



**CAPITOL
COLLEGIATE**
compete ■ achieve ■ lead

CAPITOL COLLEGIATE ACADEMY PERSONNEL HANDBOOK

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INTRODUCTION

MISSION

Capitol Collegiate Academy prepares students in grades kindergarten through eight to compete, achieve, and lead in high school, in college, and in life.

INTRODUCTION

Welcome to the Capitol Collegiate Academy Team! Capitol Collegiate Academy (CCA) recognizes the incredible importance of a high-quality staff in fulfilling the mission of the school. To that end, we hope this personnel handbook answers many of your questions regarding benefits and employment guidelines, so that you are free to focus on the task at hand—educating students. These policies and procedures may be amended at any time, subject to the California Education Law and other applicable laws, rules and regulations. This manual, and the policies and procedures set forth herein, are not intended to create or constitute a contract, and do not change the nature of the employment relationship between Capitol Collegiate Academy and its employees.

SALARY AND SCHEDULE

PAY PERIODS

Employees will be paid monthly, with paychecks issued on the last day of every month. All requisite contributions to benefits will be withheld on each paycheck. There are twelve (12) pay periods every year.

For your convenience, automatic payroll deposits to the bank account of your choice are available. Withholding and deductions will be made for federal, state, and/or city taxes as well as for other authorized deductions such as health care plan costs, etc.

HOURS/WORK DAY

The job of an educator is never finished. To that end, all Capitol Collegiate Academy employees are expected to work as many hours each day as needed to contribute fully to the fulfillment of the school's mission. **The school is focused on outcomes and not hours – we always work to ensure we do the best job for our students.** Unless otherwise agreed upon with the Head of School, all full-time salaried employees must arrive at school at least thirty (30) minutes prior to the opening of school to students. Staff must remain at school until at least thirty (30) minutes after student dismissal, unless there is an event scheduled during the evening or the weekend, in which case staff may need to stay later. Typically, this school day will run from 7:00AM to 5:00PM.

BREAKS

During the course of a day, Capitol Collegiate provides for two paid 15-minute and one unpaid 30-minute meal break to non-exempt employees. We encourage all employees to take of personal business either at lunchtime or after work hours.

EMPLOYEE ATTENDANCE AND PUNCTUALITY

The overall operation of Capitol Collegiate Academy depends on the presence of all of our employees. Therefore, all employees are expected to report to work on time, on all scheduled workdays, and during all regular work hours. If you are unable to work or you will be late for work, you must call the Head of School's cell phone no later than thirty (30) minutes before your regular starting time and leave a message if there is not response. You must call the Head of School each day of your absence with the same amount of notice, until a date of return has been established, or unless a date of return is established ahead of time. If an employee is absent without giving notice, the employee may be considered as having voluntarily resigned. In addition, absenteeism that is deemed excessive in the Head of School's sole discretion may result in discharge.

TIME AWAY FROM WORK

Every employee has been hired in order to positively contribute to Capitol Collegiate Academy. We operate a small school, with a small staff, which makes attendance of every staff member that much more important. That being said, we recognize that there are times throughout the year when employees must miss work.

Sick Days

Every full-time employee is entitled to three (3) paid sick days per school year. If an employee is not able to report to work because of a sickness, or sickness to someone dependent on them for care such as a parent, spouse, partner, or child, it is expected that the employee will call the Head of School's cell phone with as much advance notice as possible, and by 6:00AM on the day of the absence, allowing enough time for the Head of School to find a substitute teacher or temporary help. Sick days will not roll over from year to year.

Jury Duty

All employees will be granted jury duty leave when summoned for jury duty. Employees summoned for jury duty should inform the Head of School immediately so that alternative accommodations can be made. Employees will be paid regular wages for the first two weeks (10 workdays) of actual time served on jury duty. Thereafter, jury duty will be unpaid. Employees are expected to return to work on any day or portion of a day they are released from jury duty.

Bereavement Policy

Full-time employees are entitled to take up to three (3) consecutive days off, with pay, to attend to a family death. Employees may be granted additional time without pay for additional bereavement leave. For these purposes, family is defined as a spouse, domestic partner, child, parent, sibling, grandparent or grandchild. Additional needs, such as for extended family, extenuating circumstances, etc. may be discussed with the Head of School and is left to the discretion of the Head of School.

