



EMPLOYEE HANDBOOK

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I. INTRODUCTION

A. WELCOME STATEMENT

Welcome! As an employee of Ocean Charter School you **are** an important member of our team. We invite you to make your position with Ocean Charter School rewarding, challenging and productive.

Because our success depends upon the dedication of our employees, we have been highly selective in choosing new members of our team. We look to you and the other employees to collaborate and innovate for the success of Ocean Charter School. In particular, we encourage you to use constructive and positive communications in order to build mutual understanding among all parts of the Ocean Charter School family.

This Employee handbook has been prepared for all the Ocean Charter School staff to both aid you in understanding the School's Vision and Mission and to provide you with a summary of the benefits, policies, procedures and conditions of employment at Ocean Charter School. This handbook supersedes all previously issued handbooks, manuals, inconsistent policy statements or memos.

Use this handbook as a guide to orient yourself to Ocean Charter School and to answer some of the questions that you may have concerning your employment with the school. Remember that a handbook can only provide general information; the Administration should be your first and most necessary source of information about your employment with Ocean Charter School.

Some of the information in this handbook may change from time to time. OCS reserves the right to amend, supplement or rescind any of the provisions of this handbook as it deems appropriate in its sole and absolute discretion. While there will be periodic updates to this Handbook, the Administration should be able to answer or obtain the answers to your questions as they arise.

Nothing in this Handbook, or any other written or oral communication is intended to create a promise or representation of continued employment for any employee.

B. OCEAN CHARTER SCHOOLS VISION AND MISSION

Ocean Charter School is a community of families and educators using innovative teaching methods to nurture and educate children in a multi-cultural, urban environment.

We are committed to achieving academic excellence through experiential learning, enhancing the growth of curiosity and imagination through the rigorous practice of an arts-integrated curriculum. This approach addresses the whole child, promoting the development of healthy, responsible, and creative human beings. Our graduates will have the vision, desire and skill to live meaningful lives, balance technology and humanity, and create a sustainable future.

Ocean Charter School's curriculum informed by the Waldorf educational approach and

built on a foundation of creativity and self-confidence grows with the child to balance imagination, critical thinking and academic excellence. This foundation, combined with a focus on ecological and social responsibility, nurtures a sense of delight and wonder about the world, as well as respect for nature and humanity. Our goal is to graduate students who will positively shape our culture, rather than merely reflect it. Our curriculum is designed to empower each student with the knowledge that she or he matters as an individual and shapes not only her or his own life, but also, ultimately, the course of history.

At Ocean Charter School all staff are hired, coached and evaluated on “Three Key Expectations”.

They are:

- [the employee’s demonstrated commitment to the mission, vision, and values of Ocean Charter School.](#)
- the employee’s ability to work effectively as part of a team [and a commitment to a culture of constructive communications.](#) This includes the employee’s immediate work team, the OCS team and all other teams needed to effectively perform the employee’s role;
- [the employee’s ability to perform in the role s/he was hired for, e.g., teaching, administrative support, recess supervisor, etc.;](#)

This “three key expectations” concept is relatively unique. OCS could take the more traditional approach, focusing only on an employee’s technical performance. But if we are to move forward with the organization’s mission and vision, it is apparent that we [will use a more holistic approach for all staff performance reviews.](#)

C. USING THE HANDBOOK

This Employee Handbook is intended to help each staff member understand policies and procedures at Ocean Charter School (OCS). As an employee of OCS you are expected to read this handbook thoroughly and to know and abide by the policies outlined herein, as revised over time, throughout your employment. Our goal is for this handbook to serve as a useful reference throughout your employment at OCS. This handbook cannot anticipate every situation or answer every question about employment, and it is not an employment contract. Where appropriate and necessary, the administration will explain additional procedures and policies.

OCS reserves the right to change, deviate from, eliminate, or revise the handbook, except for the at-will provisions, at any time, without notice, whenever OCS determines that such action is warranted. This handbook supersedes and replaces all previous staff policies, practices and procedures.

If you have any questions about any policies or procedures, whether or not they are referred to in this handbook, please contact the administration or your supervisor.

THIS HANDBOOK IS SCHOOL PROPERTY AND MUST BE RETURNED UPON SEPARATION AND AT THE END OF EACH SCHOOL YEAR.

II. EMPLOYMENT RELATIONSHIP

A. EMPLOYMENT AT WILL

All employment at OCS is "at-will." This means that employment is for no definite period and both you and OCS have the right to terminate employment at any time, with or without advance notice and with or without cause. OCS also has the right to demote or discipline an employee, or alter the terms of employment, at any time, with or without cause and with or without advance notice, at OCS' sole discretion. No one other than the Executive Director of OCS has the authority to alter this at-will policy, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy. To be effective, any such agreement must be in writing, must be signed by the Executive Director of OCS and by the affected employee, and must express a clear and unambiguous intent to alter the at-will nature of the employment relationship.

For members of OCTA, see employment contract.

B. EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Ocean Charter School is an equal employment opportunity employer and strives to comply with all applicable laws prohibiting discrimination based on race, color, gender, age, national origin or ancestry, religion, physical or mental disability, veteran status, marital status, medical condition, sexual orientation, as well as any other category protected by federal, state, or local laws. All such discrimination is unlawful and all persons involved in the operations of OCS are prohibited from engaging in this type of conduct.

In accordance with applicable federal and state law protecting qualified individuals with known disabilities, OCS will attempt to reasonably accommodate those individuals unless doing so would create an undue hardship on OCS. Any qualified employee or applicant for employment with a disability who requires an accommodation in order to perform the essential functions of the job should contact the Administration and request an accommodation.

As an employee, it is your obligation to report every instance of unlawful discrimination to the Administration, regardless of whether you or someone else is the subject of the discrimination, and to provide detailed reports -- including names, descriptions, and actual events or statements made -- or any documents supporting the allegations. This will greatly enhance OCS's ability to investigate.

Based on any report, Ocean Charter School will conduct an investigation. If the investigation determines that prohibited discrimination or other conduct that violates OCS's policy has occurred, OCS will take disciplinary action, up to and including termination of employment, against those who engaged in the misconduct. Ocean Charter School will evaluate whether other employment practices should be added or modified in order to deter and prevent that conduct in the future. The Administration will inform the reporting employee of whatever action(s) OCS takes to resolve and remedy the situation.

Ocean Charter School prohibits any and all retaliation for submitting a report of unlawful discrimination or for cooperating in any investigation. Any employee who retaliates against the accuser or those involved in the investigation will be disciplined, up to and including discharge from employment.

C. DISCRIMINATION STATEMENT

Ocean Charter School is an equal opportunity employer and is committed to providing a work environment free of harassment, discrimination, retaliation and disrespectful, bullying, or other unprofessional conduct based on sex (including pregnancy, childbirth, breastfeeding or related medical conditions), race, religion (including religious dress and grooming practices), color, gender (including gender identity and gender expression), national origin (including language use restrictions and possession of a driver's license issued under Vehicle Code section 12801.9), ancestry, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, sexual orientation, military and veteran status or any other basis protected by federal, state or local law or ordinance or regulation.

It also prohibits discrimination, harassment, disrespectful, bullying or unprofessional conduct based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

In addition, the school prohibits retaliation against individuals who raise complaints of discrimination or harassment or who participate in workplace investigations.

All such conduct violates Ocean Charter School's anti-harassment/discrimination and retaliation policy.

Section 1.01 Harassment Prevention

Ocean Charter School's policy prohibiting harassment applies to all persons involved in the operation of the school. Ocean Charter School prohibits harassment, disrespectful, bullying or unprofessional conduct by any employee of the school, including supervisors, managers and co-workers as well as parents, vendors, independent contractors, unpaid interns, volunteers, persons providing services pursuant to a contract and any other persons with whom you come into contact while working.

Prohibited harassment, disrespectful, bullying or unprofessional conduct includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, comments, posts or messages;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests or sexual advances as a condition of continued employment, or to avoid some other loss and offers of

- employment benefits in return for sexual favors;
- Retaliation for reporting or threatening to report harassment; and
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law or by school policy.

Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. Prohibited harassment is not just sexual harassment but harassment based on any protected category.

Section 1.02 No Discrimination

Ocean Charter School is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in the school's operations. The school prohibits unlawful discrimination against any job applicant, employee, volunteer, unpaid intern or independent contractor by any employee of the school, including supervisors and coworkers.

Pay discrimination between employees of the opposite sex performing substantially similar work, as defined by the California Fair Pay Act and federal law, is prohibited. Pay differentials may be valid in certain situations as defined by law. Employees will not be retaliated against for inquiring about or discussing wages. However, the school is not obligated to disclose the wages of other employees.

Section 1.03 No Retaliation

Ocean Charter School will not retaliate against you for filing a complaint or participating in any workplace investigation and will not tolerate or permit retaliation by management, employees or co-workers.

Reasonable Accommodation

Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the school will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any job applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact a school representative with day-to-day personnel responsibilities and discuss the need for an accommodation. The school will engage in an interactive process with the employee to identify possible accommodations, if any, that will help the applicant or employee perform the job. An applicant, employee or unpaid intern who requires an accommodation of a religious belief or practice (including religious dress and grooming practices, such as religious clothing or hairstyles) should also contact a school representative with day-to-day personnel responsibilities and discuss the need for an accommodation. If the

accommodation is reasonable and will not impose an undue hardship, the school will make the accommodation.

The School will not retaliate against you for requesting a reasonable accommodation and will not knowingly tolerate or permit retaliation by management, employees or co-workers. All requests for accommodations will be kept confidential to the extent necessary to effectuate the accommodation.

Section 1.04 Complaint Process

If you believe that you have been the subject of harassment, discrimination, retaliation or other prohibited conduct, report your complaint to your supervisor or to: [any other school administrator, the HR Manager, the EEO or Title IX officer, the CEO or Executive Director, the business manager, or any other designated person] as soon as possible after the incident. You can bring your complaint to any of these individuals. If you need assistance with your complaint, or if you prefer to make a complaint in person, contact the [e.g., HR manager, Title IX Officer, Business Manager, Executive Director, other designated ombudsperson]. Please provide all known details of the incident or incidents, names of individuals involved and names of any witnesses. It is preferred that you report your complaint in writing, but this is not mandatory.

The School encourages all individuals to report any incidents of harassment, discrimination, retaliation or other prohibited conduct forbidden by this policy as soon as possible so that your complaint can be resolved in a fair and timely manner.

You may also file a complaint with the Equal Employment Opportunity Commission (EEOC) and/or the California Department of Fair Employment and Housing (DFEH) who will investigate and prosecute complaints of prohibited harassment, discrimination and retaliation in employment. The nearest office can be found by visiting the agency websites at www.dfeh.ca.gov and www.eeoc.gov.

Supervisors and/or managers must refer all complaints involving harassment, discrimination, retaliation or other prohibited conduct to the [e.g., HR manager, Title IX Officer, Business Manager, Executive Director, other designated person] of the school so Ocean Charter School can resolve the complaint.

When the school receives a complaint of misconduct, it will immediately undertake a fair, timely, thorough and objective investigation of the allegations in accordance with all legal requirements. The school will reach reasonable conclusions based on the evidence collected.

The school will maintain confidentiality to the extent possible. However, Ocean Charter School cannot promise complete confidentiality. The employer's duty to investigate and take corrective action may require the disclosure of information to individuals with a need to know.

Complaints will be:

- Responded to in a timely manner

- Kept confidential to the extent possible
- Investigated impartially by qualified personnel in a timely manner
- Documented and tracked for reasonable progress
- Given appropriate options for remedial action and resolution
- Closed in a timely manner

If the school determines that harassment, discrimination, retaliation or other prohibited conduct has occurred, appropriate and effective corrective and remedial action will be taken in accordance with the circumstances involved. The school also will take appropriate action to deter future misconduct.

Any employee determined by Ocean Charter School to be responsible for harassment, discrimination, retaliation or other prohibited conduct will be subject to appropriate disciplinary action, up to, and including termination. Employees should also know that if they engage in unlawful harassment, they can be held personally liable for the misconduct.

III. COMMENCING EMPLOYMENT

A. EMPLOYMENT APPLICATIONS

Ocean Charter School relies upon the accuracy of information and data presented throughout the hiring process. Any misrepresentations, falsifications or material omissions in any of this information or data may result in OCS's exclusion of the individual from further consideration for employment, or if the person has been hired, termination of employment.

Personnel Documentation Requirements: All employees will need to provide the following documents before being hired by Ocean Charter School. The employee will need to maintain these records to remain eligible for continued employment.

1. Completed Live Scan fingerprint form establishing a clear criminal history background check with the Department of Justice. Maintaining this clear criminal history is a requirement for continued employment.
2. Medical clearance establishing a negative reading for TB (whether by non-reactive TB injection test or by clear chest x-ray.) Such clearances will need to be re-established every 4 years by additional medical clearance. Ocean Charter School will maintain a record of each employee's last TB clearance and will notify an employee at least 6 months in advance of the date of required renewal.
3. For credentialed positions, employees must provide a copy of their valid California credential applicable to the position for which they are hired. This credential must be renewed by the employee and maintained as valid to remain eligible for continued employment.

B. BACKGROUND CHECKS

Ocean Charter School recognizes the importance of maintaining a safe workplace with

employees who are honest, trustworthy, and qualified, and who do not present a risk of serious harm to their coworkers or others. For purposes of furthering these concerns and interests, before hiring an individual, Ocean Charter School:

- reserves the right to investigate an individual's prior employment history, personal references, and educational background as well as other relevant information that is reasonably available to OCS;
- may review an applicant's credit report, criminal background and driving record;
- will comply with the federal Fair Credit Reporting Act and applicable state laws, including providing the job applicant with any required notices, forms or reports, when required by law.

Consistent with these practices, job applicants may be asked to sign certain authorization and release forms. Consistent with legal requirements, Ocean Charter School reserves the right to exclude any applicant from consideration for employment where the applicant refuses to sign these forms as requested.

Ocean Charter School may occasionally find it necessary to investigate current employees where behavior or other relevant circumstances raise questions concerning work performance, reliability, honesty, trustworthiness, or potential threat to the safety of coworkers or others. If this occurs:

- employee investigations may, where appropriate, include credit reports and investigations of criminal records, including appropriate inquiries about any arrest for which the employee is out on bail;
- Ocean Charter School will comply with the federal Fair Credit Reporting Act and applicable state or federal laws, including providing the employee with any required notices, forms or reports, when required by law;
- employees subject to an investigation are required to cooperate with OCS's lawful efforts to obtain relevant information, and may be disciplined up to and including termination for failure to do so.

C. IMMIGRATION COMPLIANCE

Ocean Charter School will comply with applicable immigration law, including the Immigration Reform and Control Act of 1986 and the Immigration Act of 1990. As a condition of employment, every individual must provide satisfactory evidence of his or her identity and legal authority to work in the United States on the first day of work. The most common forms of identification are a driver's license and social security card; however, other documents can be used, as specified on the I-9 form.

If you have any questions or need more information on immigration law issues, please contact the Administration. Failure to complete the I-9 form within three (3) business days of the date of hire may subject you to termination or suspension until the form is complete.

D. EMPLOYMENT STATUS

Employees at Ocean Charter School are classified into the following categories:

1. Certificated Employees

Certificated employees are considered those who are hired to work on a regular schedule and who have completed or are in the process of completing California State certification. Certificated employees may be classified as full-time or part-time. Certificated employees are also subject to provisions of the current OCTA contract and should use the contract along with this handbook to understand all rights and responsibilities as an employee of Ocean Charter School. Certificated employees are considered “exempt” and are not eligible for overtime pay.

2. Non-certificated Employees

Non-certificated employees are those who are normally scheduled to work with students full or part time. For example: specialty teachers, specialty assistants, playground supervisors, and kindergarten assistants. Eligibility for and participation in benefit plans is subject to specific employment. Non-certificated employees may be considered “exempt” or “non-exempt”. The Administration will identify exempt or non-exempt status for each employee at the time of hire or position change, if applicable.

3. Classified Employees

Classified employees are those who are scheduled to work either full time or part time to support the needs of the office. Part-time classified employees may be assigned a work schedule in advance or may work on an as-needed basis. Eligibility for and participation in benefit plans is subject to specific employment. Classified employees may be considered “exempt” or “non-exempt”. The Administration will identify exempt or non-exempt status for each employee at the time of hire or position change, if applicable.

4. Temporary Employees

Temporary employees are those who are employed for short-term or long-term assignments. An employee will not change from temporary status to another employee status unless specifically informed of such change in writing. Temporary employees may be considered “exempt” or “non-exempt”. The Administration will identify exempt or non-exempt status for each employee at the time of hire or position change, if applicable.

E. HIRING RELATIVES

A familial relationship among employees can create an actual or potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem:

- OCS may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists;
- where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment, at the discretion of the Administration;
- if two employees marry, become related, or date, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual;
- OCS will attempt to identify other available positions, and the employees will have 30 days to decide which individual will remain in his/her current position;
- if no alternate position is available, the employees will have 30 days to decide which employee will remain with Ocean Charter School;
- if this decision is not made in the time allowed, OCS will make the decision.

For the purposes of this policy, Ocean Charter School defines a relative as spouse, domestic partner, child, sibling, parent, in-law or step-relative, any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

IV. PAYROLL

A. WORKING HOURS & SCHEDULE

Our regular public operating hours are generally between 7:30 AM and 3:30 PM, Monday through Friday. The Administration will assign your individual work schedule, which will exceed the public operating hours if you are full-time. All employees are expected to be in their workspace at the start of their scheduled shift, ready to work. Dependability is essential for a smoothly running operation. Therefore, it is important that every employee abide by his/her assigned hours and schedule. Toward that end the following guidelines apply:

- It is the Administration's responsibility for assigning a work schedule to each employee and it is the employee's responsibility to begin and end work according to that schedule;
- In order to accommodate the needs of our school, it may be necessary to change individual work schedules or work assignments on either a short-term or long-term basis, with or without prior notification;

- At times, emergencies such as power failures, road closings, earthquakes, fires, or severe weather may interfere with the school's operations. In such an event, the school may order a temporary shutdown of part or all of its operations.

B. TIMEKEEPING PROCEDURES

In compliance with applicable federal and state laws, and in order to maintain accurate timekeeping records, all non-exempt employees must:

- record the time work begins and ends (within agreed upon schedule)
- obtain prior approval from a director to work any time exceeding agreed upon schedule
- record any departure from work for any non-work-related reason;
- Sign off on all time clock records by the last day of each pay period to be included in payroll.
- Do not allow any employee to alter, falsify, or tamper with your time records, or record time on another employee's time record. Such action is prohibited and subject to disciplinary action, up to and including termination of employment.

All part-time employees must complete their time record to certify the accuracy of all time recorded. Any errors on an employee's timecard should be reported immediately to the payroll supervisor, who will attempt to correct legitimate errors.

All employees must submit a request for planned time off to be authorized by their supervisor. Teachers must indicate substitute and lesson plan arrangements. In the case of unplanned absence, the request may be generated upon return.

All employees must sign-in and out daily for safety as well as attendance purposes.

C. PAYMENT OF WAGES

Paydays: For all employees, payday's are scheduled semi-monthly on the 15th of the month and the last day of the month. If a regular payday falls on a weekend or holiday, employees will be paid on the preceding business day. Classroom teachers are paid on an 11-month pay schedule (no pay check in July). Employees will be notified of any changes to the pay schedule 15 days in advance.

Automatic Deposit: Ocean Charter School offers automatic payroll deposit for employees. You may begin and stop automatic payroll deposit at any time. To begin, you must complete a form (available from the Administration) and return it at least 30 days before the pay period for which you would like the service to begin. To stop this service, complete the form and return it at least 30 days before the pay period for which you would like the service to end.

Paycheck Pick Up: No one other than the employee to whom the paycheck is written will be allowed to pick up a paycheck unless written authorization has been given for another person to do so. If there is an error in your paycheck, report it immediately to the Administration.

