informing Parents and Guardians** - As soon as possible after any such use of time out, restraint and/or seclusion, the parents or guardian will be informed when any of these actions have occurred and will be provided with a detailed account of the incident including the circumstances that led to the use of timeout, restraint and/or seclusion.
- VII. **Training** - Staff will be trained in crisis intervention techniques, which will include the use of restraint and seclusion procedures.
- VIII. **Reporting, Documenting and Debriefing Requirements**
 - a. The Head of School or designee will attempt to notify the parent/guardians as soon as possible. If the administrator cannot reach the parent/guardian, he/she may send home a paper copy of the incident report via US Mail.
 - b. Staff involved in the use of seclusion or restraint will complete a log entry in the Student Information System (SIS) as soon as practical after the use of seclusion or restraint.
 - c. The building administrator or designee will send a copy of the written report to the parent or guardian documenting the use of restraint or seclusion and will place a copy in the student's file.
- IX. **Seclusion and Restraint Law**
 - a. S/R law is not a special education law but applies to all students.
 - b. IDEA requires Individual Education Plans, so it is possible that a student's BIP could include S/R as an intervention or preventive measure if a case conference committee includes S/R in a BIP.
 - c. Federal law is supreme over state law. IDEA is a federal law, and the S/R law is an Indiana law.
 - d. Special education teachers should consider including S/R in BIPs only as a last resort.

8.6 Tobacco-Free Workplace Policy

The use of tobacco products is strictly prohibited on school property. Prohibited tobacco/nicotine products include, but not limited to cigarettes, pipes, cigars, chewing tobacco and vaping products.

8.7 Alcohol and Drug-Free Workplace Policy

The School is committed to protecting the safety, health, and well-being of all students, employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment. This organization encourages employees to voluntarily seek help with drug and alcohol problems.

Covered Workers: Any individual who conducts business for the organization or is conducting business on the School's property is covered by this alcohol and drug-free workplace policy. This policy includes, but is not limited to full-time employees, part-time employees, consultants, contractors, volunteers, interns, and applicants, and for purposes of this policy, the term "employee" covers all of those individuals.

Applicability: Our alcohol and drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the organization. Therefore, this policy applies during all working hours and organization-sponsored activity, whether the activity is on or off campus.

Prohibited Behavior: It is a violation of the School's alcohol and drug-free workplace policy for an employee to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs, tobacco, or intoxicants on school property or at a school sponsored event. Employees are also prohibited from coming to work under the influence of alcohol or smelling of alcohol.

Inspection Policy: Desks, storage areas, work areas, lockers, and file cabinets are school property and must be maintained according to this policy. All such areas must be kept clean and are to be used only for work purposes. Circle City Prep reserves the right, at all times, and without prior notice, to inspect any and all property for the purpose of determining if this policy or any other Circle City Prep policy has been violated. Such inspections may be conducted during or after business hours and in the presence or absence of the employee. All containers, including but not limited to bags, boxes, purses, briefcases, lunch containers, etc. brought to Circle City Prep premises are subject to Circle City Prep's inspections at any time a Circle City Prep representative has a reasonable suspicion that this policy has been violated and such inspection is reasonably necessary in the investigation of such violation(s).

Notification of Convictions: It is a condition of employment that each employee abides by this policy and notifies the School of any criminal drug violation in the workplace within five calendar days of the conviction. The organization will take appropriate action within 30 days of notification. Federal contracting agencies will be notified when appropriate.

Consequences: One of the goals of our alcohol and drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious. In the case of applicants, if he or she violates the alcohol and drug-free workplace policy, the offer of employment can be



withdrawn. The applicant may reapply after one year and must successfully pass a pre-employment drug test. If an employee violates the policy, appropriate action will be taken up to and including employment termination.