Military Leave

The Unified Services Employment and Re-employment Act (USERRA) provides job-protected leaves of absence to employees who serve in the military for up to five (5) years (cumulatively) and who are honorably discharged at the conclusion of their service. Such leave will be granted whether the service is voluntary or involuntary.

Family Care, Maternity, and Adoption Leaves of Absence

Full-time employees who have completed at least ninety (90) days of continuous employment will be entitled to an unpaid leave of absence for family care, maternity or adoption. An employee may apply for a family care leave of absence to care for certain members of one's immediate family (parents, children, spouse, domestic partner, siblings, and grandparents) due to the family member's serious health condition (through FMLA). Family care leaves of absence also may be used to care for a newborn or newly adopted child as maternity leave, paternity leave, and adoption leave. Family care leaves of absence may be authorized for up to twelve (12) weeks and paid through FMLA.

An employee may apply for a maternity leave of absence due to pregnancy or childbirth. A maternity leave of absence may consist of two types of leave: 1) a disability leave of absence, (for the employee's period of actual disability), and 2) a family care leave of absence (for any additional period of time requested by the employee to care for the newborn child). Total leave time may be up to twelve (12) weeks. If the employee is disabled due to pregnancy for longer than twelve (12) weeks, the employee may continue to qualify for disability leave. The family care portion of a maternity leave must be concluded within the twelve (12) month period following the date of the child's birth.

An employee may apply for an adoption leave of absence for the adoption of a child or placement of a foster child in the employee's home. Adoption leaves of absence may be authorized for up to twelve (12) weeks. The adoption leave of absence must be concluded within twelve (12) months following the date of the adoption or placement.

Returns from Leave

If an employee returns to work at or before the scheduled expiration of a leave of absence and within twelve (12) weeks, he or she is entitled to return to the same or an equivalent job, if available, with no reduction in salary or benefits. If an employee requires more than one family care leave of absence in any rolling twelve (12) month period, then the employee's job will be held for a total of ninety (90) days. The ninety (90) day period will include all leave time used in connection with all family care leave taken during the previous twelve (12) months, not just the leave time used in connection with the current leave.

If an employee does not return to work at or before the scheduled expiration of the leave, the employee will be considered to have voluntarily resigned.

HOLIDAYS AND VACATION TIME

With the exception of personal days, which are described in more detail below, and school holidays, teachers do not receive additional vacation time. Typically, teachers begin employment on the first business day in August and end on the last day of June. This may vary slightly due to annual calendars, but will be provided to teachers by the end of the prior school year. Teachers will be paid on an 11-month schedule, with elective summer holdback for July. Administrators and non-teaching staff work year-round, excepting certain holidays, and will receive two weeks of paid vacation over the school's summer holiday (earned from the prior school year). Administrators receive 1 week of all 2-week holidays (Winter and Spring breaks) for vacation time. Should it be mandatory for an administrator to work during that time, that person is eligible for up to one additional week of vacation in the summer, as approved by the Board of Directors. [Mandatory: work with a designated time such as meetings, conferences, or other school-based business. This does NOT include professional development, regularly scheduled school business, etc.] In general, Capitol Collegiate Academy observes all SCUSD paid holidays during the year. Administration vacations should be finalized by the start of the school year.

SALARIES AND WAGES

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

- Past teaching performance and experience at CCA or elsewhere
- Level of education
- Additional work responsibilities and depth of commitment to the school

BENEFITS

We want all of the employees of Capitol Collegiate Academy to be happy and healthy. To that end we offer a competitive benefits package.

Health Insurance

We currently provide health insurance, specifics to be presented to employees at the start of every school year. We reserve the right to amend or terminate this program or to increase employee premium contributions.

Dental Insurance

The school will provide a dental plan which employees may select or opt out of.

Life Insurance

The Head of School may select a life insurance policy that the School may offer.

Disability Insurance

Capitol Collegiate Academy carries short-term disability insurance in accordance with California State Law. Such insurance allows payment in the event of certain injuries, illnesses or other disabilities occurring outside of the workplace, including pregnancy. Any employee wishing to claim disability pay must file the appropriate reports and forms with the Head of School. The employee is also responsible for filing any other necessary forms, applications, or other information as required by the applicable government policies.