D. GARNISHMENTS, ATTACHMENTS AND JUDGMENTS

Under normal circumstances, Ocean Charter School will not assist creditors in the collection of a personal debt from employees. However, creditors may resort to certain legal procedures such as garnishments, levies or judgments, which legally require OCS to withhold part of your earnings in their favor, reducing your take-home pay. OCS will comply with all withholding requirements as imposed by state or federal law. OCS's obligation to withhold child support owed by an employee pursuant to an appropriate order is even more extensive than the requirements concerning other garnishments. In these cases, the following provisions apply:

- Employees will be notified of the date the notice is received, the date withholding begins, and the amount to be withheld;
- OCS must comply with the child support withholding order as written until directed otherwise by the issuing agency or the court, even if the employee insists the withholding order is incorrect;
- Child support claims take precedence over all other claims except taxes. However, the total amount to be withheld cannot exceed 50%;
- OCS may deduct and retain \$1 from the earnings of the employee for each payment made pursuant to a Wage and Earnings Assignment Order for child support;
- An employee's last known address and new employer's name and address, if known, will be provided to the appropriate enforcement agency as required by law.
- At no time will OCS discriminate against an employee whose wages are being garnished or terminate an employee for child support withholding, garnishment, or threatened garnishment.

E. LOANS AND ADVANCES

It is the policy of Ocean Charter School not to make loans or pay advances to employees. If a regular payday falls during a salaried employee's vacation, the employee's paycheck will be available upon his or her return from vacation.

F. REGULAR PAYROLL DEDUCTIONS

All employees are subject to voluntary and statutory deductions from their paycheck that may include, but not be limited to local, state, federal taxes or disability and health insurance.

Employees of Ocean Charter School are required to complete and sign a W-4 form for use by the contracted business manager in determining the correct amount of federal and state income tax withholding. You are responsible for supplying accurate and complete information. OCS cannot be held responsible for wrong information or for excessive or inadequate withholding based upon the completed W-4 form. Any change in name, address, telephone number, marital status or number of exemptions must be reported to the Administration immediately.

V. PERSONNEL

A. CONSTRUCTIVE RESOLUTION OF DIFFERENCES

Ocean Charter School welcomes employees' suggestions for improving the workplace and we are interested in hearing any suggestions, questions or concerns about your job, your working conditions or workplace interaction. We feel the most satisfactory solution to a job-related issue or concern is usually reached through a prompt discussion with the Administration, following these steps:

- Bring any concerns to the attention of your immediate supervisor, who will then investigate and provide a solution or explanation. If your concern is with your supervisor, bring the matter directly to the attention of their supervisor who will attempt to reach a final resolution with you.

These procedures cannot guarantee that every problem will be resolved to your satisfaction. However, OCS values your observations and you should feel free to raise issues of concern, in using constructive communication, without fear of retaliation.

B. UNLAWFUL HARASSMENT

In accordance with applicable law, Ocean Charter School prohibits any form of harassment whether sexual harassment or harassment because of race, color, national origin, ancestry, religion, physical or mental disability, marital status, medical condition, sexual orientation, age, or any other basis protected by federal, state, or local law. All such harassment is unlawful and will not be tolerated. Each employee of OCS is required to receive annual harassment training and have a signed a notice of completion placed in their personnel file. Applicable state and federal law defines sexual harassment as unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when:

- submission to the conduct is made a term or condition of employment;
- submission to or rejection of the conduct is used as basis for employment decisions affecting the individual; or
- the conduct has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile, or offensive working environment.

Prohibited harassment on the basis of race, color, national origin, ancestry, religion, physical or mental disability, marital status, medical condition, sexual orientation, age, or any other protected basis, includes behavior similar to sexual harassment.

Any employee, who believes they have been harassed on the job, or who is aware of the harassment of others, should provide a written or verbal complaint to the Administration.

All incidents of prohibited harassment that are reported will be investigated. The investigation will be completed and a determination regarding the reported harassment will be made and communicated to the employee who complained and to the accused harasser(s). Appropriate action will also be taken to deter any future harassment.

Retaliation against any employee by another employee or by OCS for using this complaint procedure or for filing, testifying, assisting, or participating in any manner in any investigation, proceeding, or hearing conducted by a governmental enforcement agency is prohibited. Ocean Charter School will not knowingly permit any retaliation against any employee who complains of prohibited harassment or who participates in an investigation.

Any employee of OCS who is found to have engaged in harassment including any administrator who knew about the harassment but took no action to stop it or failed to report the harassment to the Administration, is subject to disciplinary action up to and including discharge from employment.

Ocean Charter School encourages all employees to report any incidents of harassment forbidden by this policy *immediately* so that complaints can be quickly and fairly resolved. You should also be aware that the Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment in employment. If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency. The nearest office is listed in the telephone book or online.

C. PROHIBITED CONDUCT

We expect each employee to act maturely and responsibly, in order to assure orderly operations and provide the best possible work environment. Ocean Charter School expects employees to follow rules of conduct that will protect the interests and safety of everyone. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace, but the following are examples of infractions of rules of conduct that may result in disciplinary action. Any other types of conduct that threaten security, employee welfare and OCS's operations, vision and mission may also be prohibited.

1. Violation of any of the rules, regulations and policies stated herein.
2. Recording the work time of another employee, allowing any other employee to record your work time, or allowing falsification of any time card, whether your own or

another employee's.

3. Conducting personal business or business for another employer during OCS's scheduled work hours.
4. Falsification of employment records, employment information, or other records.
5. Theft or the deliberate or careless damage of any of the OCS's property or the property of any employee or customer.
6. Removing or borrowing OCS's property without prior authorization.
7. Unauthorized use of OCS equipment, time, materials, or facilities. Possessing, distributing, selling, transferring, using, being or working under the influence of alcohol or illegal drugs in the workplace.
8. Provoking a fight or fighting during working hours or on premises owned or occupied by OCS.
9. Carrying firearms or any other dangerous weapons, at any time, on premises owned or occupied by OCS.
10. Causing, creating, or participating in a disruption of any kind during working hours or on premises owned or occupied by OCS.
11. Insubordination, including but not limited to failure or refusal to obey the orders or instructions of any director or the use of abusive or threatening language toward any employee or director.
12. Using profane or abusive language at any time during working hours or while on premises owned or occupied by OCS.
13. Failing to notify the appropriate Administrator when unable to report to work.
14. Unreported absence of two consecutive scheduled workdays.
15. Failing to obtain permission to leave work for any reason during normal working hours.
16. Failing to observe working schedules.
17. Failing to provide a physician's certificate when requested or required to do so.
18. Sleeping or malingering on the job.
19. Making or accepting excessive personal telephone calls during working hours.
20. Working overtime without authorization or refusing to work assigned overtime.

21. Wearing extreme, unprofessional, or inappropriate styles of dress or hair while working.
22. Violating any safety, health, or security policy, rule, or procedure of OCS.
23. Committing a fraudulent act or a breach of trust in any circumstance.
24. Maligning, criticizing or undermining colleagues, parents or students or OCS itself in ways intended to or resulting in harm to the reputation and competitive position of the school in the community, the media and parents.

Although employment may be terminated at will by either the employee or Ocean Charter School at any time, without following any formal system of discipline or warning, OCS may exercise its discretion to utilize forms of discipline that are less severe than termination. Examples of less severe forms of discipline include verbal warnings, written reprimands, probation periods, demotions, suspensions and reduction of hours. While one or more of these forms of discipline may be taken in connection with a particular employee, no formal order or procedures are necessary.

This statement of prohibited conduct does not alter or limit OCS's policy of employment at will. Either an employee or OCS may terminate the employment relationship at any time for any reason, with or without cause or without notice.

D. CONDUCT & EMPLOYMENT OUTSIDE WORK

In general, Ocean Charter School does not seek to interfere with employees' off-duty activities. However, OCS requests that all employees ensure their off-duty conduct does not impact negatively on Ocean Charter School, either in terms of their individual work performance or the business interests of OCS, including its reputation. Employees are expected to conduct their personal affairs in a manner that does not adversely affect Ocean Charter School or their own integrity, reputation or credibility.

While employed by Ocean Charter School, employees are expected to devote their energies to their jobs with OCS. The following types of employment elsewhere are strictly prohibited:

- Additional employment that conflicts with an employee's work schedule, duties and responsibilities at OCS;
- Additional employment that creates a conflict of interest or is incompatible with the employee's position with OCS;
- Additional employment that impairs or has a detrimental effect on the employee's work performance with OCS;
- Additional employment that requires the employee to conduct work or related activities on OCS's property during the employer's working hours or using OCS's facilities and/or equipment; and

- Additional employment that directly or indirectly competes with the business or the interests of Ocean Charter School.

Ocean Charter School shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of additional employment.

E. DRUG & ALCOHOL ABUSE

Ocean Charter School strives to provide a drug-free and safe working environment for its employees and to promote high standards of employee health and safety by maintaining zero tolerance for drug and alcohol abuse by its employees. Therefore, the use of any illegal drugs, intoxicants, or controlled substances is strictly prohibited. Illegal drug use and indiscriminate alcohol consumption puts everyone at risk and will not be tolerated.

No one is allowed to use, possess, sell, manufacture, purchase, or be under the influence of alcohol, illegal drugs, intoxicants, or controlled substances at any time on Ocean Charter School premises, or while on OCS business.

The following rules and standards of conduct apply to all employees. Ocean Charter School strictly prohibits the following:

- Possession, use, or being under the influence of alcohol or an illegal drug, intoxicant, or controlled substance while on the job or on OCS premises;
- Driving a vehicle on OCS business while under the influence of alcohol or an illegal drug, intoxicant, or controlled substance;
- Distributing, selling, manufacturing, or purchasing--or attempting to distribute, sell, manufacture, or purchase--an illegal drug, intoxicant, or controlled substance during working hours or while on OCS premises;
- Testing positive on a required or requested drug or alcohol test or screen;
- Refusing either to take or to release information regarding a required or requested drug or alcohol test or screen; and
- Violating any of Ocean Charter School's rules or policies regarding alcohol and drug use.

Ocean Charter School may require drug and/or alcohol testing:

- for job applicants applying for employment, after a job offer, but before commencing employment;
- when a reasonable suspicion exists that any employee is under the influence of alcohol or any illegal drug, intoxicant, or controlled substance while on the job, or is otherwise in violation of this policy. Reasonable suspicion means suspicion

- based on information regarding, among other things, the appearance, behavior, speech, attitude, mood, and/or breath odor of any employee;
- when any employee is found in possession of alcohol or any illegal drug, intoxicant, or controlled substance in violation of OCS policy, or when any of those items are found in an area controlled or used by the employee, such as a classroom, desk or file cabinet;
 - when an accident, near-miss, or incident occurs in which safety precautions are violated or careless acts are performed, and a reasonable suspicion exists that the employee involved is under the influence of alcohol or any illegal drug, intoxicant, or controlled substance;
 - after any employee has participated in a rehabilitation program.

Ocean Charter School may inspect and search, with or without notice, employees suspected of possessing alcohol, illegal drugs, intoxicants, or controlled substances and employees' personal belongings, including any bags, purses, briefcases, and clothing, and all OCS property.

Employees who violate the OCS drug and alcohol abuse policy will be removed from the workplace immediately and may be brought to the attention of appropriate law enforcement authorities.

Disciplinary action, up to and including termination, may occur for any employee's conviction for criminal conduct involving illegal drugs, intoxicants, or controlled substances, whether on or off duty, or any violation of the OCS drug and alcohol abuse policy, including having a positive drug-test result or for any employee's conviction on a charge of sale, distribution, manufacturing--or attempted sale, distribution, or manufacturing--or possession of any controlled substance while off OCS property because that conduct, even though off duty, reflects adversely on Ocean Charter School.

In addition to reflecting adversely on Ocean Charter School, OCS must keep people who are involved with illegal drugs, intoxicants, and controlled substances off premises occupied by OCS in order to keep those substances off the premises.

Prescription drugs and/or over-the-counter drugs may also affect an employee's job performance and seriously impair that employee's value to Ocean Charter School. Any employee who is using prescription or over-the-counter drugs that may impair his or her ability to safely perform their job or may affect the safety or well being of others must submit a physician's statement that the prescription drug use will not affect job safety.

However, the employee is not required to identify the medication or the underlying illness. Various federal, state, and local laws protect the rights of individuals with disabilities and others with regard to the confidentiality of medical information, medical treatment, and the use of prescription drugs and substances taken under medical supervision. Nothing contained in this policy is intended to violate or interfere with individual rights under these laws.

Ocean Charter School will attempt to reasonably accommodate employees with chemical dependencies (alcohol or drugs), if they voluntarily wish to seek treatment and/or rehabilitation. Employees desiring that assistance should request an unpaid treatment or rehabilitation leave of absence.

OCS's support for treatment and rehabilitation does not obligate OCS to employ any person who violates OCS's drug and alcohol abuse policy or whose job performance is impaired because of substance abuse.

Ocean Charter School is also not obligated to re-employ any person who has participated in treatment or rehabilitation if that person's job performance remains impaired as a result of dependency. Employees who are given the opportunity to seek treatment and/or rehabilitation and are involved in any further violations of this policy will not be given a second opportunity to seek treatment or rehabilitation.

F. PUNCTUALITY & ATTENDANCE

Ocean Charter School expects all employees to report to work on a punctual basis. Further, you are expected to be at your workstation and ready to work at the beginning of your assigned work hours and you are expected to remain at your workstation until the end of your assigned work hours, except for approved breaks and meal periods. When your work takes you away from your workstation, you must let an administrator know where you are going and how long you expect to be gone.

If you know in advance that you will need to be absent, you are required to request this time off directly from your administrator. He/she will determine the most suitable time for you to be absent from your work.

Absenteeism, early departures from work, and late arrivals burden fellow employees and Ocean Charter School. If an employee cannot avoid being late to work or is unable to work as scheduled, he/she must:

- call his/her administrative assistant as soon as possible, and no later than one-half (1/2) hour prior to their scheduled starting time. If you are unable to call in yourself due to illness or emergency, designate someone to call on your behalf. If the administrative assistant is not available when you call, you may leave the information with an administrator, administrative assistant or on the school's voice mail system.
- provide an administrator with an honest explanation every time he/she is absent, late, or leave early;
- inform an administrator of the expected duration of any absence.
- notify an administrator of any change in his/her status as soon as possible.

If an employee is absent without any notification to the Administrative Team for three (3) consecutive days or more, the employee may be considered to have abandoned his/her employment and his/her voluntary resignation will be processed.

If you are absent because of illness for three (3) or more successive days, the Administration may request that you submit written documentation as to the nature of your illness from your doctor. If you are absent five (5) or more days because of illness, you may be required to provide written documentation from a doctor that you are able to resume normal work duties before you will be allowed to return to work.

Under Americans with Disabilities (ADA) guidelines, individuals with disabilities may be granted reasonable accommodation in complying with these policies if undue hardship does not result to OCS's operations. However, regular attendance and promptness are considered part of each employee's essential job functions. Be aware that excessive absenteeism, tardiness or leaving early may lead to disciplinary action, including possible termination of employment.

G. PERFORMANCE STANDARDS

You are expected to know your job duties and how to perform them promptly, correctly and with a positive attitude. You are also expected to cooperate with the Administration and your fellow employees and maintain a good team attitude and constructive communications. How you interact with fellow employees, directly affects the success of our school. Consequently, whatever your job position, you are expected to perform every task to the very best of your ability. The result will be better performance for Ocean Charter School overall and personal satisfaction to you.

To aid employees in their growth and development, performance evaluations are used as an opportunity to:

- discuss job tasks;
- identify and correct weaknesses;
- encourage and recognize strengths;
- discuss methods for improving performance.

Your supervisor will conduct periodic verbal and/or written performance evaluations with each employee without the guarantee of an increase in salary, a promotion, or even continued employment. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties or recurring performance problems. OCTA members refer to contracts for evaluation guidelines.

Your performance evaluations may review factors such as the quality and quantity of the work you perform, your knowledge of the job, your performance of the Three Key Expectations (commitment to mission, teamwork and technical ability), your initiative, your work attitude and your attitude and communication toward others. The performance evaluations are intended to make you aware of your progress, areas for improvement and objectives or goals for future work performance. Favorable performance evaluations do not guarantee increases in salary or promotions.

Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of Ocean Charter School. After a written evaluation, you will be required to sign the evaluation report simply to acknowledge that it has been presented to you, that you have discussed it with your supervisor, and that you are aware of its contents. If you wish, you will have the opportunity to add your own written comments in response to the written evaluation.

Ocean Charter School believes that employees should be given the opportunity to demonstrate their abilities and continually improve their job performance. However, where performance problems exist, employees should be told about these deficiencies and, in many instances, given an opportunity to improve. When OCS determines that an employee is a candidate for improvement, OCS will attempt to help the employee meet Ocean Charter School's expectations. However, any effort to work with employees to overcome performance problems should not be deemed as changing OCS's policy of at-will employment.

H. EMPLOYEE RECORDS

The information recorded in each personnel file is extremely important. Employees are encouraged to make sure that the personal data in the file is accurate and up to date by reporting any change of legal name, address, phone number, emergency contact, number of dependents, marital status, change of beneficiary, military or draft status, tax withholding, etc. to the Administrative Assistant in charge of personnel or the Administration.

Employees may inspect their personnel file in the presence of a representative of the Administration. Contact the Administration to schedule a mutually convenient time. Employees may request copies from their file of any documents that they have previously signed or they may add a written statement to their file explaining any disputed item.

The Administration is in charge of handling personnel records and personnel administration functions. Only the Administration and Administrative Assistants will have access to an employee's personnel file. However, OCS will cooperate with, and provide access to personnel files to law enforcement officials or local, state, or federal agencies in accordance with applicable law. All requests to review an employee's personnel file or any human resources questions should be referred to the Administration.

Confidential health/medical records are not included in an employees personnel file. OCS will safeguard them from disclosure and will divulge that information only

- as allowed by law;
- to the employee's personal physician upon written request of the employee; or
- as required for workers' compensation cases.

In addition, a current or prior employee's request for copies of their own payroll records will be provided as required by current law.

I. COMMUNITY RELATIONS

Ocean Charter School's success depends on the quality of the relationships and constructive communications between OCS, our employees, our community, our families, and the general public. Employees of OCS are expected to treat community members courteously and with the utmost respect at all times. Employees must attend to our community member's questions and requests promptly and professionally. If any employee needs assistance, they should contact the Administration or another employee who will be able to assist them and/or the member.

J. BUSINESS CONDUCT

Gift Receiving Policy: No Trustee or employee of Ocean Charter School shall accept monetary gifts consisting of, but not limited to, gift certificates, coupons, entertainment or event tickets from a grateful parent or a prospective donor without the prior consent of the Administration. The only gifts acceptable to receive without the prior consent of the Administration are small gifts such as flowers, small food baskets or edible treats.

Employees must report to the Administration any gift or gratuity valued in excess of one hundred dollars (\$100) from any potential/current parent, vendor, supplier, or other person doing business with Ocean Charter School. OCS discourages employees from accepting gifts or gratuities to ensure that school business decisions, transactions, and services are provided on an objective and professional basis.

K. CONFIDENTIALITY & PRIVACY

Information about Ocean Charter School, its employees, and community is to be kept confidential and divulged only to individuals within OCS with both a need and authorization to receive the information. Your employment with Ocean Charter School assumes an obligation to maintain confidentiality, even after you leave our employ. If in doubt as to whether information should be disclosed, err in favor of not disclosing information and discuss the situation with your supervisor.

All records and files maintained by Ocean Charter School are confidential and remain the property of OCS and are not to be disclosed to any outside party without the express permission of the administration. Confidential information includes, but is in no way limited to:

- financial records;
- strategic plans;
- personnel and payroll records regarding current and former employees;
- the identity of, contact information for, and any other account information on vendors, and suppliers;

- any other documents or information regarding OCS's operations, procedures, or practices.

Confidential information may not be removed from Ocean Charter School premises or photocopied without express authorization from administration.

Confidential information obtained during or through employment with Ocean Charter School may not be used by any employee for the purpose of furthering current or future outside employment or activities or for obtaining personal gain or profit. Ocean Charter School reserves the right to avail itself of all legal or equitable remedies to prevent impermissible use of confidential information or to recover damages incurred as a result of the impermissible use of confidential information.

Employees are required to enter into written confidentiality agreements confirming their understanding of OCS's confidentiality policies. Please see employee confidentiality agreement at the end of this handbook.

In addition any computerized personnel files that include the names and social security numbers, driver's license numbers, or security codes that permit access to financial information, will be maintained under the utmost security. If a breach results in unauthorized acquisition of unencrypted data, timely notification of that breach will be made to employees as required under state law.