Assistance: The School recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our drug-free workplace policy encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem. Treatment for alcoholism and/or other drug use disorders may be covered in whole or in part by an employee benefit plan. However, the ultimate financial responsibility for recommended treatment, however, belongs to the employee.

Confidentiality: All information received by the School under the drug-free workplace policy is confidential. Access to this information is limited to those who have a legitimate need to know in compliance with applicable laws.



8.8 Confidentiality of School Information

If during the course of employment, you acquire confidential information or proprietary information about the School, its students, or its employees, such information is to be handled in strict confidence and not to be discussed with persons outside the School. Such confidential information includes, but is not limited to, the following examples: student records, student or employee health information, and building-security information. Employees are also responsible for the internal security of such information.

Please remember that keeping confidential information confidential is part of your job description. This obligation shall remain in effect during your employment at the School and at all times thereafter. Violation of this policy is a serious breach of confidence, may be a violation of the law, and may lead to disciplinary action, up to and including immediate termination.

All materials created for the School, while at the School, are considered the intellectual property of the School and cannot be used in other settings without the explicit written permission from the School.

The Family Educational Rights and Privacy Act (FERPA) affords parents, guardians, and individuals acting as a parent in the absence of a parent or guardian certain rights with respect to the student's education records. These rights transfer to the student once the student reaches eighteen (18) years of age. FERPA will be addressed in detail during faculty orientation.

Reference Checks: All inquiries regarding a current or former School employee must be referred to the Head of School. Should an employee receive a written request for a reference, he or she should refer the request to the Head of School for handling. No School employee may issue a reference check to or regarding any current or former employee without the permission of the Head of School.

8.9 Conflicts of Interest

As an employee of the School, you have an obligation to conduct your affairs within guidelines that prohibit actual or potential conflicts of interest.

An actual or potential conflict of interest occurs when you are in a position to influence a decision that may result in a personal gain for you, for a relative or for anyone else who has a close personal relationship with you as a result of the School business dealings. For the purpose of this policy, a relative or a person with a close personal relationship is a spouse, domestic partner, father or stepfather, mother or stepmother, son or stepson, daughter or stepdaughter, sister or stepsister, brother or stepbrother, grandparent, grandchild, uncle, aunt, nephew, or niece.

Additionally, it is the policy of the School that employees should not enter into personal employment arrangements with current students and their families. If a personal employment arrangement exists before a child is a student at the School, the arrangement must be disclosed at the time of the child's application for admission.

No "presumption of guilt" is created by the mere existence of a relationship between an employee and an outside firm or vendor that employs a relative or person with a close personal relationship to the employee. However, if you have any influence on transactions involving purchases, contracts, or supplies it is imperative that you disclose that relationship to the Head of School immediately so that safeguards can be established to protect all parties.

Personal gain may result in instances where you or your relative or person with a close personal relationship has a significant ownership in the vendor or firm with which the School does business. As noted elsewhere, accepting a gift from a vendor or business doing business with the School is prohibited, except for widely distributed advertising items of nominal value. The School recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to our educational mission. However, the employee must disclose any possible conflicts to the Head of School, so that the School may assess and prevent potential conflicts of interest from arising.

Although it is not possible to specify every action that might create a conflict of interest, this policy sets forth the ones, which most frequently present problems. If an employee has any question whether an action or proposed course of conduct would create a conflict of interest, he or she should immediately contact the Head of School to obtain advice on the issue. The purpose of this policy is to protect employees from any conflict of interest that might arise.

Reporting Potential Conflicts of Interest: An employee must promptly disclose actual or potential conflicts of interest, in writing, to the Head of School. Approval will not be given unless the relationship will not interfere with the employee's duties or will not damage the School's relationship.

8.10 Dress Code

As leaders of the School and role models to our students, we expect all staff to dress professionally in "business casual" attire that they would feel comfortable wearing in the presence of an external visitor (e.g., Mayor, Governor, funder).