Retirement

Capitol Collegiate Academy is part of the Teachers Retirement System (CALSTRS) and the California State and Local Employee Retirement System. If accepted, all full time teaching staff shall be eligible for membership in the System. The School will assume all obligations of participating employers as determined by the System, including liabilities for employer payments and recordkeeping.

Medicare

All employees are required by federal statute to participate in the federal government Medicare program. Medicare is currently deducted at 1.45% of gross salary earnings. The federal government has the authority to change this rate in the future without notice.

Domestic Partner Policy

Capitol Collegiate Academy offers domestic partner health coverage along with individual and family plans. The cost of this plan is the same as the family plan.

Workers' Compensation Policy

All employees are covered by Workers' Compensation Insurance for job-related illnesses or injuries.

Unemployment Compensation

Capitol Collegiate Academy contributes to California's Unemployment Compensation Plan.

Continued Education Assistance

Because we expect that every staff member will work to constantly improve their own professional capacity, employees are encouraged to seek professional development opportunities outside of those offered internally. Limited tuition reimbursement may be available to full-time employees who have been employed at CCA for a minimum two years, and are required to maintain their status at the School through completion of the courses. Such payments may be for tuition or professional development costs, but will not cover the cost of any fees, books, or any other non-tuition, course-related cost.

PERSONNEL

HIRING

To help ensure that all staff members at Capitol Collegiate Academy are of the highest quality, we will conduct extensive checks of employment references, educational verification and Criminal Offender Record Information (CORI) on all applicants prior to extending an offer of employment.

Capitol Collegiate makes reasonable accommodations to prevent students from being placed in classrooms taught by a family member. However, those accommodations are not possible for non-teaching staff. As a result, and to prevent a difficult conflict of interest, Capitol Collegiate does not hire family members of current students for non-teaching positions.

EQUAL OPPORTUNITY

Capitol Collegiate Academy is an Equal Employment Opportunity (EEO) employer, and makes all employment decisions based on qualifications to perform the work without regard to race, color, age, sex, religion, national origin, disability, veteran status, marital status, sexual orientation, or any other characteristic protected by law. All employment decisions at Capitol Collegiate Academy are made in a non-discriminatory manner, and are based on the qualifications, abilities, and merits of each individual applicant.

EMPLOYMENT CLASSIFICATIONS

All employees of Capitol Collegiate Academy 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 who work no fewer than 40 hours 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 work fewer than 30 hours per week. Part-time employees are not eligible to participate in the School's benefits program.
- **Exempt:** Capitol Collegiate Academy will abide by the Fair Labor Standards Act (FLSA) in determining whether an employee is exempt or non-exempt. Employees classified as exempt are not eligible to receive overtime pay.
- **Non-exempt:** Capitol Collegiate Academy will abide by the Fair Labor Standards Act (FLSA) in determining whether an employee is exempt or non-exempt. Employees classified as non-exempt are eligible to receive overtime pay.
- **Consultant:** Consultants are independent contractors who work under a consultancy agreement. Consultants have no employee status, and are not eligible for benefits.
- **Temporary Employee:** Temporary employees are those employees whose employment with the School is for a limited period, generally not exceeding two academic quarters, or five months, whichever is greater. Temporary employees are not entitled to participate in the School's benefits program.

EMPLOYMENT AT WILL

As is stated throughout this Handbook, an employee's relationship with Capitol Collegiate Academy Public Charter School is an employment "at will." Employees of the School are considered "at will," and therefore either the employee or the School may terminate the employment relationship under the policies set forth in this document. In the absence of a specific policy the employment relationship may be terminated at any time without notice, with or without cause. It is the responsibility of the Board of Directors to oversee school policies and operations. However, no person other than the Head of School has authority to enter into any agreement for employment for any specified period of time and any such agreement must be in writing.

REFERENCE CHECKS

All inquiries regarding a current or former CCA 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 CCA employee may issue a reference letter to any current or former employee without the permission of the Head of School.

Under no circumstances should any CCA employee release any information about any current or former CCA employee over the telephone. All telephone inquiries regarding any current or former employee of CCA must be referred to the Head of School.