L. CONFLICT OF INTEREST

All employees must avoid situations involving actual or potential conflict of interest. Personal or romantic involvement with a parent, competitor, supplier or subordinate employee of Ocean Charter School, which impairs an employee's ability to exercise good judgment on behalf of OCS, creates an actual or potential conflict of interest. Supervisor-subordinate romantic or personal relationships can also lead to supervisory problems, possible claims of sexual harassment, and morale problems.

An employee involved in any of the types of relationships or situations described in this policy should immediately and fully disclose the relevant circumstances to the Administration for a determination of whether a potential or actual conflict exists. If it is determined that an actual or potential conflict exists, Ocean Charter School may take whatever corrective action(s) it deems appropriate. Failure to disclose facts shall constitute grounds for disciplinary action, including termination.

M. EMPLOYEE DRESS & PROFESSIONAL APPEARANCE

It is our responsibility to set the tone of the school. One important aspect of that tone is professional appearance. As members of a profession who are entitled to respect from parents and students, it is important that we carry ourselves in a manner deserving of that respect. Although certain standards of adult dress have been relaxed over the years, it is still necessary to show good judgment in the type of clothing worn to work. Employees are responsible to report to work well groomed, clean, and dressed according to the requirements of their position and the nature of our business. Those

working in positions that require contact with the public are expected to maintain a professional appearance. Clothing should be neat, clean and tasteful. (e.g. avoid revealing clothing that exposes cleavage, undergarments, etc.) Political statements in the form of pins, shirts, hats or other clothing/accessories are not acceptable. Avoid clothing that can create a safety hazard. Clothing and accessories should be media and logo free.

Employees should contact administration for specific information regarding acceptable attire for their position. If an employee reports to work dressed or groomed inappropriately, s/he may be prevented from working until s/he returns to work well groomed and wearing the proper attire.

N. NON-FRATERNIZATION

Ocean Charter School recognizes that employees may develop personal relationships in the course of their employment. However, in an effort to prevent favoritism, morale problems, disputes or misunderstandings, and potential sexual harassment claims, direct supervisors are not permitted to date or engage in sexual relationships with subordinate employees. Violation of this policy may result in disciplinary action, including termination. Furthermore, coworkers are discouraged from dating or pursuing romantic or sexual relationships with each other.

VI. COMPANY FACILITIES

A. POLICY AGAINST WORKPLACE VIOLENCE

Ocean Charter School recognizes that violence in the workplace is a nationwide problem necessitating a firm, considered response by employers. The costs of workplace violence are great, both in human and financial terms. We believe that the safety and security of OCS employees are paramount. Therefore, OCS has adopted this policy regarding workplace violence.

Workplace violence:

- is any intentional conduct that is sufficiently severe, offensive, or intimidating to cause an individual to reasonably fear for his or her personal safety or the safety of his or her family, friends, and/or property such that employment conditions are altered or a hostile, abusive, or intimidating work environment is created for one or several of Ocean Charter School's employees;
- may involve any threats or acts of violence occurring on OCS premises, regardless of the relationship between OCS and the parties involved in the incident;
- includes threats or acts of violence that affect the educational interests of Ocean Charter School or that may lead to an incident of violence on OCS premises;

- may also include threats or acts of violence occurring off OCS premises that involve employees, agents, or individuals acting as a representative of Ocean Charter School, whether as victims of or active participants in the conduct.

The security of our facilities as well as the welfare of our employees depends upon the vigilance of each employee. Be aware of persons loitering for no apparent reason in parking areas, walkways, entrances, exits and service areas. Immediately notify the Administration when unknown persons are acting in a suspicious manner in or around our facilities or when keys or other security devices are missing. Secure your desk or office at the end of each day. When called away from your work area for an extended length of time, do not leave valuable and/or personal articles in or around your workstation.

Any person who engages in a threat or violent action on OCS property may be removed from the premises as quickly as safety permits and may be required, at the OCS's discretion, to remain off OCS premises pending the outcome of an investigation of the incident.

Any person who engages in a threat or violent action on OCS property may be removed from the premises as quickly as safety permits and may be required, at the OCS's discretion, to remain off OCS premises pending the outcome of an investigation of the incident.

B. USE OF EMPLOYER PROPERTY

All Ocean Charter School property, including, but not limited to desks, file cabinets, credenzas, computer systems, office telephones, cellular telephones, modems, facsimile machines, and duplicating machines, are to be used for OCS work-related purposes only. OCS property must be used properly and maintained in good working order.

Employee's who lose, steal or misuse OCS property may be personally liable for replacing or fixing the item and may be subject to discipline, up to and including discharge.

Ocean Charter School reserves the right, at all times and without prior notice,

- to inspect and search any and all of its property for the purpose of determining whether this policy or any other policy of OCS has been violated;
- to inspect and search any and all of its property when an inspection and investigation is necessary for purposes of promoting safety in the workplace or compliance with state and federal laws;
- to inspect and search any and all of its property during or after business hours and in the presence or absence of the employee;
- to question and inspect or search any employee or other individual entering onto or leaving OCS's premises;

- to inspect or search any packages or items that an individual entering onto or leaving OCS's premises may be carrying, including briefcases, handbags, knapsacks, shopping bags, etc.
- to require employees while on the job or on OCS's premises to agree to reasonable inspection of their personal property and/or persons;
- to require an individual to self-inspect his or her personal property or person by displaying the contents of any packages and/or turning out his or her pockets, in the presence of a representative of OCS, typically an administrator of the same gender. Ocean Charter School will not tolerate any employee's refusal to submit to a search.

Employees have no right of privacy as to any information or file maintained in or on OCS property (except for personnel files) or transmitted through OCS, including voice mail and/or electronic mail (e-mail) OCS reserves the right to monitor voice mail messages and e-mail messages, without notice to the employee and at any time, not necessarily in the employee's presence. Ocean Charter School may periodically need to assign and/or change passwords and personal codes for voicemail, e-mail, computers, etc. These communication technologies and related storage media and databases are to be used only for OCS business and they remain the property of Ocean Charter School. OCS reserves the right to keep a record of all passwords and codes used and/or may be able to override any such password system in the best interests of Ocean Charter School, its employees, or its customers or visitors.

Intellectual properties developed for and/or during OCS employment, e.g., code, programs, manuals, etc. are the property of OCS, not the property of the employee.

All bills and other documentation related to the use of OCS equipment or property is the property of Ocean Charter School and may be reviewed and used for purposes that OCS considers appropriate.

Employees may access only files or documents that they have permission to enter. Prior authorization must be obtained before any of OCS property is removed from the premises. Unauthorized review, duplication, dissemination, removal, damage, or alteration of files, or other property of OCS, or improper use of information obtained by unauthorized means, may be grounds for disciplinary action, up to and including discharge.

Terminated employees should remove any personal items at the time they leave OCS. Any such personal items left in the workplace are subject to disposal if not claimed at the time of an employee's departure.

C. USE OF TECHNOLOGY AND THE INTERNET

Ocean Charter School's technical resources including, but not limited to, desktop and portable computer systems, fax machines, Internet and World Wide Web (Web) access, voice mail, electronic mail (e-mail), and intranet, enable employees quickly and

efficiently to access and exchange information throughout OCS and around the world.

OCS's technical resources are provided for the benefit of OCS and its community. Therefore,

- These resources are provided for use in OCS business and are to be reviewed, monitored, and used only in that pursuit, except as otherwise provided in this policy.
- Employees have no right of privacy as to any information or files maintained in or on OCS's property or transmitted or stored through OCS's computer, voice mail, e-mail, or telephone system.
- Employees who wish to express personal opinions on the Internet are encouraged to obtain a personal account with a commercial Internet service provider and to access the Internet without using OCS resources.

Employees should not send e-mail or other communications that either mask their identity or indicate that someone else sent them.

Please see e-mail policy in appendix.

ACCEPTABLE USE POLICY

This policy is intended to establish guidelines for the appropriate use of the OCS computer network, Internet, and email. Access is provided primarily for OCS related business. Only current students or employees are authorized to use the OCS computer network. All users must follow this policy and report any misuse of the network or Internet to OCS. Users have no expectation of privacy regarding their use of OCS property, network and/or Internet access or files, including email accounts. OCS reserves the right to monitor users' online activities and to access, review, copy, store or delete any electronic communication or files and disclose them to others as it deems necessary.

Unacceptable behaviors include but are not limited to: creation and transmission of offensive, obscene, or indecent material; creation of defamatory material; plagiarism; infringement of copyright, including software, published texts, and student work; political and/or religious proselytizing; transmission of student images or student work without parental and Director permission; transmission of commercial and/or advertising material; and creation and transmission of material which a recipient might consider disparaging, harassing, and/or abusive based on race, ethnicity, national origin, sex, gender (expression or identity), sexual orientation, age, disability, religion, and/or political beliefs.

In addition to the above, OCS employees may not:

1. Install programs on the School's computer systems (including virus checking and screen savers) without prior consent of OCS.
2. Copy the School's software programs for personal use.

3. Connect computers (including laptops and personal computers) not owned or leased by OCS to the School's information systems network without the prior consent of OCS.
4. Disclose access codes, log-on or passwords or otherwise make the School's electronic resources available to persons not authorized to such access.
5. Infringe on other's access and use of the School's information systems, including, but not limited to:
 - a. Sending of excessive messages, either locally or off-site;
 - b. Unauthorized modification of system facilities, operating systems or disk partitions;
 - c. Attempting to crash or tie up a School computer or network;
 - d. Damaging or vandalizing School computing facilities, equipment, software, or computer files. Vandalism includes uploading, downloading or creating computer viruses and/or any malicious attempt to harm or destroy School equipment or materials or the data of any other user.
 - e. Developing or using programs which disrupt other computer users, access private or restricted portions of the system, and/or damage software or hardware components of the system;
 - f. Violate any federal, state, or local laws in the use of the School's information systems.
6. Participate in online chat or instant messaging unrelated to school business.
7. Participate in online gaming and gambling.
8. Place copyrighted material on the system without the author's permission. Users may download copyrighted material for their own use only and only in accordance with copyright laws.

With respect to acceptable use of the OCS computer network, Internet, and email, all faculty and staff are expected to maintain effective email communications with parents, administration, board and other faculty/staff via an OCS issued email account. This account is provided on the oceancs.org domain through Google. Effective email communication requires faculty and staff to log into their school issued email account at least once per day, not including weekends or holidays, and review messages. Messages from administration, board and other school faculty/staff may require a prompt response, as indicated, and faculty and staff must respond to these messages in the same manner they would respond to messages in hard copy left in their school mailbox. The OCS-issued email account is for professional use only in the capacity of each faculty or staff member's position at OCS. Faculty and staff must use this email consistent with the limitations set forth above, and may not use OCS email for personal use or gain. Violations of this policy shall be handled in accordance the applicable collective bargaining agreement for teachers, or School policy for all unrepresented employees.

D. USE OF STATIONERY & MAIL SERVICES

All engraved or printed OCS stationery, envelopes, and other work materials are for OCS business only. These materials may not be used for personal correspondence or non-business matters. When signing business letters on OCS letterhead, the employee's name and title must be used.

Employees are requested not to send or receive personal mail using OCS's mail services.

Employees will be asked to reimburse the cost of postage for non-business related materials sent through OCS's mail services.

E. BULLETIN BOARDS

Ocean Charter School maintains bulletin boards at each office location. Bulletin boards are reserved for use by OCS for posting work-related notices or notices that must be posted pursuant to local, state, and federal law. Please read the bulletin boards regularly so that you are kept informed. Only OCS employees may post notices of a non-offensive nature provided they obtain advance approval from the administrator at each site. Such posted items must be of a reasonable size and dated so that they may be removed when no longer timely. Bulletin boards will be updated periodically.

F. SOLICITATION & DISTRIBUTION OF LITERATURE

Approaching fellow employees in the workplace regarding activities, organizations, or causes, regardless of how worthwhile, important, or benevolent, can create unnecessary apprehension and pressures for fellow employees. Ocean Charter School has established rules, applicable to all employees, to govern solicitation and distribution of written material during working time and entry onto the premises and work areas. All employees are expected to comply strictly with these rules. Any employee who is in doubt concerning the application of these rules should consult with the Administration.

- No employee shall solicit or promote support for any cause or organization during his or her working time or during the working time of the employee or employees at whom the activity is directed.
- No employee shall distribute or circulate any written or printed material in work areas at any time, during his or her working time, or during the working time of the employee or employees at whom the activity is directed.
- Under no circumstances will non-employees be permitted to solicit or to distribute written material for any purpose on Ocean Charter School property.
- As used in this policy, "working time" includes all time for which an employee is paid and/or is scheduled to be performing services for OCS; it does not include break periods, meal periods, or periods in which an employee is not, and is not scheduled to be, performing services or work for OCS.

G. TELEPHONES

While at work, employees are expected to perform their job duties and responsibilities. Personal calls, both incoming and outgoing, must be kept to a minimum and must not interfere with their duties and responsibilities or OCS policies. Cell phones must be kept on vibrate or silent mode at all times.

Personal use of telephones for long-distance and toll calls is not permitted. Employees may be required to reimburse OCS for any charges resulting from their personal use of

the telephone. Abuse of the OCS telephones may result in disciplinary action, up to and including termination of employment.

Cell Phones: In the event that employees are provided with a cell phone, they may use the phone for personal reasons only in the event of an emergency; other personal use of a school cell phone is prohibited and OCS will seek reimbursement for any such personal calls/expenses.

Under no circumstances should employees place phone calls while operating a motor vehicle on OCS business and/or OCS time.

H. NO SMOKING POLICY

In keeping with Ocean Charter School's intent to provide a safe and healthful work environment, smoking in the workplace is prohibited. In California, employees, customers, vendors, and other guests are not allowed to smoke in OCS facilities or within 50 feet of any building entrance.

I. HEALTH & SAFETY

The health and safety of employees and others on OCS property are of critical concern to Ocean Charter School. We strive to attain the highest possible level of safety in all activities and intend to comply with all health and safety laws applicable to our school.

To this end, OCS must rely upon employees to ensure that work areas are kept safe and free of hazardous or unsanitary conditions. Therefore,

- Employees are expected to keep their work areas clean and organized. Employees are also expected to clean up after themselves in common areas such as lunchrooms and restrooms. Employees should be conscientious about workplace safety, including proper operating methods and known dangerous conditions or hazards.
- Employees should report any unsafe conditions or potential hazards to administration *immediately*, even if they believe they have corrected the problem.
- Administration should arrange for the correction of any unsafe condition or concealed danger.

Periodically, OCS may issue rules and guidelines governing workplace safety and health. Ocean Charter School may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected. Employees should contact Administration for copies of current rules and guidelines. Failure to comply strictly with rules and guidelines regarding health and safety or negligent work performance that endangers health and safety will not be tolerated.

Any workplace injury, accident, or illness *must* be reported to administration as soon as possible, regardless of the severity of the injury or accident. Failure to do so may result in disciplinary action up to and including termination or forfeiture of your rights under workers' compensation benefits policy. If medical attention is required immediately, staff will assist employees in obtaining medical care, after which the details of the injury or accident must be reported.

VII. BENEFITS

Refer to Employee Status page for definitions

A. EMPLOYEE BENEFITS

Eligible employees at Ocean Charter School are provided a wide range of benefits. A number of the programs (such as social security, workers' compensation, state disability and unemployment insurance) cover all employees in the manner prescribed by law. Benefits eligibility is dependent on a variety of factors including employee classification. 12 month classified employees and OCTA members should refer to their employment contracts for further details.

If you are a part-time or temporary employee, no benefits are available to you except as required by law. If you are a full-time regular employee, you will be eligible for the benefits described in this Handbook as soon as you meet the eligibility requirements for each particular benefit.

B. PAID HOLIDAYS

Ocean Charter School will grant paid holiday time off to full-time regular employees for the following holidays and breaks. Part-time and temporary employees are not eligible for holiday pay.

- Martin Luther King Day -1/15/18
- President's Day -2/19/18
- Memorial Day -5/28/18
- Independence Day -7/3/17 through 7/4/17
- Labor Day -9/4/17
- Fall Recess-9/21/17 and 9/22/17
- Thanksgiving Holiday -11/20/17 through 11/24/17
- Christmas Holiday-12/25/17 through 12/28/17
- Winter Break -1/1/18 through 1/4/18
- Spring Break -3/30/18 through 4/4/18
- Summer Break -7/24/17 through 7/28/17

C. PAID ILLNESS AND PERSONAL DAYS

Personal Time Off ("PTO") is given to full-time non-certificated, part-time certificated and classified employees of Ocean Charter School. Full-time, 11-month employees receive 7 (seven) days of PTO per year (August 1 to June 30). Full-time 12-month employees receive 8 (eight) days of PTO per year (July 1 to

June 30). Part-time employees earn 1 hour of sick leave per 30 hours worked, to be used between the first day of school and the last day of school each year. This sick leave earned by part-time employees is to be used for the purpose of recovery from illness or injury and cannot be scheduled for personal time off. For that reason, sick leave requests can only be made up to 24 hours in advance of the time the leave would be granted, unless a doctor's note is provided. If sick leave is used by an employee 3 or more work days consecutively, a doctor's note is required prior to the employee returning to work. Unused PTO cannot be rolled over to the next year or cashed out if unused. PTO must be taken in increments of either ½ day or 1 full day. Part-time employees may carry a maximum of 72 hours of unused sick leave to the following year of employment. OCTA members should refer to their collective bargaining agreement for information regarding their sick and personal leave.

D. PAID VACATION DAYS

All full time 12-month employees are granted 5 days of vacation each year which are pre-scheduled to coincide with the week of Summer Break. Employees who have worked for OCS for more than 1 full year are entitled to an additional 5 days of vacation time. Employees are eligible to use additional vacation time once they have completed 1 full year of service. Employees must schedule vacation during calendared school breaks and must have pre-approval from administration for any such scheduled vacation. Vacation time must be scheduled & approved before the fiscal year ends and occur prior to the start of the new school year.

E. WORKERS' COMPENSATION INSURANCE

Ocean Charter School, in accordance with state law, provides insurance coverage for employees in event of a work-related injury. To ensure that you received any workers' compensation benefits to which you may be entitled, you will need to:

- Immediately report any work-related injury, illness or accident to administration as soon as possible. Failure to do so in a timely manner may result in a delay of claim or in disciplinary action due to violation of our safety rules.
- Seek medical treatment and follow-up care if required. While employees may use their own physician, OCS reserves the right to arrange for a second opinion at OCS's expense.
- Complete a written Employee's Claim Form (DWC Form 1) and return it promptly to the Administration.
- Provide OCS with a certification from your health care provider regarding the need for workers' compensation disability leave due to injury or illness, your inability to work as well as your estimate return to work date.

- Ocean Charter School or its insurer will not be liable for payment of workers' 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 the employee's work-related duties/assignments.

F. STATE DISABILITY INSURANCE

Through the State of California, State Disability Insurance (SDI) is available for employees through the SDI's State Plan. The SDI program is State-mandated, and funded through employee payroll deductions. SDI provides affordable, short-term benefits to eligible workers who suffer loss of wages when they are unable to work due to a non work related illness or injury, or a medically disabling condition from pregnancy or childbirth. (California Unemployment Insurance Code, Section 2626). For additional information, please contact the Administration.

G. GROUP HEALTH INSURANCE

Ocean Charter School is interested in your health and wellbeing. OCS provides several Plans (health, dental and vision) for eligible employees. OCTA members refer to employment contract.

Details about current health insurance coverage options, including eligibility and payment requirements, are available from the Administration at the time you become eligible for enrollment.

H. POST-TERMINATION CONTINUATION OF MEDICAL INSURANCE

The Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA") provides eligible individuals with the option to continue medical insurance coverage under OCS's policy, at their own expense and for a certain period of time, upon the termination of employment as well as in other circumstances. For more information, please contact the Administration.

I. UNEMPLOYMENT INSURANCE

Ocean Charter School pays unemployment insurance taxes on your behalf to the state government and these taxes fund the payment of unemployment insurance benefits to you should you become eligible to receive them.

Detailed information about unemployment insurance benefits can be obtained from your state Employment Development Department (EDD).

