

Mission & Culture

Mission & Vision

Our mission: Center City Public Charter Schools (“Center City PCS” or “organization”) empowers our students and families for lifelong success by building moral character, promoting academic excellence, and generating public service throughout Washington, D.C.

Our vision: Driven by character, excellence, and service, Center City Public Charter Schools seeks to:

- Foster a community of lifelong learners,
- Graduate students ready to go to and through college; and
- Prepare our alumni to serve and lead others in the 21st century.

Core Values

- Character:** Achieve with heart.
- Excellence:** Achieve with greatness.
- Service:** Achieve with others in mind.

Achieving our mission requires that the students and staff in our community honor and practice Center City PCS’s core values. Nurturing these qualities inside and outside the classroom will enable our students to excel in high school, college, and beyond as committed citizens. These core values permeate all aspects of Center City PCS’s academic and extracurricular programs.

Our teachers help our students make strong, ongoing connections between what they learn in school every day and how they live their lives by developing the confidence to achieve, the courage to lead, and the lasting desire to serve others. Our administrator’s base decisions about all academic and non- academic programs on the extent to which programs and policies can help all members of the school community instill and practice these core values.

At Center City PCS, we believe that all students can grow into compassionate, curious, and engaged citizens who advocate for themselves and for their communities. Therefore, we commit to providing students with a diverse set of experiences that include a rigorous, socially-relevant curriculum and opportunities for service learning. We believe that through these experiences, our students will become self-confident and resilient young adults who are able to think critically, take meaningful risks, and contribute to a productive, just and peaceful global society.

Center City PCS Honor Code

We believe that we are responsible for building and maintaining a positive community where all are valued and can learn. Each one of us is called to be responsible for our actions. Through these statements we commit ourselves to living and working in a manner consistent with our core values:

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Today I will show character, excellence, and service: by treating all with respect and dignity; by actively engaging in all learning; and by caring for and protecting my community and environment.

Who We Are

Center City PCS applied for a charter to convert seven existing parochial schools to public charter schools in the District of Columbia. After receiving its charter from the DC Public Charter School Board in the summer of 2008, our first school year as a public charter school commenced in September 2008.

Today, Center City PCS operates six campuses - Brightwood, Capitol Hill, Congress Heights, Petworth, Shaw, and Trinidad – named for the neighborhood communities they serve. We employ over 200 full- and part-time staff who serve over 1400 students from PreK through 8th grade. We prepared this handbook to help employees find the answers to many questions that they may have regarding their employment with Center City Public Charter Schools.

Please take the necessary time to read it.

We do not expect this handbook to answer all questions. The Human Resources Team and your school leaders also serve as a major source of information.

Neither this handbook nor any other verbal or written communication by a management representative is, nor should it be considered to be, an agreement, contract of employment, expressed or implied, or a promise of treatment in any particular manner in any given situation, nor does it confer any contractual rights whatsoever.

Center City Public Charter Schools adheres to the policy of employment at will, which permits the Organization or the employee to end the employment relationship at any time, for any reason, with or without cause or notice.

No Organization representative other than the CEO and/or the Director of Operations may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be in a signed writing.

Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate Organization documents. These Organization documents are always controlling over any statement made in this handbook or by any member of management.

This handbook states only general Organization guidelines. The Organization may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without

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notice, except for the rights of the parties to end employment at will, which may only be modified by an express written agreement signed by the employee and the CEO and/or the Director of Operations.

This handbook supersedes all prior handbooks.

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1-1. Introduction

Welcome to the Center City PCS team! Thank you for joining us on a mission that is so important to the future of our students and our community. As a member of the Center City PCS community, you will be working with an extraordinary group of skilled and dedicated professionals who make this a great organization.

We have prepared this Employee Handbook for you and your colleagues to ensure that you have the information you need as a valued member of our team. Please take some time to review our policies and procedures, the overview of your employee benefits, and your expectations and responsibilities as an employee. In addition to this Employee Handbook, Center City PCS publishes the Family Student Handbook, a guide for students and families which outlines expectations, policies and procedures for the Center City community.

As you embark on an exciting and rewarding career at Center City PCS, we stand ready to make your experience here a great one.

Russ Williams, President & CEO

1-2. Equal Employment Opportunity

Center City PCS is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state or local laws. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

Center City PCS is committed to providing equal opportunity in employment to qualified individuals with disabilities in accordance with the Americans with Disabilities Act of 1990 (ADA) and the District of Columbia Human Rights Act (DCHRA).

Center City will endeavor to make a reasonable accommodation to the known physical or mental limitations of qualified employees with disabilities unless the accommodation would impose an undue hardship on the operation of our business. If you need assistance to perform your job duties because of a physical or mental condition, please inform the Director of Operations.

Employees with disabilities who believe that they need an accommodation to perform their job should inform their Principal and email Human Resources at hr@centercitypcs.org of the disability and suggest, on a confidential basis, how Center City PCS may reasonably accommodate them. Center City PCS may require medical confirmation (either from the employee's healthcare provider or a healthcare provider chosen by Center City PCS) in

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evaluating the employee's condition, applicable work limitations, and potential accommodations as a part of this process. Center City PCS will keep medical information confidential and will treat employees with a disability in a manner consistent with the treatment of others.