In response to an outside request for information regarding any current or former CCA employee, the Head of School will furnish or verify only an employee's name, dates of employment, job title and department. No other data or information regarding any current or former CCA employee, or his or her employment with CCA, will be released unless the employee authorizes CCA, in writing, to release such information or CCA is required by law to furnish any information. **Staff may not represent any personal recommendation or reference as one given on behalf of Capitol Collegiate Academy.**

PERSONNEL RECORDS

All personnel files and payroll records are maintained under the provision of the Fair Information Practices Act. Employees may obtain access to their files by completing an access request form. Files must be obtained in the presence of the Head of School or Director .

It is the responsibility of the employee to notify the Director of Finance and Operations or the Head of School of any change(s) in personal data that may have an impact on future employment verification.

PERFORMANCE REVIEW AND EVALUATION

We believe that in order to constantly improve as a school, staff members of Capitol Collegiate Academy 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.

Performance Evaluations

Performance evaluations may be used to determine professional development opportunities, contract renewal, contract termination, or resolution of other contractually related terms and/or conditions.

Performance evaluations will always be delivered in written form and be prepared by the immediate supervisor of the employee. When appropriate, the Head of School will also be involved in the preparation of performance evaluations. Employees will have two (2) business days to reply to a written evaluation. A meeting with the supervisor and the Head of School may be scheduled within the next five (5) business days. Either party may request the presence of other individuals at this meeting for the purpose of providing relevant information directly related to any contractual terms and/or conditions at hand.

Once this meeting takes place, a written response shall be prepared by the Head of School within five (5) business days, and shall be immediately delivered to the employee and the direct supervisor of the employee.

If the matter is not resolved to the satisfaction of the employee, the employee may request that, within a reasonable period of time, the Chair of the Capitol Collegiate Academy Public Board of Directors schedules a meeting of the full Board, or sub-committee of the Board, to hear this case.

The Board of Directors, through the Board Chair, shall hear this case within a reasonable period of time, or within two regularly scheduled board meetings. Either party may request the presence of other individuals at this meeting for the purpose of providing relevant information directly related to any contractual terms and/or conditions at hand. The Board then has ten (10) days to deliberate this case. All decisions of the Board of Directors shall be final.

COMPLIANCE AND POLICIES

CODE OF CONDUCT

An obligation rests with every employee to render honest, efficient, and courteous performance of duties. As an integral member of the CCA team, you are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of integrity at all times. We ask that employees take responsibility and be held accountable for adhering to this philosophy. We enlist the help and concern of all employees to ensure that work areas are safe and free of hazardous conditions.

When performance or conduct falls short of our standards or expectations, the school may take action, which in its opinion, is appropriate. Disciplinary actions can range from a formal discussion with an employee about the matter to an immediate discharge. Action taken by the school in individual cases should not be assumed to establish a precedent in other circumstances.

CONFIDENTIALITY

All of the operation, activities, business affairs, and records of CCA are confidential and employees must, therefore, treat all such matters accordingly. No school related information, including without limitation, documents, files, records, computer files or similar materials (except in the ordinary course of performing duties on behalf of CCA) may be removed from work premises without permission from the Head of School. Additionally, the contents of CCA's records or information otherwise obtained in regard to business may not be disclosed to anyone, except where required by a business purpose.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over eighteen (18) years of age certain rights with respect to the student's education records. The Model Notification of Rights and the school's directory information public notice are posted in a public employee area and will be addressed in detail during faculty orientation.

HARRASSMENT

Capitol Collegiate Academy expressly prohibits any form of unlawful harassment based on race, color, religion, sex, national origin, age, disability, military status or any other status protected by federal, state or local law. Harassment may include, but is not limited to, derogatory, vulgar or offensive comments or jokes, and distribution of written or graphic material containing such comments or jokes. Sexual harassment is considered to be:

- 1) Unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where
 - Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
 - Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
 - Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
- 2) Offensive comments, jokes, innuendoes, and other sexually oriented statements.
- 3) Sexually explicit or offensive pictures, greeting cards, articles, books, magazines, photos or cartoons.

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 their supervisor or to the Head of School. Complaints will be investigated promptly, and will be kept confidential to the extent possible.

If Capitol Collegiate Academy determines that an employee has engaged in inappropriate, harassing or unlawful discriminatory conduct, disciplinary may be taken against the offending employee, up to and including termination of employment.

Capitol Collegiate Academy prohibits any form of retaliation against any employee for filing a complaint under this policy or for assisting in a complaint investigation.