J. LEAVES OF ABSENCE

In certain circumstances, an employee may find it necessary to take a leave of absence. If this occurs, the employee must notify the Administration in writing as soon as they become aware that they may need a leave of absence. OCS will consider each request in accordance with applicable law and school leave policies. Employees will be notified whether their leave request is granted or denied.

If granted, the employee should:

- comply with the terms and conditions of the leave;
- keep in touch with Administration during the leave;
- give prompt notice if there is any change in the return date;
- not accept other employment or apply for unemployment insurance while on a leave of absence. Acceptance of other employment while on leave will be treated as a voluntary resignation from employment at OCS, as of the day on which you began your leave of absence.
- uphold their obligation while on the job to perform their job responsibilities capably and up to OCS's expectations and to observe all OCS policies, rules, and procedures.

Ocean Charter School may put on hold or proceed with any counseling, performance review, or disciplinary action, including discharge, that was contemplated prior to any employee's request for or receipt of a leave of absence or that has come to OCS's attention during the leave. If any action is put on hold during the leave of absence, OCS reserves the right to proceed with the action upon the employee's return.

PTO will not accrue while employees are on a leave of absence and holidays will not be paid during unpaid leave. Upon return from a leave of absence, employees will be credited with the full employment status that existed prior to the start of the leave.

Pregnancy Disability Leave

Pregnancy, childbirth, or related medical conditions will be treated like any other disability, and an employee on leave will be eligible for temporary disability benefits in the same amount and degree as any other employee on leave. Employees should refer to the poster on pregnancy disability rights posted in our workplace as well as the notice provided at the time that an employee requests this type of leave of absence.

Any employee planning to take pregnancy disability leave must advise the Administration as early as possible to discuss the following:

- **Notification of need for leave:** An employee who needs to take pregnancy disability leave must inform OCS as soon as the employee is aware of the need for such a leave. The employee must consult with the Administration regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to OCS's operations. Any such scheduling is subject to the approval of the employee's physician.
- **Reasonable accommodation:** Upon the request of an employee and recommendation of the employee's physician, the employee's work assignment may be changed if necessary (and if such accommodation is possible) to protect the health and safety of the employee and her child. Requests for transfers of job

duties will be accommodated if the job and security rights of others are not breached.

- Physician's certification: Pregnancy leave usually begins when ordered by the employee's physician. The employee must provide OCS with a certification from a health care provider. The certification indicating disability should contain:
 - the date on which the employee became disabled due to pregnancy;
 - the probable duration of the period or periods of disability; and
 - statement that, due to the disability, the employee is unable to perform one or more of the essential functions of her position without undue risk to herself, the successful completion of her pregnancy, or to other persons
- Use of accrued paid time off (PTO) and pay during leave: An employee will be allowed to use any and all accrued paid time off (PTO) prior to commencing with a pregnancy disability leave. In addition, OCS provides employees with an additional six (6) weeks unpaid leave if needed, for purposes of pregnancy disability or other disability certified by the employees physician. If additional time off is needed for the employee's disability, such time off will also be unpaid time.
- State disability insurance benefits: an employee disabled by pregnancy is entitled to State Disability Insurance (SDI) to the same extent as for all other disabilities. Generally, SDI will pay for four weeks before delivery and six to eight weeks after delivery (depending on whether there was a cesarean section), but will extend a woman's eligibility upon certification from her physician that she is still disabled.
- Length of leave: Duration of the leave will be determined by the advice of the employee's physician, but employees disabled by pregnancy may take up to four months of leave, in accordance with applicable laws. Part-time employees are entitled to leave on a pro rata basis. The four months of leave includes any period of time for actual disability caused by the employees pregnancy, childbirth or related medical condition. This includes leave for severe morning sickness and for prenatal care.
- Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed.
- Continuation of employee benefits: Ocean Charter School does not continue to pay premiums for health insurance coverage for employees on leaves of absence. However, the employee may self-pay the premiums under the provisions of COBRA. The Administration can provide additional information. An employee on leave of absence is not eligible for holiday pay, and does not accrued PTO while on leave.
- Return to work: Return to work following the leave of absence will be allowed only when the employees physician provides a release to return to work. Under

most circumstances, an employee will be reinstated to her same position held at the time the leave began or to an equivalent position, if available. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if the employee had been continuously employed.

Any leave in excess of sixteen (16) weeks must be approved by the Administration. OCS cannot guarantee reinstatement to the same or similar job following a leave greater than sixteen (16) weeks' duration.

Partners: The employee's partner, if employed by OCS, may utilize any and all accrued paid time off (PTO) to participate in the birth and care of the newborn. Again, such time off should be requested as far in advance as possible.

Extended Medical Leave

A medical leave of absence may be granted for non-work related temporary medical disabilities (other than pregnancy, childbirth, and related medical conditions) for up to four months with a doctor's written certificate of disability. Employees should request any leave in writing as far in advance as possible. If you are granted a medical leave, OCS will pay your PTO for the period of time equivalent to your accumulated PTO earned.

A medical leave begins on the first day your doctor certifies that you are unable to work, and ends when your doctor certifies that you are able to return to work or after a total of four months of leave, whichever occurs first. The Administration will supply you with a form for your doctor to complete, showing the date you were disabled and the estimated date you will be able to return to work. An employee returning from a medical disability leave must present a doctor's certificate declaring fitness to return to work.

If returning from a non-work related medical leave, you will be offered the same position you held at the time your leave began if available. If your former position is not available, a comparable position will be offered. If neither the same nor a comparable position is available, your return to work will depend on job openings existing at the time of your scheduled return. OCS makes no guarantees of reinstatement, and your return will depend on your qualifications for existing openings.

California workers' compensation laws govern work-related injuries and illnesses. California pregnancy disability laws govern leaves taken because of pregnancy, childbirth, and related medical conditions.

Workers' Compensation Disability Leave

Ocean Charter School will grant a workers' compensation disability leave in accordance with state law if an employee incurs an occupational illness or injury. As an alternative, OCS may offer modified work.

All accidents, injuries, and illnesses, no matter how minor, must be reported to an employee's immediate direct supervisor. Failure to do so in a timely manner may result

in a delay of claim or in disciplinary action. In addition, an employee is required to submit a health care provider's statement certifying a work-related illness or injury, the inability to work, and the expected duration of the leave.

Workers' compensation disability leaves are without pay. However, employees may utilize accrued vacation time and any other accrued paid time off during the leave. All of those payments will be coordinated with any state disability, workers' compensation, or other wage reimbursement benefits for which they may be eligible. At no time will an employee receive a greater total payment than their regular compensation.

The employee may continue group health insurance coverage through OCS in conjunction with federal COBRA guidelines by making monthly payments to OCS for the amount of the relevant premium. Employees should contact the Administration for further information.

When an employee submits a medical certificate from a health care provider that he/she may return to work, the employee in most circumstances will be reinstated to his/her same position held at the time the leave began, or an equivalent position, if available. An employee returning from a workers' compensation leave has no greater right to reinstatement than if the employee had been continuously employed. For example, if the employee on leave would have been laid off, had s/he not been on leave, or if the employee's position has been eliminated or filled so as not to undermine OCS's ability to operate safely and efficiently, and no equivalent or comparable positions are available, then the employee would not be entitled to reinstatement.

An employee's return to work depends on his/her qualifications for any existing openings. If, after returning from a workers' compensation disability leave, an employee is unable to perform the essential functions of his/her job because of a physical or mental disability, OCS will look at reasonable accommodation.

It is important to Ocean Charter School that employees are compensated appropriately for any and all illnesses or injuries that occur while on the job. However, all employees should also be aware that filing a false or fraudulent workers' compensation claim not only costs OCS time and money, but also negatively impacts all employees through increased insurance costs and the impact of lost days from work. For these reasons:

- OCS will notify the workers' compensation insurance company of any concerns of false or fraudulent claims in accordance with the law.
- Any person who makes or causes to be made any knowingly false or fraudulent material statement or material misrepresentation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony.
- A violation of this law is punishable by imprisonment for one to five years, or by a fine not exceeding \$50,000.00 or double the value of the fraud, whichever is greater, or both.
- Additional civil penalties may be in order.

K. OTHER TIME OFF & LEAVES

Personal Leave of Absence

A personal leave of absence may be granted at the discretion of Ocean Charter School,

- after twelve consecutive months of employment;
- without pay;
- for up to thirty (30) calendar days within any 12-month period.

Requests for personal leave must be in writing, and should be limited to unusual and/or unavoidable circumstances requiring an extended absence. The employee must first use any PTO. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than thirty (30) calendar days. Any personal leave request should be directed to the Administration and must be approved by the Board of Trustees.

OCS does not guarantee reinstatement following a personal leave. However, OCS will offer employees returning from a personal leave of absence the same position, or a comparable position that the individual is qualified to perform, if either position is available.

Subject to the terms, conditions and limitations of applicable plans, health insurance benefits will become the responsibility of the employee on the day the leave commences. The full cost of dependent coverage is the responsibility of the employee at all times. When the employee returns from personal leave, OCS will again provide benefits according to the applicable plans.

Vacation time will not accrue during a personal leave of absence and holidays will not be paid during unpaid leave. If an employee fails to report to work promptly at the end of the approved leave, OCS will assume the employee has resigned.

Bereavement Leave

If an employee wishes to take time off due to the death of an immediate family member, the employee should notify the Administration immediately. Full-time employees may take up to three consecutive paid days off, with the approval of the Administration, following the death of the:

- employee's current spouse, registered domestic partner, parent, legal guardian, child or sibling;
- employee's current spouse's or registered domestic partner's parent, child or sibling;
- employee's child's spouse or registered domestic partner;

- grandparents or grandchildren.

The employee's supervisor may approve additional paid (i.e., use of accrued PTO) or additional unpaid time off, if necessary.

Civic Duty Time Off

Ocean Charter School encourages employees to serve on jury or witness duty when called. Employees must notify the Administration of the need for time off for jury or witness duty as soon as a notice or summons from the court or a subpoena is received. Part-time employees who have completed their introductory periods will be paid for up to three (3) days of jury or witness duty; any additional time will be unpaid time. Classroom teachers and full-time specialty teachers will not incur any reduction in pay for a partial week of absence due to jury or witness duty. These employees are expected to check their e-mail, voice mail, return calls, etc., as their schedules allow while on jury duty. Employees are expected to report for work whenever the court schedule permits. If desired, employees may use any accrued PTO. Employees may retain any mileage allowance or other fee paid by the court for jury services.

Verification from the court clerk of having served will be required and employees will be expected to report or return to work for the remainder of their work schedule on any day they are dismissed from jury or witness duty.

Either OCS or the employee may request an excuse from jury duty if, in OCS's judgment, the employee's absence would create serious operational difficulties.

OCS will continue to provide health insurance benefits to insured employees under its group medical plan for the full term of the civic duty leave.

Voting Time Off

If an employee cannot vote in a statewide public election before or after working hours, then sufficient time off will be allowed to go to the polls at the beginning or end of their work shift. OCS will pay employees for up to the first two hours of absence from regularly scheduled work that is necessary to vote in a statewide public election. Any additional time off will be without pay. An employee must give reasonable notice to the administration of the need to have time off to vote and must give at least three (3) days notice when three days notice is possible.

Emergency Duty Leave

OCS understands the need for certain employees who are bona fide emergency rescue personnel to be granted time off to perform emergency duty. This time may be taken as unpaid, or an employee may use vacation or sick leave that has accrued.

"Emergency rescue personnel" is defined as any person who is an officer, employee, or member of a fire department or fire protection or firefighting agency of the federal government, the State of California, a city, county, city and county, district, or other public or municipal corporation or political subdivision of California, or of a sheriff's

department, police department, or a private fire department, whether that person is a volunteer or partly paid or fully paid, while he or she is actually engaged in providing emergency services.

Domestic Violence & Sexual Assault Victim Leave

Employees who are victims of domestic violence or sexual assault are eligible for unpaid leave. You may request leave to ensure your health, safety or welfare, or that of your child in order to:

- Obtain a temporary restraining order, a restraining order or other court assistance;
- Seek medical attention for injuries caused by domestic violence;
- Obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence;
- Obtain psychological counseling related to an experience of domestic violence; or
- Participate in safety planning and take other actions to increase safety from future domestic violence, including temporary or permanent relocation.

You should provide notice and certification of your need to take leave under this policy. Certification may be sufficiently provided by any of the following:

- A police report indicating that the employee was a victim of domestic violence;
- A court order protecting or separating the employee from the perpetrator of an act of domestic violence or other evidence from the court of prosecuting attorney that the employee appeared in court; or
- Documentation from a medical professional, domestic violence advocate, health care provider, or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence.

Ocean Charter School will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision. The length of unpaid leave an employee may take is limited to twelve (12) weeks. No employee will be retaliated against for requesting time off under this leave.

School Activities Time Off

In order to accommodate parents, guardians, and grandparents with custody of school age children, OCS provides time off to attend school activities. In order for employees to utilize this benefit:

- children must be in kindergarten, grades 1-12 inclusive, or a licensed day care center;
- employees must give reasonable notice to administration of the planned absence;
- employees may utilize their existing paid time off;
- OCS requires documentation from the school noting the date and time of the visit.

If both parents of a child work for OCS, only one parent--the first to provide notice--may take the time off, unless OCS approves both parents taking time off simultaneously.

Employees may also be granted time off to attend a school conference involving the possible suspension of a child. Employees should contact the administration if time off may be needed for this reason.

Military Leave (Active and Reserve Service)

Leave without pay is provided to employees when they enter military service of the Armed Forces of the United States or are in the Armed Forces Reserves. Employees are afforded re-employment rights and retain full seniority benefits for all prior service upon re-employment in accordance with the Uniformed Services Employment and Reemployment Rights Act and the California Military and Veterans Code. Employees need to bring their military service orders to the administration as soon as their orders are received.

L. PROFESSIONAL DEVELOPMENT/EMPLOYEE EDUCATION

Some employees may need to attend training programs, seminars, conferences, lectures, meetings or other outside activities for the benefit of OCS or the individual employee. Attendance at such activities, whether required by OCS or the individual employee, requires the written approval of the Administration in advance of the event.

To obtain approval, any employee wishing to attend an activity must submit a written request detailing all relevant information including: date, hours, location, fees, expenses and the nature, purpose and justification for attendance to the Administration. Attendance at any such event is subject to the following policies on reimbursement and compensation.

For attendance at events required or authorized by OCS, reasonable and customary expenses will be reimbursed to the employee upon submission of proper receipts if applicable. Acceptable expenses generally include registration fees. Reimbursement policies regarding these expenses should be discussed with the Administration in advance of the event.

This policy does not apply to an employee's voluntary attendance, outside of normal working hours, at formal or informal education sessions, even if such sessions generally

may lead to improved job performance (i.e., Graduate School Studies, Higher Education Opportunities, etc.). While OCS encourages all employees to improve their knowledge, job skills and qualifications, such activities do not qualify for reimbursement or compensation under this policy, unless prior written approval is obtained as described.

M. SOCIAL SECURITY

Some employees of OCS are covered under the provisions of the federal social security law. Social security benefits are intended to supplement your family's retirement income and provide disability and survivors' benefits. OCS matches the amount of deduction from your wages for social security taxes. The total contribution by you and OCS is credited to your social security account. Detailed information about social security benefits can be obtained from the Social Security Administration.

N. RETIREMENT PLAN

Ocean Charter School offers a 403b retirement plan for its eligible classified and non-certified full-time employees. OCS will review the plan annually and determine the amount of employer contribution if any for that year. All eligible participants will receive a summary plan description.

VIII. TERMINATION

A. VOLUNTARY TERMINATIONS

If an employee decides to leave employment with Ocean Charter School, we ask that he/she provide at least two weeks' written notice. This will give us the opportunity to make the necessary adjustments in our operation. All property owned by OCS (e.g., computers, keys, classroom supply purchases- including books, credit cards, passwords) must be returned prior to departure. If an employee does not provide the requested two weeks' notice to the Administration, he/she may be considered ineligible for rehire.

B. INVOLUNTARY TERMINATION

While the decision to commence employment is consensual, the same is not always true when the time comes to terminate the employment relationship. Violation of OCS policies and rules and/or inability to perform job responsibilities may warrant action up to and including termination. OCS has established a system of discipline that includes verbal warnings, written warnings, probation and suspension. The system is not formal and OCS may, in its sole discretion, utilize whatever form or order of discipline is deemed appropriate under the circumstances up to and including termination of employment. OCS's policy of progressive discipline in no way limits or alters the at-will employment relationship. In the event an employee's employment is terminated, it is the Administration's responsibility to see that all OCS owned property is returned prior to departure.

C. REDUCTIONS IN FORCE

Under some circumstances, Ocean Charter School may need to restructure or reduce its workforce. If restructuring operations or reducing the number of employees becomes necessary, OCS will attempt to provide advance notice, if possible, to help prepare affected individuals. If possible, employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff, whether short-term or indefinite.

In determining which employees will be subject to layoff, OCS will take into account, among other things, operation and requirements, the skill, productivity, ability and past performance of those involved, and also, when feasible, the employee's length of service. However, the administration reserves the right to make determinations at its own discretion.

D. EXIT INTERVIEWS

Before leaving, an employee may be asked to participate in a voluntary exit interview. This will provide closure to an employee's employment with OCS and will allow OCS to ensure that it has resolved various administrative matters, answered any questions about continuation of benefits, and listened to any comments or ideas about improving Ocean Charter School's operations.

E. VERIFICATION OF EMPLOYMENT

All reference requests should be directed to the Administration. No other employee, supervisor or manager is authorized to release references for current or former employees. OCS will verify only the dates of employment and the title of the last position held by a former employee. If the employee authorizes the disclosure in writing, OCS will also verify the amount of salary earned. Appropriate authorizations should be signed at time of termination.

F. PAYMENT UPON TERMINATION

If OCS terminates your employment, you will be paid your earned and unpaid wages at the time of termination. If you terminate voluntarily, and you have given OCS at least seventy-two (72) hours notice, you will be paid earned and unpaid wages at the time of termination. Otherwise, you will be paid your earned and unpaid wages no later than seventy-two (72) hours after your termination.

Article I. APPENDIX

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10 Things We Agree that We do at Ocean Charter School

1. **Curricular Themes:** Curricular themes and activities coincide with children's developmental stages.

2. **Daily and Seasonal Rhythms:** Rhythm of expanding and contracting activities is central to a healthy class environment. Rhythm is realized through a balance of expansion (movement, singing, clapping, etc.) and contraction (reading, writing, listening, etc.). Seasonal rhythms find expression through seasonal stories and artwork and the learning of songs, poems, and verses drawn from a seasonal theme.

3. **Natural Materials:** When possible, we use natural materials in our arts, crafts, furnishings, etc. This contributes to a beautiful aesthetic, the nurturing of senses, and our connection to the natural world.

4. **Kindness:** Classes insist on constructive, respectful, cooperative, kind, safe behavior and interactions.

5. **Visual Arts:** Artistic work is integrated into the daily and weekly curricula. This artistic work includes modeling, painting, drawing, handwork and woodwork.

6. **Language Arts:** Students hear a story or story-like presentation (in upper grades this could be a lecture) every day. Classes work with various forms of age-appropriate literature, i.e. speech exercises, poetry, fiction and non-fiction prose.

7. **Movement Arts:** All classes study a form of artistic movement and will have instruction in games and movement

8. **Musical Arts:** Music is incorporated into the classroom on a daily basis through singing and the playing of flutes and recorders.

9. **Books:** Grades students create their own Main Lesson Books

10. **Imagination:** Material is shared with students in a fashion which is enlivening to the child's imagination and creativity. Activities are geared toward increasing students' flexibility of thought.

Field Trip Policy

Field trips are a part of our school culture because they enliven and deepen our curriculum. They build in distance, length of time, and cost as students' progress through the grades. Generally field trips do not occur in kindergarten, except for neighborhood walks, etc. Starting in first grade, teachers are expected to take their classes on a minimum of two trips a year. (We will add loop input on specific trips, in distance and cost).

Overnight trips may occur in 3rd grade and above. Trips typically become longer and farther away as students become older, however the length and nature of trips are contingent on the personalities/capacities of the individual class and the length of time the teacher has taught them. A teacher's longest and most distant trip would occur in the last year they loop with a class. Generally, initial trips are one or two nights away at a location no more than an hour or two drive away from school. By eighth grade students might be traveling cross country and staying for 5 nights.