The following items are considered inappropriate: hats (unless for religious purpose), shorts, tank tops, sweat suits, flip-flops, clothing with rips/tears, and revealing clothing. Exceptions to this policy will be made on certain occasions (e.g., field trips, summer training) and for certain staff, such as a fitness instructor.

8.11 Outside Employment

Helping students achieve their full academic potential and working to help the School realize its mission will take a significant investment of time from every staff member. To that end, employment outside of the School is strongly discouraged. Any outside employment that an employee does decide to pursue must not conflict in any way with the employee's responsibilities to the School. Employees may not conduct outside work or use school property, equipment, or facilities in connection with outside work whilst on school time. Further, all work done for the School is the exclusive property of the school and may not be used, distributed, or sold to or for any other organization without the written consent of the Head of School. Further, the School assumes that all work completed by an employee is completed while under the employment of the school and is therefore property of the School, unless outlined in writing by the employee.



Section 9: Accountability

9.1 Performance Review and Evaluation

We believe that in order to constantly improve as a school, staff members must continuously reflect upon and endeavor to improve their knowledge, skills, and approach to their work. Performance reviews and evaluations, both informal and formal, will be an integral part of every staff member's professional development.

Informal Performance Reviews: Performance reviews may take place any number of times during the year and may be in the form of a scheduled meeting or more informal talks during the school day. Performance reviews may be utilized as tools to improve employee performance with regard to management expectations. Employees should expect classroom observations and feedback as often as multiple times per day.

Formal Staff Evaluations: Formal evaluations will be scheduled at least annually.

For the mid-year review, teachers will complete the performance evaluation as a self-evaluation and the Coach will complete the same checklist. The Coach will give a copy of his or her version of the teacher evaluation to the teacher at least 24 hours before the scheduled mid-year review meeting. During the mid-year review meeting, the teacher and Coach will discuss areas of strength, areas of concerns, and areas of discrepancy.

We expect all teachers to succeed and will work with them to make that happen. Teacher quality is one of the main determinants of student success, and the job of the administration is to hire excellent teachers, establish high standards, and enable teachers to reach those standards. Teachers should also let the administration know how best to support them.

Employees' performance evaluation reports will be filed in the employees' official personnel file. The records are confidential by law and are not open for public review. Employees will be given a copy of their performance evaluation upon completion and may also request a replacement copy if needed.

9.2 Teacher Bonus Pay

At the School, we believe that good teaching should be rewarded. Only current employees are eligible for discretionary bonuses. Non-discretionary bonuses (i.e., those tied to predetermined metrics such as grade level or school-wide performance during a given period of time) earned by a former employee will be paid to the former employee as close as possible to the time that the bonuses are paid to current employees. It is therefore incumbent upon former employees to maintain updated contact information with the School. Additionally, unless provided otherwise, non-discretionary bonuses are paid as a percentage of earned (not base) salary.

CIRCLE CITY PREP 2023-2024 ACADEMIC CALENDAR

Circle City Preparatory School 2023-2024 Academic Calendar

July 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Instructional Days 1

August 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Instructional Days 22

September 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Instructional Days 19

October 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Instructional Days 16

November 2023						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Instructional Days 17

December 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Instructional Days 14

January 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Instructional Days 17

February 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Instructional Days 19

March 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Instructional Days 15

April 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Instructional Days 20

May 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Instructional Days 20

June 2024						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Observed Holidays						
Jul 4: Independence Day						
Sep 4: Labor Day						
Oct 9-13: Fall Break						
Nov 23-25: Thanksgiving Break						
Dec 22-Jan 6: Winter Break						
Jan 15: Martin Luther King Jr. Day						
Feb 19: President's Day						
March 25-29: Spring Break						
May 27: Memorial Day						
Jun 19: Juneteenth						

Calendar Key						
	= No School				= PD Days	
	= Parent Conference				= E-Learning Day	
	= Last Day of the Quarter				= Special Days	