COMPLAINT PROCEDURES

It is the policy of Capitol Collegiate Academy to treat employees in a fair and impartial manner. The school is firmly committed to the belief that undisclosed problems will remain unresolved and negatively affect the work environment at the School. Therefore, the School established the administrative review system that follows, the intent of which is to solve problems as fairly and informally as possible.

A grievance is any significant employee concern that arises in the application of personnel breaches or in violation of personnel practices, either between employees and their co-workers or between employer and employees. 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.

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 mediation meeting with their supervisor and/or the Head of School where both employees are present. The resolution of the Head of School shall be considered final.

The procedure set forth is intended to serve as a means for peaceful settlement of disputes that arise between employees and Capitol Collegiate Academy.

- 1) In the event that an employee believes he or she has been treated unfairly, the employee should discuss the situation with his or her supervisor in an effort to resolve the issue.
- 2) If a resolution has not been reached through the discussion, the employee should go through the Uniform Complaint Procedure of the school.

- 3) There will be no retaliation of any kind against an employee for bringing up complaints under this procedure.
- 4) At their own expense, employees may seek outside guidance in order to articulate a complaint as clearly as possible.

NON-DISCRIMINATION POLICY

Capitol Collegiate Academy admits students of any race, color, gender, religion, disability and national and ethnic origin. Capitol Collegiate Academy does not discriminate on the basis of race, color, gender, religion, disability and national and ethnic origin in administration of its policies and programs.

Capitol Collegiate Academy works relentlessly to empower students of all racial and ethnic backgrounds to achieve their full potential. The adult community of the School will model the best practices and professional behavior of a diverse team.

Any grievance regarding discrimination shall be handled through the Head of School and in consultation with the Board of Directors when appropriate. The complainant should contact the EEOC officer, who shall provide information and assistance on filing and pursuing the complaint.

Specifically, no person within Capitol Collegiate Academy shall intentionally commit any of the following acts for reasons prohibited by this policy:

- Discriminate in the recruitment, hiring, training, compensation, benefits, promotion, transfer termination, lay-off, reduction in workforce, or any other terms or conditions of employment.
- Make any comments, display or distribute any materials that constitute unlawful harassment based on an individual's membership in a legally protected class.
- Deny a person any service or other program benefits based on the individual's legally-protected classification.
- A Capitol Collegiate Academy employee who has become aware of violations of this provision has the affirmative obligation to report the conduct to their immediate supervisor, or if the supervisor is engrossed in the conduct, to another member of the management team.

It is the policy of Capitol Collegiate Academy, its students, faculty, and its volunteers to provide information and program services to any and all interested parties in need of said services and for those interested in serving in a volunteer capacity, without regard to race, color, sexual orientation, age, national origin, handicap, gender, and/or ability to pay.

ACCOMMODATION OF INDIVIDUALS WITH DISABILITIES

Qualified individuals with a disability may make a request for reasonable accommodation to the Head of School. On receipt of an accommodation request, the Head of School will meet with the requesting individual to discuss and identify the precise limitations resulting from the disability and the potential reasonable accommodation that Capitol Collegiate Academy might make to help overcome those limitations. Capitol Collegiate Academy may request medical certification from the individual's doctor in order to verify the disability and the precise nature of the limitations.

IMMIGRATION LAW COMPLIANCE

Capitol Collegiate does not hire anyone that is not a citizen of the United States, or is not a non-citizen that is authorized to work in the United States under the Immigration Reform and Control Act of 1986. As a condition of employment, all employees must show valid proof that they are eligible to work in the United States.

OPEN DOOR POLICY

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

CORRECTIVE ACTION

Capitol Collegiate Academy 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 dismissal. 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 discharge. In cases of serious misconduct, however, certain steps of the progressive discipline process may be skipped or immediate discharge may be warranted.

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 staff responsibilities within 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 Capitol Collegiate Academy (Capitol Collegiate, Inc.) is the exclusive property of the school and may not be used, distributed, or sold to or for any other organization without the clear written consent of the Head of School. Further Capitol Collegiate assumes that all work completed by an employee is completed while under the employment of the school and is therefore property of Capitol Collegiate, unless outlined in writing by the employee.