Funding:

Field trip funds may be carried over from one school year to the next. These funds must remain as field trip funds, not to be used for any other purpose.

A. Parents:

1. Parents will not be asked to contribute more than \$100 per year for all field trips per child.

B. Budget:

1. A consideration will be brought to the attention of the Board of Trustees for revision of the budget to include an incremental field trip line item for grades 6th-8th grade.

C Fundraising:

1. One source of field trip funds is the Reef Cafe that generates between \$150 and \$250 per week without any special promotion or contributions from a class. The addition of other food/drink sales increases the revenue of the Reef considerably. All reef funds go into one pot that is distributed incrementally amongst the grades—the least amount going to first and the highest amount going to eighth. Student made curricular items may be sold at the reef and credited to their individual class.
2. All fundraising proceeds from the winter and spring faires go to the general fund, no exceptions.
3. The seventh and eighth grades may hold additional fundraisers outside of the scope of spring and winter fair. The work of the fundraiser must be primarily done by the students. These fundraisers must be approved by the Directors in consultation with the fund raising chairperson.

A binder of past trips, organized by grade level, is available in the office of each campus. Teachers will put brochures or other materials pertaining to their field trips into this binder, which will serve as a resource for the faculty. Teachers are encouraged to annotate materials with notes--“insider tips” or other helpful information.

The end of the year class trips (overnight) is curricular in nature and not a family trip. If a teacher wants to organize a family trip in addition to the regular field trips and end of the year trip, they may feel free to do so.

If a teacher wants to organize a family trip in addition to the regular field trips and end of the year trip, they may feel free to do so.

If any trip cost creates a financial hardship for any parent, OCS encourages the parents to notify the classroom teacher or the Director(s).

Activity/Field Trip Request Protocol

To be used by any staff, parent, or community member planning an activity for OCS purposes.

Step One: Complete Activity Form

Activity Forms are due to Administrative Assistant two (3) weeks prior to proposed event. Please complete Activity Form for all activities and field trips. (*incomplete forms will not be approved*)

Process includes:

1. Administrative Approval
2. Paper copy confirmation
3. Add to Master Calendar
4. Bus Confirmation (*if applicable*)
5. Email all staff (*as needed*) notify specialty teachers of events

Article I. Step two: Once activity has been approved follow appropriate clearances

Field Trip:

1. Provide Field Trip notification to parents at least (2) two weeks prior to the trip that includes information on destination, times, date, purpose, food provisions, transportation information and any other relevant information.
2. Collect "Field Trip Permission" forms.
3. Have all Chaperones complete a "Chaperone Agreement/Code of Conduct" Form. Only for overnight trips
4. Collect a photocopy of their drivers' license and insurance policy for all drivers. (*note: Please check for expiration dates and for 100K/300K/100K coverage*) Limits of liability minimum coverage-Bodily injury per person/bodily injury per accident/property damage
5. **Copies of all items (15) must be compiled and submitted to the Administrative Assistant 3 days prior to fieldtrip or cancellation will occur!**
6. Assure that Emergency Packs contain the following items:
 - a. Student Roster
 - b. Emergency/Transportation Release Forms
 - c. Band-Aids
 - d. Water
 - e. Ice Pack
 - f. Box of Kleenex
 - g. Sterile Bandage

Policy: Mandatory LiveScan Clearance for Parent Chaperones attending overnight camping trips

Parent volunteerism is a foundational part of Ocean Charter School's community. Historically, parents have participated in every aspect of school life. We look forward to continuing this tradition of parent volunteerism. Even so, OCS must also conform to a progression of student safety measures that public schools have been charged to undertake. LAUSD requires fingerprint background checks (LiveScan) for parent volunteers who work in potentially sensitive positions. This is to ensure that those parent volunteers, just like public school employees, have no criminal history and pose no undue risk to students. OCS is instituting this policy for parent chaperones who attend overnight camping trips. We hope this will not deter parents from volunteering, but instead will provide a sense of security for all students.

Going forward, OCS will pay directly for the institutional portion of the LiveScan fingerprint clearance charged by the Department of Justice, which amounts to \$32 for each clearance. We ask that parent volunteers pay for the personal portion of the fingerprint clearance, which is charged by LiveScan service providers for processing the forms. LiveScan providers set their own fees, which can range anywhere from \$15 to \$70. The OCS Human Resources Coordinator monitors clearances regularly and in the event that the status of the LiveScan changes, OCS reserves the right to dismiss a volunteer from their volunteer duties. Please note that even if a parent has been LiveScanned for another organization, they will have to be re-scanned for OCS because the results are only shared with the institution that pays for them. We realize this is a significant monetary investment for both parent volunteers and for OCS, but we believe this is necessary for student safety.

Procedure for Parent LiveScan Clearance:

[relevant time frame]

1. Teachers identify all proposed parent chaperones (including at least one alternate) and submit the list with a request to the OCS Human Resources Coordinator for an OCS LiveScan Fingerprint Clearance form. [at least 4 weeks before first day of overnight trip]
2. The OCS Human Resources Coordinator shall review the request, determine if any proposed chaperone (including the alternate) has not yet been cleared by LiveScan, and provide the necessary OCS LiveScan Fingerprint Clearance forms to the teacher. [within 3 school days after receipt of request]
3. The teacher provides the OCS LiveScan Fingerprint Clearance form to each proposed chaperone who has not yet been cleared by LiveScan. [at least 3 weeks before first day of overnight trip]
4. Each parent that receives an OCS LiveScan Fingerprint Clearance form takes it to a LiveScan agency of their choice and completes the fingerprinting process, including payment of fees. OCS can provide a partial list of service providers. [at least 2 weeks before first day of overnight trip]
5. The OCS Human Resources Coordinator shall inform the teacher as to the status of the LiveScan clearances and update that status as needed. [at least 1 week before first day of overnight trip]

Date Sent Home: _____

**PARENT'S OR GUARDIAN'S PERMISSION FOR FIELD TRIP
AND AUTHORIZATION FOR MEDICAL CARE**

_____ has my
permission (Student Name: please print first and last names)

to participate in the _____
(field trip/location)

on _____ Date(s) Cost (if any): _____

Departure time: _____ A.M. / P.M. Return time: _____ A.M. / P.M.

Supervising Teacher (please print): _____

General
Activity(s)
to be
included:

(1) _____

(2) _____

(3) _____

Method of Transportation: _____ Student is **walking** _____ Student **will ride on Bus**
_____ Student will ride in **Private Vehicle** _____ Other:

PARENTS, PLEASE NOTE: Section 35330 of the California Education Code states in part: "All persons making the field trip shall be deemed to have waived all claims against the district, charter school, or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion." Failure of student to comply with rules may result in student being sent home at parent/guardian's expense. Field trips are voluntary and a privilege; **student may remain in school at parent/ guardian's request.**

ASSUMPTION OF RISK: By signature hereon, parent/guardian waives liability against the school and acknowledges that the trip and its activity(s) may expose the student to potential harm including injury or death.

X _____
Authorized Signature of Parent or Guardian

X _____
Date

Check here if child **may not** participate in Activity number: (1) (2) (3) [Circle if applicable]

(CONTINUE ON BACK)

I understand that this trip is part of the School's educational program and provides a learning experience of educational value to my child. I further understand that the following activities associated with this trip are such that my child may not be supervised by an OCS staff member but instead by a parent volunteer or an associate/teacher of the field trip facility:

Transportation

I hereby give consent to my child's participation in the trip and in the activities.

PARENT/GAURDIAN SIGNATURE _____ Date: _____

(2 SIDED)

Ocean Charter School

ACTIVITY FORM

Received _____

Calendar- Google

Calendar -Master

Today's Date: _____

Staff/Chair: (print) _____ Grade: _____

Activity: School Event Day Field Trip Overnight Field Trip

Specify Activity: _____

Date: _____ Location: _____

On Campus Address: _____

Start: _____ AM PM School Departure time: _____ AM PM

Finish: _____ AM PM Approximate School Arrival time: _____ AM PM

Number of Students Participating: _____ Cost Per Student \$ _____

What do costs include? _____

Method of Transportation:

Walk School Bus Parent Carpool Other (*special permission required*)

Destination: (*Be specific & include contact Name & Number*)

Educational Goals or Purpose (*Be specific*)

Parent Volunteer # _____ Staff Volunteer # _____

Which Specialty Classes will be cancelled that day? _____

Plan of action for student/s not participating (*if applicable*):

(for office use only) _____

APPROVAL SIGNATURES

Date

Administrator _____ Approved _____ Not Approved _____ Revise & return

Office _____ Calendar _____ Bus Confirmed _____ Email Confirmation

Church Approval _____

White copy - Front Office (*to be placed in Field Trip Notebook*)

Yellow copy - Requester

COMPUTER AND ELECTRONIC MAIL POLICY

Ocean Charter School provides computer equipment to staff for use in their daily job. OCS encourages the use of e-mail to enhance and improve communication throughout the community. When used correctly, e-mail enables individuals to communicate in a paper free environment that can be cost effective and more productive.

E-mail should be composed with the same amount of thought and deliberation given to any business document. E-mails have been used in court to the same extent that any handwritten or typed document is used. Do not use the computer and/or e-mail facilities or access for:

1. Activities that interfere with your work;
2. Activities that interfere with the operation of the network;
3. Outside commercial activities or private businesses;
4. Illegal activities;
5. Any activities that could reflect negatively on Ocean Charter School;
6. Any content (such as sexual references or derogatory or demeaning language) that might make other employees, or recipients, feel uncomfortable or harassed. OCS's Anti-Harassment Policy applies to all uses of OCS's computers and E-mail system.
7. Pornography;
8. Junk mail (send messages only when all of the intended recipients have a direct interest in the content.);
9. Subscriptions for information not work related, (for example the Mickey Mouse Club)

Security:

Mailbox accounts are private and only released if individuals agree. They will not be shared among a group of individuals. Each employee is required to take all necessary steps to safeguard his/her user passwords, and to use password protected screensavers as needed.

The school reserves the right to access employee's e-mail accounts to retrieve work related information, or in the course of an investigation. Be sure to close the e-mail account if you will be away from your desk, and others may access your computer.

OCS is not responsible for any personal information or communications on its systems, and will not provide such material to employees in the event of termination or leave of absence.

Web Posting:

Check with the Directors to see who is exclusively responsible for posting materials on the Ocean Charter School website and Yahoo Groups, and is responsible for keeping this information current. If an employee would like to include information on the school's web page, please work directly with the responsible person. After receiving Director approval contact the Web-Master.



ATTENDANCE/TARDY TEACHER LETTER

_____ (Date)

Dear _____ (Parents),

I am concerned because your child, _____, has _____ absences and _____ tardies to school this year thus far. As you know, missing class time makes it very difficult for children to keep up with their academic and practical work as well as with their social development with their peers.

Because of these absences and/or tardies, s/he has missed the following areas of our class curriculum: (circle, main lesson block, etc.)

_____. S/he needs to make up the following work related to these curricular areas:

_____.

Please contact me for instructions on how the work should be completed so that your child can turn it in to me by _____. I can best be reached at

_____.

I appreciate your understanding of the importance of your child's punctual attendance at school. I look forward to seeing your child here every day on time in the future.

Sincerely,

_____ (Class Teacher's Signature)

PARENTS:

Please initial the statements below, sign, and return this portion of the letter to your child's teacher the day after you receive it.

_____ I understand the importance of my child attending school daily and of arriving on time.

_____ I will contact my child's teacher to find out what work is missing and how my child should complete that missing work.

_____ I commit to improving my child's attendance at school.

_____ I commit to bringing my child to school on time every day.

_____ Parent Signature

_____ Date

Purchase Order System
FORMS USED TO PRE-APPROVE, TRACK, AND PROCESS PURCHASED ITEMS

Purchase Order Forms-

Forms must be in duplicate, pre-numbered and used in sequence.

Requirements:

1. All Purchase Orders require approval by a director.
 - All purchases must be pre-approved by a Director.
 - Under the supervision of a Director, an Administrative Assistant will process paperwork for teacher purchases within the classroom budget.
 - Important: Classroom Budget Items are limited to items used for core student instruction of the student and are the property of OCS.
2. Copies of authorized Purchase Order forms will be given to the school employee responsible for receiving if needed.
3. A Purchase Order will be completed for all purchases.
4. Any individual (e.g., employee, board member, parent etc.) requesting a reimbursement must submit a completed Reimbursement form with a copy of the approved purchase order clearly indicating the goods and services purchased. Reimbursements **WILL NOT** be honored if purchase did not meet pre-approval guidelines. (Reimbursement forms are available in the office).
5. Original documentation (e.g. all receipts, including on-line orders, quotes, or any non recurring purchase) must be attached to the completed reimbursement forms.
6. Receipts must be taped to an 8 1/2x11 piece of paper and copied. Originals submitted with form. (Copies should be retained by individual requesting reimbursement)

Emergency Purchasing:

1. Pre-approved Purchase Order requirements will be waived for emergency purchases less than \$50.00 (Fifty Dollars). **Purchase order and receipts must be processed within 48 hours.**

Receiving:

1. Materials and supplies are inspected for condition and counted when received at the school site. All purchases must be counted and invoiced by an office staff.
2. Any shortages and rejections are noted on the packing slip and attached to the Purchase Order copy and forwarded to the authorized employee.
3. An Administrative Assistant will receive the invoice, attach it to the Purchase Order forward it to administration for approval via the standard bill paying process.

Class Donations

The goal of this policy is to:

- meet classroom needs equitably for all classrooms
- ensure that parents do not feel pressured to donate or “nickel and dime”
- encourage a climate of school-wide support and community

The guidelines for classroom donations are:

- Teacher Representatives and teachers may not ask parents for cash donations, except for field trips. See field trip policy for details.
- Parents are never required to make a purchase or donation. Arrangements must be made for parents who are unable to pay for a field trip or provide something their student requires. All students must have equal access to classroom activities.
- Parents must be made aware that arrangements will be made for those who are unable to provide field trip money or supplies and they should talk to their teacher or a Director.
- Classroom fairy tasks that involve purchasing should be limited to grades K-2 and fairy tasks that involve shopping should be limited such that parents are not asked to shop more than 4 times each year. Kindergarten Fairy donations should cost no more than \$100 for the year per student (OCS feels this is a fair request based upon the field trip policy of no-trips in Kinder). All other first and second grade fairy donations should not exceed \$20.00.
- Teachers may ask parents to provide items for the individual student's use that are necessary for the child's education and will remain the child's possession. Requests for school supplies should be comparable to those made at nearby public schools (their lists are displayed at Office Depot/Staples). Teachers can ask for OCS-style materials as long as they are easily obtainable and the total cost to the parent is comparable to nearby public schools. If items are made or purchased for the children upon the request of the teacher, reps may collect for the cost of those items (e.g., cloth bags); reps may not collect donations from parents for purchasing items for the classroom (e.g., curtains).
- Classroom beautification projects should not exceed \$100.00 total for the class for the entire year.

Teachers need to be mindful of how they express their hopes and dreams. Parents are beautifully anxious to support their teachers and it is easy for a casual comment, “Gee, I wish I had a whole wall of bookshelves,” to turn into parental action. If teachers find they have a need for their classrooms that is not reflected on the Basic Classroom Set Up List, they should consult with their loop. If the loop agrees this is a standard necessity, they can propose it to the administration. The administration may then include it in next year's budget.

**OCEAN CHARTER SCHOOL
MAR VISTA CAMPUS
EMERGENCY PROCEDURES**

REMINDERS FOR ALL TEACHERS:

1. Remind students that they need to walk out to the parking lot and QUIETLY.
2. Students should not play on the yard equipment or apparatus.
3. Classes should be lined up (single file and quietly).
4. Make sure your class is in the appropriate place in the parking lot.
5. Bring your class attendance for that day, a pen, and your red emergency backpack.

I. Assembly Area

All staff not assigned to an operations job will convene in the outdoor evacuation area. Main responsibility is to make sure that all students are supervised in the emergency assembly area.

II. Reunion Gate

The reunion gate is our main exit gate on Braddock. Main responsibility: When parents come to the gate to pick up their child, staff checks their photo I.D. and confirms that person picking up the child is listed on the emergency release form. Once identity is checked, staff will send student monitors to get the requested student and bring him/her to the gate to go home. Reunion gate staff is responsible for keeping a record of all released students and to whom they were released. Reunion gate staff will also ensure our gate is closed, except when students are leaving, and that all other entrances are locked at all times.

III. First Aid

The first aid team will triage injured and administer first aid. The first aid station will be located near the outdoor evacuation area. See map for details. First aid personnel will remain here and the search and rescue personnel will bring the injured to the first aid station for treatment. See map for location of morgue.

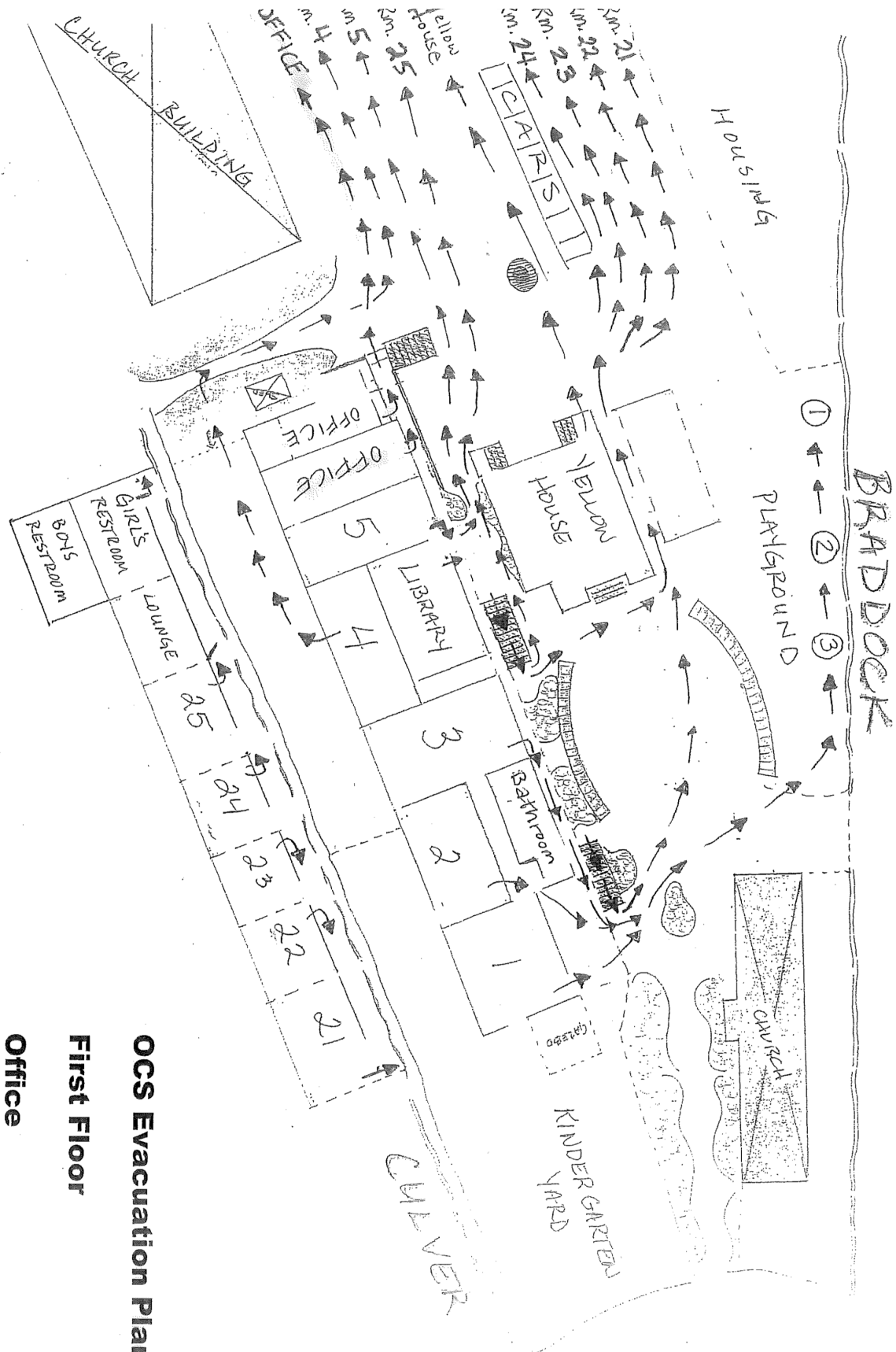
IV. Search and Rescue

This team will be responsible to quickly mobilize. The team should meet in the emergency evacuation area. The team should have keys to get in all classroom areas. The search and rescue team should check all OCS rooms. Those injured should be brought to the first aid station, if possible. In the event of numerous injuries, triage should be implemented. Time is of the essence. Judgment has to be made as to who can be saved and who possibly can't.