Days of Instruction: 180 / Days of Professional Development: 17

Quarter I = 47
Quarter II = 42
Quarter III = 51
Quarter IV = 40
Friday Dismissal at 1pm

Important Dates

July

July 13-14: New Staff Orientation
July 17-28: Summer Professional Development
July 31: 1st Day of School (1pm dismissal)

August

August 1: 2nd Day of School (1pm dismissal)
August 18: Virtual Learning (Staff professional development)
August 31: Meet the Teacher Night

September

September 1: Staff Mental Health Day (No School)
September 4: Labor Day (No School)

October

October 6: Last Day of Quarter 1
October 9-13: Fall Break
October 16: Professional Development (No School)

November

November 20-21: Professional Development (No School)
November 22-24: Thanksgiving Break (No School)

December

December 20: Last Day of Quarter 2
December 21 - January 5: Winter break

January

December 21 - January 5: Winter break
January 4: Professional Development (no school)
January 5: Conferences (no school)
January 15: Martin Luther King Jr. Day (no school)

February

February 16: No School (Snow Make-Up Day)
February 19: President's Day (no school)

March

March 8: Staff Mental Health Day (no school)
March 22: Last Day of Quarter 3
March 25-29: Spring Break (no school)

April

April 1: Professional Development (no school)
April 26: Staff Mental Health Day (no school)

May

May 27: Memorial Day (no school)
May 29: Last Day of School
May 30-31: Professional Development (no school)

ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

This Employee Handbook covers employees who work for Circle City Prep, referred to through this Handbook as "School."

I hereby acknowledge receipt of Circle City Prep's Employee Handbook, which outlines the personnel policies of the School. I understand that the information contained in the Manual represents guidelines only, and that the School may change, rescind or add to any policies, benefits or practices described in this Manual at any time at its sole and absolute discretion with or without prior notice.

I understand that my employment is at-will and both the School and I are free at any time to end it, with or without notice or cause.

I understand and agree that I cannot and should not rely upon any statements contained in this manual as either creating or attempting to create any type of employment contract. I further understand that no manager or representative of the School, other than the Head of School, has any authority to enter into any employment agreement with me for a specified period of time, or under any specific conditions, or to make any promises or commitments contrary to at-will employment.

I have familiarized myself with the contents of this manual. As a condition of employment, I agree to abide by School rules and policies as stated herein or as subsequently changed. I understand that I can ask my supervisor at any time for further information on any subject contained in this manual.

The employee was advised that if any assistance was required in reading or understanding the policy manual, assistance would be provided.

No assistance was required _____

Assistance was provided _____

Please sign and return to the Director of Finance.

Employee's Signature

Print Employee's Name

Date

MEDIA RELEASE FORM

I, _____ give permission for Circle City Prep staff to record, film, photograph, interview, and/or publicly exhibit, display, distribute or publish my name, appearance and spoken words for Circle City Preparatory promotional purposes, whether undertaken by school staff, students, or anyone outside the school, including the media. I agree that the school may use, or allow others to use, those works without limitation or compensation. I release Circle City Preparatory Charter School staff from any claims arising out of my appearance or participation in these works. I understand that I may in writing withdraw this release at any time.

Please sign and return to the Director of Finance.

Employee's Signature

Print Employee's Name

Date



EMPLOYEE HARASSMENT ACKNOWLEDGEMENT FORM

I _____ have received and read Circle City prep's Sexual and Other Unlawful Harassment Policy.

It is the policy and practice of Circle City Prep to promote a productive work environment and not to tolerate verbal or physical conduct by any employee that harasses, disrupts, or interferes with another's work performance or that creates an intimidating, offensive, or hostile work environment. I have reviewed the Harassment Policy and understand that it is my responsibility to read and comply with all the policies contained in this Manual and any revisions made to it. I understand and agree to abide by this Policy.

Please sign and return to the Director of Finance.

Employee's Signature

Print Employee's Name

Date