WORKPLACE SEARCHES

To safeguard the safety and property of our employees, students and Capitol Collegiate Academy, 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. Therefore, there is no reasonable expectation of privacy with regard to items brought onto the school premises. It is considered to be part of each employee’s job at Capitol Collegiate Academy to cooperate fully with such searches. Refusal to cooperate may lead to disciplinary action, up to and including discharge.

OPERATIONS AND EXPECTATIONS

COMPUTERS

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. The School reserves the right to review all email messages and Internet transaction,

and users of the School's systems have no right to privacy in messages either sent or received. The use of obscene or harassing language when sending email message is strictly prohibited. Similarly, employees may not use the Internet to send, access, display, download or print pornographic or sexually explicit materials, derogatory, racial or religious messages, or other material which a reasonable person would find offensive. Such conduct may be grounds for discipline, up to and including termination.

PERSONAL PROPERTY

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.

DRESS CODE

Teachers are expected to maintain the highest degree of professionalism throughout the workday. Business and business-casual attire is expected for all employees, unless specifically stated or described. For men, this include slack, a collared shirt, and dress shoes. For women, this includes dresses, skirts or professional shirts, and professional shoes. No staff member should wear: excessive jewelry, cleavage-bearing clothing, short skirts or dresses, or unsafe shoes. A more in-depth explanation of the dress code can be provided by request of the employee and may be included in summer professional development.

CHILD WELFARE

Employees are mandated reporters, per state and federal law. All employees are required to be certified and complete annual training related to their responsibilities as mandated reporters. All employees are also required to sign an agreement **not** to engage in corporal punishment, as per state and federal law. Finally, no employee outside of those explicitly certified or an approved administrator, may restrain, lift, or in any way physically handle any student. Should the child's safety or the safety of others be in jeopardy, an employee should make reasonable judgment in securing the safety of students and/or creating a safe space to address any issues.

SMOKING

Employees may not use any tobacco products on school grounds, anywhere off of school grounds that is visible from school grounds, or anywhere that it could be reasonably expected to encounter students during the school day. Any violation of this policy may result in disciplinary action.

DRUG AND ALCOHOL POLICY

Capitol Collegiate Academy prohibits the possession, distribution or use of alcohol or any illegal narcotic, drug, or controlled substance on its premises or during any School activity. Employees who report to work under the influence of alcohol or of an illegal drug, narcotic, or controlled substance will be subject to disciplinary action, including immediate discharge.

USE AND CARE OF EQUIPMENT

All equipment, furniture, and other materials provided by the school are the property of CCA. Staff is expected to treat all equipment with the utmost respect and should be used only in the context of school-related business. Any personal computers that are distributed to staff are the sole financial responsibility of staff and damage/theft should be reported to the school immediately.

SCHOOL CLOSING

Capitol Collegiate Academy follows the same school-closing policy as the California Department of Education schools. Therefore, if the Department of Education makes an announcement regarding the delay of opening, closing, or early dismissal of students, Capitol Collegiate Academy will adhere to those same decisions. Instructional time that is lost as a result may be made up by adding an equal number of days to what was scheduled to the end of the school year. This decision will be made by the Head of School.

Acknowledgement Form

I hereby acknowledge that I have received a copy of the Capitol Collegiate Academy (CCA) Employee Handbook. I agree to comply with the policies set forth in the Handbook. I understand that if I have any questions about the matters contained in the Handbook, I should ask my supervisor or the Head of School.

I understand that the Handbook is informational in nature only, and that it is not intended to, and does not, create or constitute a contract of employment. I understand that my employment is “at will,” meaning that it may be terminated by CCA or me at any time, with or without notice and with or without cause.

I understand that any promises, representations, or statements concerning “fair” treatment or the like, whether in this Handbook or otherwise, are in the nature of a goal only, and are not enforceable as a contract or promise.

I understand that no supervisor, agent, or other representative of CCA, except the Head of School, has the authority to make any promises, representations, or statements concerning employment for a specified period of time or contrary to the policies outlines in this Handbook. Further, I understand that any such promise, representation, or statement by the Head of School must be in writing and signed by both parties.

I understand that the provisions of the Handbook are the most current at this time and supersede all previous policies, manuals, or handbooks issued by CCA. Further, I understand that the provisions of the Handbook are subject to modification at any time, at the sole discretion of CCA, with or without notice to me. I agree to comply with any such modification upon publication.

Signature: _____

Name (Printed): _____

Date: _____