V. Back-Up Command Leaders

In the event that an administrator is not on campus, the back-up leader will take charge of all emergency operations, including media releases.

If you have any further questions, please see an administrator.



OCS Evacuation Plan
First Floor
Office

**OCEAN CHARTER SCHOOL
INCIDENT / INJURY REPORT - STUDENT**

(Print or type clearly)

Please have the leader or supervisor who witnessed the incident complete this report in detail for any injury that may result in a future claim. (Head, neck, back as well as severe cuts and broken bones).

General Information:

Ocean Charter School address: 12606 Culver Blvd or 13151 Appleton Way Los Angeles 90066
Contact Person: Director/ Administrative Assistant Phone: 310-827-5511 310-313-1230
Location address of incident (if different) _____

Name of injured person: _____ Age _____ Sex: M/F

Name of Parent (s) _____

Home #: _____ Other #: _____

Address: _____

Status: ___ Student / Grade ___ ___ Visitor / Guest ___ Employee ___ Other

Did injured party need further treatment? YES / NO; If so, where: _____

If minor, were parents notified? YES / NO By: ___ Writing ___ Phone ___ Other

Incident Information:

Day _____ Date _____ Time _____ AM/PM Conditions: _____

Name of Supervisor: _____ Home #: _____

Supervisor Title: _____ Other #: _____

Witnesses (Name, numbers, statement):

1. _____

2. _____

3. _____

Was the incident reported when it occurred: YES / NO

Describe the incident in detail:-

Take any photos or make a sketch of the injury on the backside of this page.

Sketch / Diagram:

Procedure followed at the time of the incident:

Who provided treatment at the site:

Number (if different from supervisor): _____
Type of injury: Abrasion / Scratch Fracture / Break Sprain / Strain
Contusion / Bruise Laceration / Cut Other: _____

Action taken:

None First aid treatment by staff Referred to doctor: _____
Transported to hospital: _____
Person Notified: _____ Time: _____ AM / PM

Part of body injured:

Abdomen Arm Back Chest Ear Eye Foot / toe / ankle
Hands / fingers Head / skull Knee Leg Mouth / Teeth
Neck Nose Other: _____

Could the injured person have done anything to prevent the injury? Yes No
If yes, explain _____

Parents Response:

By whom: _____ Date: _____ Time: _____ AM / PM

Report Completed by: _____ Title: _____ Date _____
Administrative Review by: _____ Title: _____ Date _____

**OCEAN CHARTER SCHOOL
INCIDENT/ INJURY REPORT - Staff/Volunteer**

(Print or type clearly)

Please have the leader or supervisor who witnessed the incident complete this report in detail for any injury that may result in a future claim. (Head, neck, back as well as severe cuts and broken bones).

General Information:

Ocean Charter School address: 12606 Culver Blvd or 13151 Appleton Way Los Angeles 90066
Contact Person: Director/ Administrative Assistant Phone: 310-827-5511 310-313-1230
Location address of incident (if different) _____

Name of injured person: _____ Age _____ Sex:

M/F

Home #: _____ Other #: _____

Address: _____

Status: ___ Employee ___ Volunteer ___ Other

Did injured party need further treatment? YES / NO; If so, where: _____

Incident Information:

Day _____ Date _____ Time _____ AM/PM Conditions: _____

Name of Supervisor: _____ Home #: _____

Supervisor Title: _____ Other #: _____

Witnesses (Name, numbers, statement):

1. _____

2. _____

3. _____

Was the incident reported when it occurred: YES / NO

Describe the incident in detail:

Take any photos or make a sketch of the injury on the back of this page.

Sketch / Diagram:

Procedure followed at the time of the incident:

Who provided treatment at the site:

Number (if different from supervisor): _____
Type of injury: __Abrasion / Scratch __Fracture / Break __Sprain / Strain
__Contusion / Bruise __Laceration / Cut __Other: _____

Action taken:

__None __First aid treatment by staff __Referred to doctor: _____
__Transported to hospital: _____
Person Notified: _____ Time: _____ AM / PM

Part of body injured:

__Abdomen __Arm __Back __Chest __Ear __Eye __Foot / toe / ankle
__Hands / fingers __Head / skull __Knee __Leg __Mouth / Teeth
__Neck __Nose __Other: _____

Could the injured person have done anything to prevent the injury? Yes No

If yes,
explain _____

Report Completed by:

_____ Title: _____ Date _____

Administrative Review by:

_____ Title: _____ Date _____

Sexual Harassment Policy

This policy and its accompanying procedures are legally required. This policy is drafted so that the policy and procedures are contained in one document. The school may wish to maintain the procedures in a document separate from the board policy.

Sexual harassment of or by any student or member of the **Ocean Charter School** staff shall not be tolerated. The Board of Trustees considers sexual harassment to be a major offense, which may result in disciplinary action, including dismissal or expulsion, of the offending student or staff member, or other appropriate sanction.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when it interferes with an individual's performance at school and/or creates an intimidating, hostile or offensive educational environment. The conduct described above is also sexual harassment when submission to it is made either explicitly or implicitly a term or condition of an individual's access to education.

Sexual harassment regulated by this policy pertains to behavior of a sexual nature while students are under the jurisdiction of the School.

Students may receive age-appropriate training and/or instruction on the prohibition of sexual harassment at the School. Copies of this policy, implementing administrative regulations containing rules and procedures for reporting charges of sexual harassment and for pursuing available remedies shall be available at the School's Administrative Office.

Any student who believes that he or she has been harassed or has witnessed sexual harassment is encouraged to immediately report such incident to his or her teacher or to the Schools Sexual Harassment Investigator (Administrative Team). The Investigator will promptly investigate all such incidents in a confidential manner.

Adopted: 2008

Statement against Sexual Harassment

No toleration policy - Sexual harassment of or by any faculty, staff or student is illegal and will not be tolerated. The Board of Trustees prohibits sexual harassment, and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state or local law or ordinance or regulation.

- **To whom the policy applies** - This policy applies to all persons involved in the operation of the School and prohibits unlawful harassment by faculty, staff, and students.
- **Discipline** - The Board of Trustees considers sexual harassment to be a major offense and any individuals who violate this policy are subject to discipline up to and including dismissal, expulsion or other appropriate sanction.
- **Prompt and Thorough Investigation** - All claims of harassment will be taken seriously and will be investigated promptly and thoroughly.
- **Confidentiality** - Sexual harassment advisers and others responsible to implement this policy will respect the confidentiality and privacy of individuals reporting or accused of sexual harassment to the extent appropriate.

- **No Retaliation** - Retaliation against any employee or student who in good faith reports or provides information related to harassment in violation of this policy is against the law and will not be tolerated. Intentionally providing false information, however, is grounds for discipline.

Sexual Harassment Defined

Unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made implicitly or explicitly a term or condition of employment or educational development;
- Submission or rejection of such conduct is used as a basis for employment or education decisions affecting individuals; or
- Such conduct has a purpose or effect of unreasonably interfering an individuals work or educational performance, or creating an intimidating, hostile or offensive working or educational environment.
- Sexual harassment in California also includes:
 - Verbal harassment, such as epithets, derogatory comments or slurs;
 - Physical harassment such as assault or physical interference with movement or work; and
 - Visual harassment, such as derogatory cartoons, drawings or posters.
 - Unwelcome sexual advances of an employer towards an employee or student of the same sex and harassment on the basis of pregnancy disability are unlawful sexual harassment. Employees and students in California are protected from discrimination based on their actual or perceived sexual orientation. Sexual orientation is defined as heterosexuality, homosexuality, and bisexuality.
- Specifically, sexual harassment may occur as a pattern of degrading sexual speech or actions and may include, but is not limited to the following examples:
 - Vulgar remarks;
 - Sexually derogatory comments regarding a persons appearance;
 - Physical touching, pinching, patting, or blocking free movement;
 - Sexual propositions or advances (with or without threats to a persons job or promotion if that person does not submit);
 - Sexually suggestive or degrading posters, cartoons, pictures or drawings;
 - Offensive sexual jokes, slurs, insults, innuendos or comments; or
 - Physical assault.

Notification

- A copy of the Policy Information Sheet shall be provided to all School students and employees at the beginning of the first semester of each school year with the disbursement of the first paycheck, noting whether any amendments have been made.
- A copy of the Policy Information Sheet and Board Sexual Harassment Policy # will be provided as part of new student orientation and at the beginning of each new school term.

- New employees to the School will receive a copy of the Information Sheet and Board Sexual Harassment Policy upon acceptance of employment.
- The Board Sexual Harassment Policy will be displayed in a prominent location at the School.
- A copy of the Board Sexual Harassment Policy shall appear in any publication of the School that sets forth the comprehensive rules, regulations, procedures and standards of conduct from the School.

Employees or students who have questions concerning this Board Policy are encouraged to contact the Administrative Team.

Complaint Filing Procedure

- Informal Resolution - The Board encourages communication among its employees and students. If you feel that you are being harassed by another student, if reasonably possible, we suggest informing the party directly that his or her conduct is unwelcome or offensive and it must stop. If this is not possible, or if the alleged harasser is an employee of the School, or if the behavior continues, follow the complaint filing procedure.
- Written Complaint - Complaints should be submitted within one (1) year of the alleged incident to ensure a prompt, thorough investigation.
- Any student who believes he or she has been harassed, or believes he or she has witnessed harassment by a peer, or agent of the School should promptly report in writing, using the attached form, incident(s) to the Administrative Team.
- A complaint form is attached to this Policy. It is important to fill in as much information as accurately as possible. A copy of this form can be obtained from the Administrative Team.
- The Administrative Team, or designee, will investigate all reported incidents within 10 days of receiving a written complaint form, unless the Administrative Team, or designee, is the subject of the investigation, in which case the Board of Trustees shall appoint an investigator. The individual responsible for the investigation will hereinafter be referred to as the Investigator. If the Investigator deems it necessary, he or she will convene a Team of trained investigators to proceed in the investigation.

1. Investigation

- Complaints will be treated seriously and investigated immediately.
- Complaints will be handled confidentially.
- Complainants will be promptly and fully informed of their rights pursuant to this policy.
- All witnesses and the accused will be properly and fully informed of their rights and remedies pursuant to this policy.
- All interviews of the accused, witnesses and the complainant shall be conducted in a private area.

- The Investigator will be properly trained to listen to the allegations, make complete notes, attempt to identify all persons involved, as well as all possible witnesses, and interview the accused.
- No complainant, witness, or party who assists in the investigation will be retaliated against.
- The School will take steps to prevent the recurrence of any harassment and will correct any discriminatory effects on the complainant and others.

The Investigator will initiate an investigation to determine whether there is reasonable cause to believe that a violation of the Board's sexual harassment policy has occurred. "Reasonable cause" is shown if a person of ordinary caution or prudence would be led to believe and conscientiously entertain a strong suspicion of a violation of the sexual harassment policy.

- All individuals involved in the investigation including the complainant, witnesses and the accused shall be fully informed of their rights under this policy.
- The accused shall be provided with a copy of the complaint form and an opportunity to respond to the allegations within seven (7) days of receipt of the request for a formal inquiry. The investigation will include interviews with the complainant and other witnesses as determined by the circumstances.
- The Investigator shall fully and effectively conduct an investigation that includes interviewing:
 - 1) The complainant;
 - 2) The accused;
 - 3) Any witnesses to the conduct; and
 - 4) Any other person who may be mentioned during the course of the investigation as possibly having relevant information.
- When appropriate, interim protections or remedies for the complainant, such as limitations on contact, alternative course schedules, and the like, may be recommended to the appropriate School administrator at any time during the process. The complainant will be kept informed of the status of the complaint, consistent with the Board's policy and regulation and applicable law.
- The formal investigation shall typically be completed within sixty (60) days of the date of the filing of the request.
- The final determination of the Investigator's investigation shall result in a report which shall contain, at the minimum:
 - 1) a statement of the allegations and issues;
 - 2) the positions of the parties;
 - 3) a summary of the evidence received from the parties and the witnesses;
 - 4) any response the accused wishes to add to the report; and
 - 5) all findings of fact.
- The final determination report shall state a conclusion that the Investigation Team:
 - 1) Found reasonable cause that the accused violated the sexual harassment policy; or
 - 2) Did not find sufficient evidence to find reasonable cause that the accused violated the sexual harassment policy. Where the Investigator did not find reasonable cause but believes the behavior complained of may constitute misconduct, the Investigator may state such a conclusion and refer the matter to the appropriate School Administrator.

- The report shall be submitted to the appropriate School Administrator(s) for action, within thirty (30) days of the completion of the investigation or as soon thereafter as is feasible. The Investigator will inform the complainant and the accused that the report has been forwarded and to whom. The appropriate administrator(s) will ensure that the complainant and the accused are timely notified in writing of the disciplinary action taken.
- Within fifteen (15) days of disciplinary action being taken against the accused, or as required by applicable Board procedures, the appropriate administrator(s) shall provide written notification to the complainant indicating:
 - 1) individual remedies available to the complainant; and
 - 2) all sanctions against the accused of which the complainant needs to be aware in order for the sanctions to be fully effective
- Within fifteen (15) days of taking disciplinary action against the accused, the appropriate administrator(s) shall provide written notification to the Investigator indicating
 - 1) the results of any disciplinary actions and the initiation of any appeals; and
 - 2) all further individual remedies available to the complainant.
- If the final determination is that sexual harassment has occurred, a prompt, relevant and effective remedy shall be provided to the complainant and appropriate disciplinary action taken against the harasser.

2. Appeal

Appeal of Sexual Harassment Investigation Finding of No Reasonable Cause - There are different ways to appeal a finding of no reasonable cause depending on whether the complainant is a student, faculty, or staff. In most cases, existing School complaint procedures provide a mechanism for such an appeal, and where available, such procedures must be utilized.

Notice to the Complainant

Where the Investigator concludes that there is no reasonable cause to believe that a violation of the Board's sexual harassment policy has occurred and the complaint is to be dismissed, a copy of the report will be sent to the complainant and the accused in accordance with the Board policies/regulations applying to the disclosure of information from School records.

Written Appeal

A written appeal must be directed to the appropriate administrator, as designated by the Director, within thirty (30) days of notification to the complainant of the dismissal of the complaint.

Basis for Appeal - The appeal may be based only on one of the following grounds:

- 1) There is newly discovered important evidence not known at the time of the report;
- 2) Bias on the part of an Investigator member; or
- 3) The Investigator failed to follow appropriate procedures.

Decision

The Administrative Team will consider the appeal and will provide a written decision to the complainant and the Investigator within thirty (30) days of receipt of the appeal.

Extensions of Deadlines

Extensions of all deadlines contained in these procedures may be granted at the discretion of the Investigator for good cause. The Administrative Team shall be consulted before a decision is made on requests for extensions involving faculty and staff.

Adopted: 2008

SEXUAL HARASSMENT COMPLAINT FORM

It is the policy of OCS that all of its employees be free from sexual harassment. This form is provided for you to report what you believe to be sexual harassment, so that OCS may investigate and take appropriate disciplinary or other action when the facts show that there has been sexual harassment.

If you are an employee of OCS, you may file this form with a Director or Board Chair.

Please review OCS's policies concerning sexual harassment for a definition of sexual harassment and a description of the types of conduct that are considered to be sexual harassment.

OCS will undertake every effort to handle the investigation of your complaint in a confidential manner. In that regard, OCS will disclose the contents of your complaint only to those persons having a need to know. For example, to conduct its investigation, OCS will need to disclose portions of your factual allegations to potential witnesses, including anyone you have identified as having knowledge of the facts on which you are basing your complaint, as well as the alleged harasser.

In signing this form below, you authorize OCS to disclose to others the information you have provided herein, and information you may provide in the future. Please note that the more detailed information you provide, the more likely it is that OCS will be able to address your complaint to your satisfaction.

Charges of sexual harassment are taken very seriously by OCS both because of the harm caused to the person harassed, and because of the potential sanctions that may be taken against the harasser. It is therefore very important that you report the facts as accurately and completely as possible and that you cooperate fully with the person or persons designated to investigate your complaint.

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you believe sexually harassed you or someone else:

List any witnesses that were present: _____

Where did the incident(s) occur? _____

Please describe the events or conduct that form the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact

was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I acknowledge that I have read and that I understand the above statements. I hereby authorize OCS to disclose the information I have provided as it finds necessary in pursuing its investigation.

I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief.

_____ Date: _____
Signature of Complainant

Print Name

Received by: _____ Date: _____

Discipline Incident Report

Student: _____ Grade _____ Date _____

Referral Time: _____ Released to: Class Parent Time: _____

Disruptive Disrespectful Excessive Talking Threatening Combative
 Fighting Foul Language Throwing Things Dress Code Insubordination
 Other _____

Explanation:

Teacher: _____

Teacher Action

Student/Teacher Conference
 Parent Contact
 Send Copy Home
 Detention Other
 Office Referral

<i>Office Use Only</i> <input type="checkbox"/> Pending <input type="checkbox"/> Complete

Parent Signature Date

Comments/Concerns:

(For office use only)

Action Taken

Contact Parent Sent Home Other (see below) Discipline Referral

Comments:

Suspension/Expulsion Procedures

Since the Suspension/Expulsion Procedures can have an extremely significant impact on both the student and the school, OCS has adhered to the strictest guidelines in keeping with state educational law and district expectations.

"The procedures by which pupils can be suspended or expelled." Ed. Code § 47605(b)(5)(J)

General Discipline Policies in Place at the School with regards to Suspension and Expulsion

Ocean Charter School (OCS) implements a school-wide discipline program. The policy includes the following information:

- A description of OCS's discipline measures, grounds for suspension and expulsion, notification process to parents of suspension or expulsion, and length of suspension
- Appeal process
- Provisions for student's education while suspended

Students who do not adhere to the discipline policy and/or who violate school rules may expect consequences for their behavior, including but not limited to the following:

- Warnings
- Loss of privileges
- Notices to parents/guardians by telephone or letter
- Request for parent conference
- Suspension
- Expulsion

If a student's behavior does not improve, parents will be asked to participate in the Student Success Team process. The Student Success Team, including a school administrator, parent(s), General Education Teacher, Special Education Teacher (if applicable), and the student (ONLY if the parent, teacher(s), and administrator mutually agree it is appropriate) will work together to develop an appropriate Behavior Intervention Contract that includes modifications and intervention strategies that support the student.

Grounds for Suspension and Expulsion

OCS's rules and procedures for suspension and expulsion are intended to be consistent with state and federal laws, and to afford students due process rights. The decision to recommend suspension or expulsion of a student will be at the discretion of the Director or the administrative designees. A student may be suspended or expelled for any of the acts that are enumerated in this section and that are related to school activities of any kind. These acts may occur:

- While on school grounds
- While going to or coming from school
- During, or while going to or coming from, a school-sponsored activity

As specified in the Education Code §48900 et seq., and any other applicable sections, a pupil shall not be suspended from school or recommended for expulsion unless the Director or Board of Trustees of the school in which the pupil is enrolled determines that the pupil has:

- Recklessly caused, attempted to cause, or threatened to cause physical injury to another

person or willfully used force or violence upon the person of another, except in self-defense.

Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless in the case of possession of any object of this type, the person had obtained written permission to possess the item from a certificated school employee, which is concurred in by the Director, or the designee of the Director.

Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 of Division 10 of the Health and Safety Code (commencing with §11053), an alcoholic beverage, or an intoxicant of any kind.

Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with §11053) of Division 10 of the Health and Safety code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

Committed or attempted to commit robbery or extortion.

Recklessly caused or attempted to cause damage to school property or private property.

Stolen or attempted to steal school property or private property.

Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.

Committed an obscene act or engaged in habitual profanity or vulgarity.

Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in §11014.5 of the Health and Safety Code.

Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

Knowingly received stolen school property or private property.

Possessed an imitation firearm.

Committed or attempted to commit a sexual assault or committed a sexual battery.

Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

Engaged in, or attempted to engage in hazing as defined in §32050.

Aided or abetted the infliction or attempted infliction of physical injury to another person (suspension only).

Committed sexual harassment (grades 4-12) as per §48900.2.

Caused, attempted to cause, threatened to cause, or participated in an act of hate violence (grades 4-12) as per §48900.3.

Engaged in harassment, threats, or intimidation directed against school district personnel or pupils (grades 4-12) as per §48900.4.

Made terroristic threats against school officials, school property, or both as per §48900.7.

Procedures for Suspension and/or Expulsion and Rights of Students Ensuring Due Process

Informal Conference

When a situation involving a student arises that calls for suspension, an informal conference will be conducted by the administrative staff and teacher and will include the student and the student's parents/guardians. In the case of an emergency situation, where a clear and present danger exists that threatens the health and safety of students or school personnel, the student may be suspended without a conference. Should a student be suspended without a conference, the parent/guardian will be notified of the suspension and a conference will be held as soon thereafter as reasonably possible.

Notice to Parents/Guardians

At the time a suspension is recommended, a member of the administrative staff or designated personnel will make reasonable attempts to contact the parent/guardian immediately via telephone. If the parent cannot be reached immediately by telephone, staff will continue to follow up throughout the day or attempt to contact the parent in person (For Example: when the parent picks the student up from school). In addition, a written notification will be sent home promptly. The written notice will detail the incident and specify the grounds for suspension, including the recommended date(s) of suspension. The notice will request a conference with the parents/guardians, if one has not already been conducted, and will require parents/guardians to respond to this request immediately.

Length of Suspension

The maximum number of days of suspension for a single incident is five (5) consecutive school days, unless the administration and parents/guardians agree to a longer term or under the circumstances set forth in the expulsion procedure. For suspensions exceeding five days, a second conference will be scheduled with the parent/guardian upon completion of the fifth day of suspension to discuss the progress of the suspension. The total number of days for which a student may be suspended shall not exceed 20 school days in any school year unless the student transfers in from another school and already has a suspension record for the year. In that case, the total number of school days may be increased by 10 days for a total of 30 suspension days in that school year.

II. Discipline of Students with Disabilities

In the case of students with disabilities, OCS will comply with the discipline procedures as set forth in the Individuals with Disabilities Education Act (IDEA). For students who receive special education services, the maximum number of suspension days cannot exceed a total of 10 school days in a school year. OCS will follow IEP components in terms of student discipline. OCS will work with the Special Education Program Coordinator within the Local District Office that serves its geographical area if it is determined that an alternative placement is in order.

III. Discipline of Students with 504 Plans

Students with Section 504 Plans will be afforded the following protections: As the 504 student's cumulative suspensions approach a total of 10 days, the Student Success Team must meet to hold a re-evaluation meeting. The purpose of this meeting is to determine whether the misconduct of the student is caused by the student's disabling condition and whether the student's current educational placement is appropriate. If the student's Section 504 Plan and placement are appropriate, and if it is determined that the behavior is not the result of the student's disabling condition, the school may proceed in the same manner as it would with non-disabled students.

Provisions for Students' Education While Suspended

OCS will make all reasonable arrangements to provide the student with classroom materials and current assignments to be completed by the student at home during the suspension.

Expulsion Hearing

The decision to recommend expulsion of a student will be at the discretion of the Director or the administrative designees, while the final decision for expulsion rests with the Board of Trustees or a committee appointed by the Board of Trustees. Additionally, an expulsion may not be recommended until the Student Success Team first has had an opportunity to evaluate and review the case. Students may be recommended for expulsion if either of the following conditions exist:

- Repeated violations persist and other means of correction have been unsuccessful in bringing about an improvement in behavior.
- The severity of the violation is such that the presence of the student poses a continuing threat to the health and safety of the student or others.

Notice of the recommendation for expulsion will be provided to the student's parents as soon as reasonably possible.

Students recommended for expulsion have a right to a hearing before the Board of Trustees or a committee appointed by the Board of Trustees (at the Board's discretion) to determine the appropriateness of an expulsion. This hearing will be conducted within a period of thirty (30) days from when the school administrator determines that grounds for expulsion exist. The Director, or his designee, may suspend the student until this hearing without parental consent if doing so is reasonably necessary to protect the safety and well-being of the school and of its other students. Parents/guardians will be notified of the expulsion hearing at least ten (10) calendar days before the date of the hearing. The written notification will include:

- Date, time and place of the hearing.
- A description of facts pertaining to the incident that calls for the expulsion.
- Grounds for expulsion.
- A statement that the student and the student's parents/guardians may appear in person at the hearing, that they have the right to bring witnesses, and that they may present evidence on the student's behalf.

IV. Alternative Educational Programs for Expelled Students

If a decision is made to expel a student from OCS, the school will work cooperatively with the student's district of residence (Student Discipline Proceedings Unit for former LAUSD students), county, and/or private schools (if the last school of attendance) to assist with the educational placement of the expelled student. As permitted by law, OCS will communicate any incident of violent and/or serious behavior to the district/school to which the student matriculates.

Due Process

OCS will develop a fair and impartial process for investigating and confirming the appropriateness of suspension and/or expulsion of any student. This process will preserve due process rights of students and parents. As set forth above, the student/parent(s)/guardian shall be granted appropriate time to prepare a response and to participate in the hearing with the Board of Trustees or the committee appointed by the Board of Trustees prior to any final decision regarding the expulsion being made.

V. Rehabilitation

Pupils who are expelled from OCS shall be given a rehabilitation plan upon expulsion as developed by the Board of Trustees of OCS or a committee appointed by the Board of Trustees at the time of the expulsion order, which order may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. The rehabilitation plan should

include a date not later than one year from the date of expulsion when the pupil may reapply to OCS for readmission.

VI. Readmission

The decision to readmit a pupil or to admit a previously expelled pupil from another school district or charter school shall be at the sole discretion of OCS's Board of Trustees to determine whether the pupil has successfully completed the rehabilitation plan and to determine whether the pupil poses a threat to others or will be disruptive to the school environment. The pupil's readmission is also contingent upon the capacity of OCS at the time the pupil seeks readmission.

Suspension and Expulsion Periodic Review

The OSC Board of Trustees or a committee appointed by the Board of Trustees will hold an annual review of the Suspension and Expulsion Procedures to make sure that the policies and procedures are in the best interest of the school and are aligned with Education Code and the Individuals with Disabilities Education Act (IDEA). During the review, the Board of Trustees and/or a committee appointed by the Board of Trustees will make any necessary modifications to the list of offenses for which students are subject to suspension or expulsion.

List of Offenses for which a Student is Liable to be Suspended

List of Offenses for which a Student is Liable to be Suspended	
Discretionary	Non Discretionary
Recklessly causing either serious physical injury to another person, except in self-defense, or damage to school property or private property.	Possessing, selling, or otherwise furnishing any firearm, knife, explosive, or other dangerous object of no reasonable use to the student.
Leaving school grounds during school hours without permission	Unlawful possession, attempt to sell, or being under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind
Blatant disrespect towards those in charge or fellow students as demonstrated by using caustic or foul language or other forms of verbal aggression.	Knowingly causing or attempting to cause either serious physical injury to another person, except in self-defense, or significant damage to school property or private property.
Excessive tardiness	Committing or attempting to commit robbery or extortion.
Violation of terms set forth in a Behavior Support Contract	Committing or attempting to commit a sexual assault or committing a sexual battery.
An accumulated record of misconduct Bullying	Committing sexual harassment (Grades 4-8 only)
Making threats towards anyone.	Bullying
Continuous disruption of learning environment	


List of Offenses for which a Student is Liable to be Expelled	
Discretionary	Non Discretionary
Repeated, reckless causing of either serious physical injury to another person, except in self-defense, or damage to school property or private property.	Repeated possessing, selling, or otherwise furnishing any firearm, knife, explosive, or other dangerous object of no reasonable use to the student.
Repeated leaving school grounds during school hours without permission	Repeated unlawful possession, attempt to sell, or being under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind
Repeated blatant disrespect towards those in charge or fellow students as demonstrated by using caustic or foul language or other forms of verbal aggression.	Repeated, knowing causing or attempting to cause either serious physical injury to another person, except in self-defense, or significant damage to school property or private property.
Repeated Suspensions and/or an accumulated record of misconduct.	Repeated committing or attempting to commit robbery or extortion.
Repeated making threats to anyone Bullying	Repeated committing or attempting to commit a sexual assault or committing a sexual battery.
Repeated continuous disruption of learning environment	Repeated committing sexual harassment (Grades 4-8 only)

Attendance Instructions

You have been provided with a roll book for attendance. Teachers are required to keep attendance both in their roll book and on the attendance slips. We would like teachers to use the following procedure in their roll books to record attendance:

If a student is present: Write nothing. Leave box blank

If a student is absent:


1. Put a diagonal line in the box next to their name. 

2. Date, sign and send the attendance slip to the office. The office must receive 1st through 8th grade attendance slips no later than 8:30am. Kindergarten attendance must be received by the office by 9am each morning. Under no circumstances should a student be allowed to fill out any portion of the attendance slip. All documentation must be done by the teacher.

If an absent student arrives tardy:

1. They need to give you a tardy slip from the office. The tardy slip must clearly show the students full name, date and time of arrival. If the student comes to class without a tardy slip or if the slip is incomplete, **do not** allow them into class. Refer them back to the office.

Please understand that a student who is allowed into class without having completed a tardy slip in the office will be marked absent for the day. Not only does this create error in our attendance documentation, it costs the school the student's ADA money for each occurrence.

2. Indicate that the student is tardy in your roll book. 

3. If you would like to track details of tardiness for you records, you can mark the time that the student arrived in the box.

New Students:

It is quite possible that students will enroll in our school after the first day of classes. Please mark a new student's first day with an "E" (enrolled) in your roll book. Mark students who leave OCS with a "D" (disenrolled).

Monthly Attendance Audit:

At the end of every school month, the office will place a copy of an attendance audit in your box. You will need to compare the month's attendance totals that the office has recorded to your roll book. Correct any discrepancies sign the audit and return it to the office as instructed. These forms are returned to Ex Ed and impact our funding. They are important.

Request for Absence/Leave:

To be filled out and given to an Administrative Assistant as notification of an absence/leave. The staff member who will be absent is responsible for finding his/her replacement using the substitute procedure protocol.

Name _____ Today's Date _____

Date of Absence(s): From _____ To _____ Total Days _____

I will be off campus all day: From _____ To _____

Reason for Absence:

- Illness
- Personal
- Vacation (*approval required*)
- Conference (*approval required*)
- IEP Meeting
- Other

Lesson Plan Instructions are located...

Substitute _____ Confirmed
Telephone _____ Initial _____

Comments: _____

Guidelines for Transition for a Leave of Absence

In planning for the transition from a main lesson teacher to a long-term substitute, the administration will take a threefold approach. We will consider how best to address the needs of the students, parents, and the incoming teacher.

Knowing the students is critical to the success of this transition. Therefore, the substitute will ideally observe the class in order to get to know students as well as possible before she takes the class. The substitute will also meet with the class teacher to discuss students individually and classroom management generally. The substitute teacher will also meet with the resource teacher regarding any students with special needs.

Knowing the parents and understanding the dynamics of teacher/parent communication is also critical to the success of this transition. Therefore, the class teacher and the substitute will meet to discuss how this communication has been handled in the past. Together they will also hold a parent meeting to introduce the substitute and share with parents the plan for a smooth transition regarding student relationships, parent relationships, and the ongoing delivery of the curriculum. If possible, the substitute may also attend parent conferences and/or a regular parent meeting.

Supporting the substitute in her preparation of the curriculum is also a critical piece of a successful transition. To this end, the substitute teacher will observe the main lesson teacher and will meet with her to discuss the curriculum. The substitute teacher will also meet with administration to review school processes and policies and to get additional information on the students, parents, and curriculum.

Ocean Charter School DR/WC - Substitute Roster 2016-2017

Important:

- *Please use this list of approved subs only.
- *Please notify the school of who will be subbing for you.
- *Please leave lesson plan on your desk.
- *Please always schedule both morning recess duty and lunch recess duty for your sub in your lesson plan.

1. OCS Preferred Class Subs/Assistants

Last Name	First Name	Job Title	Subject Taught	Cell	Home/Email
Fantaye	Mickey	Kinder Assistant	Kinder	310-437-3275	
Vianelli-Agunae	Sandra	Kinder Assistant	Kinder	909-489-1265	mssandra@oceancs.org
Lawrence	Manal	Kinder Assistant	Kinder	424-214-8130	msmanal@oceancs.org
Goodwin	Nina	Kinder Assistant	Kinder	310-745-0573	msnina@oceancs.org
Reicher	Judy	Assistant/Sub	Assistant for K-3 rd , Sub for Resource/Intervention	310-699-3167	judyreicher@verizon.net
Hornung	Jenny	Kinder Assistant/Sub	Kinder Assistant, Handwork	323-371-9646	310-397-4603
Gruenewald	Christel	Assistant/Sub	Handwork Assistant or Sub, Class Assistant, or Aftercare Supervisor	310-780-3861	310-397-5094
Cardenas	Jessie	Sub (M-Thurs until 4:30, Fri until 6:00)	Aftercare Supervisor	310-869-1680	jcardenas-89@hotmail.com

2. Substitute Service:

Premier Educational Staffing	DO NOT CALL LIST: Jennifer Sulzbach Mark Siciliani Guy Williams Yolanda	(800) 870-0672 info@pe-staffing.org (Please make sure to CC Ms. Angela or Ms. Jenny on your request)
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3. Additional Subs (Specialty)

Last Name	First Name	Job Title	Subject Taught	Cell	Home	Email
Diakhate	Serigne "Mara"	Specialty Teacher	Percussion only	424-703-0784		Maradiakhate73@gmail.com
Johnson	Alphonso	Specialty Teacher	Strings only	310-993-1524		
Grenier	Amie	Specialty Teacher	Percussion only	323-534-0186		amiegrenier@gmail.com

Child Abuse Reporting Information Sheet

The purpose of this summary is to serve as a guide to the reporting of child abuse or neglect to child protective agencies.

I. California Law

All Ocean Charter School employees are mandated by law to report suspected child abuse. A report made by a mandated reporter is deemed a “mandated report.”

An employee who “...in his or her professional capacity or within the scope of his or her employment, has knowledge of or observes a child whom...[the employee] knows or reasonably suspects has been the victim of child abuse or neglect...” shall report the known or suspected instance of child abuse protective agency immediately, or as soon as practically possible by telephone.

Each employee is individually responsible for reporting suspected child abuse.

Reporting suspected child abuse to an employer, administrator, co-worker, or other person *does not substitute a mandated report to the appropriate child protective agency.*

Contents of a child abuse report shall remain confidential. Only individuals directly involved in a specific case may have access and/or be privy to information regarding the report and its contents.

II. Definitions

The term “child abuse” is defined to include the following:

Physical Abuse –actual physical injury

Sexual Abuse –sexual assault, sexual exploitation, molestation of child, etc.

Neglect –negligent failure to provide adequate food, clothing, shelter, medical care or supervision.

Life Endangerment –any act by a person who willfully causes, inflicts or permits any child to endure cruel and inhuman corporal punishment, mental suffering, etc.

III. Child Abuse Reporting Procedures

If you suspect child abuse or neglect, you must telephone immediately, or as soon as possible, the appropriate child protective agency to report the suspected child abuse. Child abuse reports are made to the Department of Children and Family Services (“DCFS”), or to the local law enforcement agency.

A written report or online report must be submitted to DCFS within 36 hours of receiving information concerning the incident. The report must be made to the agency which received

the telephone report.

The identity of an employee who reports suspected child abuse shall remain confidential and disclosed only between designated child protective agencies, by court order, or when needed for specified court actions.

IV. Prohibited Actions

Prior to making a report, never contact the child's home or the alleged perpetrator if indicators point to possible abuse or if abuse is suspected.

Never conduct an investigation of any kind once abuse or neglect is alleged and prior to making a report.

V. District Employee Named as Alleged Perpetrator

Any employee who has reasonable suspicion that another employee has committed child abuse must file a report with a local child protective services agency and must report the suspected conduct to the appropriate supervisor.

VI. Consequences for Reporting/Failure to Report

Generally, District employees are immune from civil and criminal liability when reporting suspected child abuse as required by law.

Failure to report suspected child abuse is a misdemeanor, and punishable by up to six months in the county jail and/or a \$1000 fine may be imposed.

FREQUENTLY ASKED QUESTIONS

1. EMPLOYEES WHO HAVE REASONABLE SUSPICION OF CHILD ABUSE MUST REPORT THE SUSPECTED ABUSE, SO WHAT DOES A "REASONABLE SUSPICION" MEAN? Reasonable suspicion means it is objectively reasonable for a person, based on facts that could cause a reasonable person, drawing on his/her experience, to suspect child abuse. You may ask a child "what's wrong?" and get a response that leads to reasonable suspicion.

2. MAY AN EMPLOYEE USE ANY SOURCE OF INFORMATION TO ACQUIRE REASONABLE SUSPICION OF ABUSE? Yes, an employee can use any source, such as the victim, friend, third parties, and oral/written words.

3. IF AN EMPLOYEE HAS REASONABLE SUSPICION, MAY THE EMPLOYEE INVESTIGATE AND CONFIRM THE CHILD ABUSE? No, the employee should not attempt to verify that the abuse occurred.

4. DOES CHILD ABUSE ONLY INCLUDE PHYSICAL AND/OR SEXUAL ABUSE? No, child abuse can also include neglect (failure to protect the child or provide adequate food, shelter, medical care or supervision), mental cruelty, life endangerment (willfully causing a child to endure mental suffering or placing the child in a situation where his mental or physical health is in danger) and cruel or inhuman “corporal” punishment or injury (resulting in a traumatic condition).

5. DOES AN EMPLOYEE’S KNOWLEDGE OF A STUDENT’S PREGNANCY OR S.T.D. IN AND OF ITSELF REQUIRE THE EMPLOYEE TO FILE A REPORT? No, unless sexual abuse is suspected, such as the pregnancy or STD was the result of forced or coerced sexual activity, one partner is under the age of 14, or one partner is 21 or older. However, if you are not certain of the facts, it is best to report.

6. WHEN TWO OR MORE EMPLOYEES HAVE REASONABLE SUSPICION OF CHILD ABUSE, CAN THEY AGREE ONE WILL MAKE THE REPORT? Yes. A joint report may be submitted by one of the two employees per mutual agreement. However, each employee must ascertain that the report was made, because reporting is an individual duty.

7. MAY AN EMPLOYEE WAIT UNTIL THE END OF THE DAY OR WEEK TO REPORT? No, the law requires that the report by phone call be made immediately or as soon as possible and the written report mailed or submitted online within 36 hours. Even if the 36 hour time limit has lapsed, the employee must still file the written or online report.

8. HOW DOES AN EMPLOYEE FILE AN ONLINE REPORT? When the report is made by phone, the employee will receive a case number. The employee can go online to <https://mandreptla.org/> and click on “create a child abuse report”.

9. SHOULD AN ADMINISTRATOR PROVIDE A TEACHER CLASS COVERAGE, WHEN NEEDED, SO THAT THE REPORT CAN BE MADE IMMEDIATELY OR AS SOON AS PRACTICAL? Yes, the law states that the report must be made immediately or as soon as possible.

10. HOW SHOULD STAFF RESPOND TO A PARENT/ALLEGED PERPETRATOR WHO IS REQUESTING INFORMATION ABOUT THE REPORT (I.E. WHO, WHAT, WHERE, WHEN, AND WHY)? Child abuse reports are confidential; therefore, staff should not provide the parent with specific information concerning the report. The parent/alleged perpetrator should be referred to the appropriate child protective agency.

11. DOES A LAW ENFORCEMENT OFFICER OR SOCIAL WORKER HAVE ACCESS TO THE CHILD’S SCHOOL RECORDS WHEN INVESTIGATING CHILD ABUSE ALLEGATIONS? No, unless they have parent’s consent, subpoena, or court order, however, they may request to interview anyone in the course of the child abuse investigation.

12. DURING A CHILD ABUSE INVESTIGATION, MAY DCFS OR THE LOCAL LAW ENFORCEMENT AGENCY TAKE THE CHILD VICTIM INTO PROTECTI

VE CUSTODY? Yes, a law enforcement official or a DCFS worker may take a student into protective custody. The law does NOT require law enforcement to accompany DCFS when taking the child into custody.

13. DOES THE LAW PROVIDE ANY PROTECTION AGAINST LAWSUITS FOR FILING MANDATED REPORTS? Yes, the law provides that mandated reporters shall not be civilly or criminally liable for reporting the suspected child abuse.

14. CAN IMPROPER CONDUCT ON A CAMPUS CONSTITUTE BOTH CHILD ABUSE AND SEXUAL HARASSMENT? Yes, a school may have a dual duty to report child abuse and respond to allegations of sexual harassment.

15. HOW DOES A SCHOOL GET ADDITIONAL CHILD ABUSE REPORTING FORMS? Additionally reporting Forms §8572 (employees). DOJ 900 (medical professional) may be obtained from DCFS (800-540-4000).

16. ARE SCHOOL OFFICIALS REQUIRED TO KEEP LOGS OR COPIES OF CHILD ABUSE REPORTS? No. Child abuse reports are confidential. Copies and logs of child abuse reports maintained at the school site would be considered pupil records and would therefore be accessible to the parent/legal guardian of the child. Therefore, they should not be maintained by school personnel. Individual reporters may retain a copy to keep in their personal files.

17. SHOULD INCIDENTS OF CHILD ABUSE BE NOTED ON THE STUDENT'S HEALTH RECORD? No. Incidents of child abuse must be reported to the appropriate child protective services agency. Recording such information on the student's health card does not satisfy mandated reporting laws. Also, the health record is a pupil record, accessible to the parent/legal guardian, school staff and others. Recording incidents of child abuse on the health card would destroy the confidential nature of the information and may compromise an investigation.

18. KNOWING THAT EVERY SITUATION IS DIFFERENT, WHAT ARE SOME EXAMPLES OF NEGLIGENCE, WILLFUL CRUELTY OR UNJUSTIFIABLE PUNISHMENT, AND MENTAL SUFFERING/EMOTIONAL WELL-BEING? Facts and circumstances may differ, so when a mandated reporter is not sure whether or not to file a report, s/he should contact the **Child Protective Services Hotline at 1- 800-540-4000**. Some general examples of neglect might include the following:

General examples of neglect might include: the failure to provide adequate food, shelter, and clothing appropriate to the climatic and environmental conditions; the failure to provide, whether intentional or otherwise, supervision or a reliable person(s) to provide child care; leaving a child alone for an excessive period of time given the child's age and cognitive abilities; or holding the child responsible for the care of siblings or others where beyond the child's ability

General examples of willful cruelty or unjustifiable punishment might include: chaining the child to furniture; forcing the child to eat or drink excessively as punishment; or cruel or unusual actions used in the attempt to gain submission, enforce maximum control, or to modify the child's behavior.

General examples of mental suffering/emotional mistreatment, which is not required to be reported, might include the following: repeated negative acts or statements directed at the child; exposure to repeated violent, brutal, or intimidating acts or statements among members of the household; rejection of the child; encouraging the child to steal or engage in other illegal activities; or encouraging the child to use drugs and/or alcohol.

Agreement for Ocean Charter School Independent Study (IS)

STEP 1: (To be completed by Parent/Guardian and Teacher - 2 weeks prior to IS *Start Date.)

Student _____ Date _____

Teacher _____ Grade _____

Independent Study (IS) *Start Date: _____ ****End Date:** _____

We, the undersigned, voluntarily agree to the following terms and conditions of this independent study agreement:

Assignments:

All work assigned in relation to this independent study agreement shall be completed and turned in to the teacher as follows:

Due Date _____ Time _____

(Prior arrangements for rescheduling may be made.)

Objectives:

Learning objectives, based on California State Content and Performance Standards, are outlined in the attached and will include measures of academic accomplishment appropriate to the Agreement.

Methods of Study:

Methods of study for this student will include:

- Independent reading problem solving experiential learning opportunities
 Study project drill and practice

other methods as noted _____

Methods of Evaluation:

Academic evaluations of the work will be made on the same basis as is utilized in the regular classroom for similar work. Indicate at least 3 primary methods evaluation.

- teacher made tests observations chapter/unit test
 student conferences work samples portfolios
 other methods _____

Student Name (print) _____ Signature _____

Parent Name (print) _____ Signature _____

Teacher Name _____ Signature _____

STEP 2: (To be completed by Administrator prior to IS *Start Date.)

Independent Study Approved Declined Reason _____

Administrator Name _____ Signature _____

STEP 3: (To be completed by Teacher and Administration after IS **End Date.)

Independent Study Plan completed and received by Teacher. Date: _____ Teacher Initial _____

Independent Study Plan completed and received by Administration. Date: _____ Administration Initial _____

Communication Protocols

Communication protocols are intended to help clarify how we at OCS communicate with each other. It is our intent to establish clear expectations among all members of our community so that communication is proactive, responsive, and respectful. We also acknowledge that establishing protocols that are manageable for all those involved is critical to creating a sustainable environment.

Section 1.01 *Teacher Communications*

❖ Parent/Teacher Conferences:

Parent-teacher conferences will take place each year. To allow time for the conferences, there will be early dismissal (12:15pm Mar Vista Campus/ 12:30pm Playa Vista Campus) every day during the week of November 12-16, 2012. Early Dismissal is also scheduled during intervention conferences on March 18-19, 2013. Written copies of progress reports will be sent home with students after conference week. Additionally, at the end of the school year, End of Year reports for each student will be mailed home.

❖ Email:

Teachers may use class list groups that allow them to send group messages out to their families regarding curriculum, homework, plays, trips, etc. “oceancs.org” email is not intended for back and forth communication about students, however teachers may decide to do so on a class by class basis. Teachers will inform parents of their preferred method of communication at their first parent class meeting.

❖ Notes, Phone Calls, and Meetings:

Parents may initiate communication with teachers in the following ways: leaving a note in their box or calling the office. Teachers will respond to notes or messages within 2 school days, except in extreme situations. Teachers and parents can schedule face-to-face meetings as needed.

❖ Bi-Monthly Teacher Communication to Parents:

Teachers will communicate bi-monthly with the families in their class either on paper OR via email. Teachers will share their method of communication with families at the first class meeting. Should the chosen method be problematic for a particular family, the teacher will work with the family to make the necessary accommodations.

Included in the bi-monthly communication will be:

- Teacher letter
- A sign-off sheet for parents to acknowledge receipt of student work and to comment or respond to comments

May be included:

- Student work with teacher feedback as appropriate to the age and grade of the children (kindergarten exempt)

❖ Friday Folders:

All teachers will send home Friday folders for their students. Items in the folder will be:

- School announcements (e.g. Monthly Director’s message and ACG Current calendar)
- Individual student notes/documentation as needed (i.e. behavior charts, etc.)
- Other as determined by the class teacher

Section 1.02 Community Communications

The primary means of distributing school announcements and updates is via Friday Folders sent home with students. School announcements are also available via the OCS-families Yahoo! Group, individual class Yahoo! Groups, bulletin boards and notes sent home with students.

The Current is a weekly electronic bulletin covering school events and activities. *The Current* is e-mailed out every Friday through the OCS-families Yahoo! group.

Communication Model

The Communication Model applies to all members of the Ocean Charter School community. Its purpose is to encourage school officials and community members to share in the responsibility of using effective avenues of communication, and to be clear and consistent in their communications with each other.

Whether one is providing or seeking information, communication practices at Ocean Charter School should perpetuate a climate of collegiality, mutual trust, and respect as per the Communication Protocols above. If a question or concern arises, please first speak directly with the individual(s) involved. Discuss the problem or concern openly, and make every effort to work out a solution before moving up the chain of authority (i.e., from teacher to administrator to Board of Trustees).

Within the Ocean Charter School Community, there are five general areas of accountability and information:

- ❖ **Interpersonal Relationships:** Community members are encouraged to communicate openly with one another. All community members are strongly encouraged to resolve interpersonal disputes by speaking directly and respectfully with the other parties.
- ❖ **Procedures/Daily Operations:** The Director is the primary administrator of the school, and as such, is responsible for establishing procedures designed to regulate the daily operations of the school and carry out the policies adopted by the Board of Trustees. The Director shall make every reasonable effort to communicate school policies and procedures, or changes to school policies and procedures, in writing to the community. Procedural/daily operational questions can be answered by an office staff member or addressed directly with the Director.
- ❖ **Pedagogy:** Pedagogical issues pertain to anything that occurs in the classroom, i.e. teaching, curriculum, classroom management, or teacher-student relationships. It is the school's goal to work with parents/guardians in resolving questions or concerns they may have about their child's educational program. **Open communication with your child's teacher is the first step in any concern you may have.** Pedagogical issues may also be addressed to the Director.
- ❖ **Policies and Legal Issues:** The Board of Trustees has final legal, financial, and fiduciary responsibility for Ocean Charter School, and it retains final approval over all school policies. At its discretion, the Board may delegate the development of

policy recommendations to a particular committee. Questions, comments, or requests for changes regarding school policies may always be addressed directly to the Board of Trustees at one of their regular meetings.

- ❖ **Independent Charter School (District):** Ocean Charter School acts as its own district, independent from Los Angeles Unified School District (LAUSD). Ocean Charter School is not accountable to LAUSD or California Ed Code without expressed adoption of policies by the Ocean Charter School Board of Trustees. LAUSD is not the legal arm of the school and does not oversee Ocean Charter School operations, policies and procedures. All methods of resolution are outlined by this handbook under direct supervision of the Ocean Charter School Board of Trustees.

Section 1.03 Ombudsperson

A Board-appointed ombudsperson is available to assist with communication and informal dispute resolution within the school community. The ombudsperson acts as a neutral facilitator during discussions between the involved parties. Ms. Deborah Fryman is the ombudsperson for the 2012-2013 school year. She may be contacted directly via phone at 310-621-7410 (cell) or e-mail at dfrymanmediation@gmail.com.

Complaint Policy

The OCS Communication Model (above) seeks to establish direct communication lines to resolve questions and conflicts within our community as they arise. OCS strongly encourages direct resolution through communication between the parties involved or with the assistance of the OCS Ombudsperson.

Section 1.04 Complaints Concerning a School Official

The following definitions and Complaint Policy relates specifically to complaints concerning a school official.

- A “complaint” is a request for resolution by a community member, regarding the actions or inactions of a school official as it relates directly to that community member. A complaint is not a challenge of an existing school policy, or a request for new school policy.
- A “school official” is a non-OCTA faculty member, OCS employee, OCS Board of Trustees member, or OCS Committee Chair.
- An “OCTA” faculty member is an Ocean Charter Teachers Association union member, and follows a specific complaint process as described in Article 12 of the union contract.
- The OCS “Hearing Board” is a panel of 2-4 Board members appointed by the Board of Trustees, with the mission of providing a fair and impartial hearing of any formal complaint against a school official’s actions or inactions as related to implementation of school policies and procedures.
- The OCS “Ombudsperson”, appointed by the OCS Board of Trustees, is available to assist with communication and informal dispute resolution within the school community. The Ombudsperson acts as a neutral facilitator during discussions between the involved parties. It is strongly encouraged that the community member consult with the OCS Ombudsperson to assist in achieving direct resolution with a school official. (see above for contact info).

This OCS Complaint Policy only applies where the Parent/Student Handbook does not specify a different complaint/appeal procedure for a given topic.

1. Direct Resolution to Complaint Concerning a School Official

- ❖ Community members are encouraged to follow the guidelines of our communication model and seek direct resolution to the issue. To the extent possible, the community member should address their questions directly to the other party(ies) involved. When responding to questions relating to the implementation of school policy or pedagogy, school officials should explain to the community member what the policy or pedagogy is and how it is implemented.
- ❖ If a community member is not satisfied with the response, or direct resolution is not possible, the community member may choose to speak to the OCS Administrative staff for clarity or explanation of OCS school policy or procedures as they relate to the issue of the complainant. To initiate this communication, a **parent request form** (available in either office) should be submitted stating the question or clarification needed as it relates to the issue.
- ❖ OCS recommends that the Ombudsperson be contacted to neutrally facilitate communication between the involved parties for direct resolution or for assistance in the resolution process.

2. Formal Resolution to a Written Complaint Concerning a School Official

- ❖ Before making any formal complaint, community members are encouraged to follow the guidelines of the OCS Communication model and seek direct resolution to the issue using the assistance of the OCS Ombudsperson as needed.
- ❖ If direct resolution is not achieved, community members may submit a written complaint to the OCS Executive Director as a request for formal resolution. A **complaint form** is available in either office and must be completed and submitted with any parent request forms and any documentation relating to the issue.
- ❖ The OCS Executive Director has the discretion to overrule, modify, or sustain any previous school official's action, as it relates to the day-to-day operations of the school and the implementation of OCS policies. In any case, the Director shall provide an explanation of his or her decision on the matter. Community members may request the Director's resolution in writing.

3. Appeal of Executive Director's Ruling on the Formal Complaint Concerning a School Official

- ❖ If a community member wishes to appeal the formal resolution set forth by the Executive Director, they may request a review by the OCS Hearing Board. This request is initiated by the community member submitting a copy of the written complaint form, parent request forms, related documentation, and a copy of the written decision of the Executive Director to the Hearing Board within 5 business days after receiving the Director's decision (either orally or in writing).
- ❖ The Hearing Board shall review the submitted evidence and determine whether to hold a hearing or to review the decision based on the submissions. If the OCS Hearing Board determines to hold a hearing, the hearing will be scheduled as soon as practicable.
- ❖ Once the Hearing Board has completed its review (including any hearing), the Hearing Board will provide a written decision as soon as practicable. The Hearing Board's ruling shall direct what action if any, should be taken to resolve the complaint. The Hearing Board's determination shall be final and binding.



STUDENT SUCCESS TEAM REFERRAL FORM

Give one copy to: Director
Give one copy to: Parent/Guardian
Place Duplicate Copy in Student's Cumulative Folder

Date: _____ Student Name: _____

Person filling out the referral:

Parent/Guardian:

Teachers:

Administrator:

School History: Please note previous schools attended.
Indicate other information relevant to purpose of SST referral (e.g., previous school environment, behavior, successes/difficulties, and/or medical condition).

Student's Strengths

Student's Area of Concern

Additional Information (e.g., routines at home, extracurricular)

Strategies Tried and Results

Signature of person(s) filling out the form



Date _____

Dear Parents and Guardians:

We know students are most successful when there is a cooperative effort between parents and school personnel. In a spirit of shared responsibility, the Student Success Team meets at school, exploring and problem solving, in order to help students. Parents, teachers, and students (if applicable) are an important part of this team.

What is the student success team? The Student Success Team (SST) is a process of general education. The team reviews individual student's concerns and plans ways of handling those concerns in the general education classroom.

How is a student selected to be discussed at the SST? Usually the classroom teacher (or the assistant principal) indicates that the student's learning and/or emotional needs are not being adequately met under existing circumstances. Parents may also request an SST if they have a concern.

Will anything have been done to help a child before the SST? Yes, usually the teacher has already made some modifications in the classroom. Then the assistant principal and the teacher meet to review the student's progress and make additional modifications as necessary.

What does "program modification" mean? Program modifications are measures taken to accommodate special needs. Some examples of modifications are:

- Behavior support plan
- Change of seating resulting from vision and hearing screening
- Visual/auditory/tactile aids in giving instruction
- Modified classroom or homework assignments
- Additional time to complete classwork
- Frequent breaks during directed teaching and/or classroom activities

How many people will be at the SST? The team will always include parents, the teacher, and sufficient staff to review the student's needs.

Are there any other staff members who might be present? Other staff who might be present are: Resource Specialist Teacher, Psychologist, Speech and Language Specialist, and other specialists.

We look forward to meeting with you to develop a program that will meet the needs of your child.

Our SST meeting for _____ will be held:

Date: _____ Time: _____

Location: _____

Sincerely,

COMPUTER & ELECTRONIC MAIL POLICY

I have read the COMPUTER & ELECTRONIC MAIL POLICY, and agree to comply with the policy. I understand that Ocean Charter School has access to the school computer that I am using. I also understand that misuse of the equipment and email account, may result in corrective action.

Please print name

Employee Signature

Date

CHILD ABUSE REPORTING LEGAL MANDATES AND PROCEDURES

I hereby certify that I have knowledge of the child abuse reporting legal mandates and child abuse reporting procedures and that I will comply with them.

Please print name

Employee Signature

Date

SEXUAL HARASSMENT POLICIES AND PROCEDURES

I hereby certify that I have knowledge of the sexual harassment policy and complaint procedures and that I will comply with them.

Please print name

Employee Signature

Date

A COPY OF THIS CERTIFICATION WILL BE RETAINED BY YOUR SCHOOL ADMINISTRATOR AND WILL BE PLACED IN YOUR PERSONNEL FILE.

ACKNOWLEDGMENT AND AGREEMENT

This is to acknowledge that I have received a copy of the Ocean Charter School Employee Handbook and understand that it sets forth various terms and conditions of my employment as well as the duties, responsibilities, and obligations of employment with Ocean Charter School. I understand and agree that it is my responsibility to read this handbook and to abide by the rules, policies, and standards set forth.

I also acknowledge that the terms and condition of my employment with OCS are established by OCS and may change according to business needs. Nothing in this handbook should be construed to alter the at-will relationship between Ocean Charter School and me. OCS reserves the right to revise, delete and add to the provisions of this handbook. All such revisions, deletions, or additions must be in writing. No oral statements or representations can change the provisions of this handbook.

Date

Employee Signature

Employee Name (Please print)

A COPY OF THIS CERTIFICATION WILL BE RETAINED BY YOUR SCHOOL ADMINISTRATOR AND WILL BE PLACED IN YOUR PERSONNEL FILE.

**Confirmation of Receipt of Anti-Harassment, Discrimination and Retaliation
Prevention Policy**

I have received my copy of Ocean Charter School's Anti-Harassment, Discrimination and Retaliation Prevention Policy. I understand and agree that it is my responsibility to read and familiarize myself with this policy.

I understand that Ocean Charter School is committed to providing a work environment that is free from harassment, discrimination and retaliation. My signature certifies that I understand that I must conform to and abide by the rules and requirements described in this policy.

Employee's Signature: _____

Employee's Printed Name: _____

Date: _____

Ocean Charter School Employee Confidentiality Agreement

During employment, Ocean Charter School (“OCS”) employees may have access to and/or become aware of information of a confidential, proprietary, or private nature (“Confidential Information”). For purposes of this policy, “Confidential Information” includes but is not limited to: information and data relating to OCS students; non-public information data relating to donors, donor prospects, and donations; non-public OCS budget or financial information; and payroll and personnel information relating to current or former employees.

At all times during and after employment with OCS, employees are required to hold all Confidential Information in trust and keep Confidential Information confidential. During employment with OCS, employees may use Confidential Information or disclose Confidential Information to a third party only: (1) as reasonably required in the course of employment with OCS; (2) as permitted with the prior written consent of OCS; or (3) as may otherwise be required by law. Employees should act responsibly with respect to materials containing Confidential Information, and, if disposing of materials containing Confidential Information, must do so properly and completely.

Employees who are in doubt about whether information should be disclosed or used should err in favor of not disclosing information and should discuss the situation with their supervisor.

Employees’ obligations under this confidentiality policy remain in effect even after their employment relationships with OCS ends. After separation of employment, employees may not use or disclose Confidential Information to any third party unless required to do so by law. Upon separation of employment, employees must immediately return to OCS any and all computers, documents, computer or electronic files, cellular phones, print-outs, copies, or other information containing Confidential Information in their possession, custody or control. If the employees are requested to disclose Confidential Information to a third party in a subpoena or similar type of request, employees shall give OCS notice of such request as soon as is reasonably possible.

By signing this agreement, I acknowledge and agree that the Agreement is a material condition of my employment with OCS. Furthermore, I acknowledge that nothing contained here in shall limit or otherwise alter the fact that my employment and the terms thereof can be terminated, with or without cause, and with or without notice, at any time, at my option or at the option of OCS.

Employee’s Signature: _____

Employee’s Printed Name: _____

Date: _____

cc: Personnel File