Details regarding Title I of the Americans with Disabilities Act of 1990 (ADA) may be found here: <http://www.eeoc.gov/laws/statutes/ada.cfm>. Information regarding the DCHRA can be found at: <http://ohr.dc.gov/>

The Organization will endeavor to accommodate the sincere religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on the Organization's operations. If you wish to request such an accommodation, please speak to your Principal and contact the Director of Operations at hr@centercitypcs.org.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the Director of Operations. The Organization will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If an employee feels he or she has been subjected to any such retaliation, he or she should bring it to the attention of the Director of Operations. To ensure our workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including discharge. All employees must cooperate with all investigations.

1-3. Pregnancy Accommodations

The Organization will endeavor to provide reasonable accommodations to employees working in the District of Columbia who are affected by pregnancy, childbirth or related medical conditions as required by law, unless such accommodations would result in an undue hardship to the Organization. The Organization will engage in a good faith and timely interactive process to determine whether a reasonable accommodation can be provided for such employees.

Employees may be asked to provide necessary medical certification. Reasonable accommodations may include:

More frequent or longer breaks, time off to recover from childbirth, equipment modification,
Light duty and having the employee refrain from heavy lifting.

Employees with questions regarding this policy can contact Human Resources at hr@centercitypcs.org.

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1-4. Non-Harassment

It is Center City Public Charter Schools' policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, sex, national origin, disability, religion, marital status, veteran status, sexual orientation or age. Additional protected classes include pregnancy or related medical condition, marital status, family responsibility, gender identity or expression, disability, genetic information, personal appearance, matriculation, political affiliation, veteran status, or any other status protected by law. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

It is Center City PCS's policy that employees and their work environment should be free from all forms of unlawful discrimination, including harassment, and retaliation. Center City PCS does not and will not permit employees to engage in prohibited discrimination, harassment, bullying or retaliation. Discrimination, harassment (sexual or otherwise), bullying and retaliation by any employee, administrator, parent, volunteer, vendor, or visitor of Center City PCS are strictly prohibited.

Consequently, discrimination or harassment of any kind based upon verbal or physical conduct that denigrates or shows hostility towards an individual because of his/her race, color, sex, pregnancy or related medical condition, national origin, religion, age, marital status, family responsibility, sexual orientation, gender identity or expression, disability, genetic information, personal appearance, matriculation, political affiliation, veteran status or other status protected by law and that creates an intimidating, hostile, or offensive working environment is strictly prohibited. Prohibited discrimination and harassment may include, but is not limited to, epithets, slurs, jokes, or other verbal or physical conduct relating to an individual's protected status.

All employees, including supervisors, have an obligation to stop all forms of discrimination, harassment, and retaliation from occurring. If an employee feels that he or she has been subjected to conduct which violates this policy, he or she should immediately report the matter to Human Resources at hr@centercitypcs.org. If the employee has not received a satisfactory response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact Human Resources. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in his or her reporting hierarchy.

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Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Organization will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If an employee feels he or she has been subjected to any such retaliation, he or she should report it in the same manner in which the employee would report a claim of perceived harassment under this policy.

Violation of this policy, including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

Whistleblower Policy

Center City PCS complies with all applicable federal and District of Columbia government contracting requirements. It is the intent of Center City PCS to adhere to all laws and regulations that apply to the organization, and the underlying purpose of this policy is to support Center City PCS's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations.

Center City PCS thus encourages employees to report internally any concerns so it will have a reasonable opportunity to investigate and correct the alleged unlawful activity promptly. An employee is protected from retaliation if the employee, acting in good faith, brings the alleged unlawful activity, policy, or practice to the attention of Center City PCS.

Furthermore, Center City PCS is committed to high standards of ethical and moral business conduct. In line with this commitment and Center City PCS's commitment to open communication, this policy aims to provide an avenue for employees to raise concerns and ensure that they will be protected from retaliation or victimization for reporting possible unethical or immoral conduct.

This whistle blowing policy is intended to provide protections for employees if they should raise concerns regarding the conduct of Center City PCS employees, administrators and Board members, such as:

- Incorrect financial reporting;
- Failure to follow Center City PCS's procurement guidelines;
- Cheating on standardized tests;
- Making misrepresentations to the District of Columbia Public Charter School Board;
- Conflicts of interest;

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- Unlawful activity;
- Activities that are not in line with Center City PCS policy, including the Standards of Conduct;
- Activities that otherwise amount to serious improper conduct or could result in Center City PCS being perceived in a negative light.

Moreover, all employees should be aware that they will not be subjected to any adverse and/or retaliatory action as a result of reporting any conduct believed to be in violation of the Policy Against Workplace Discrimination & Retaliation. Center City PCS's procedure for resolving complaints is available to all employees without fear of retaliation. Center City PCS will not take action against any employee because he or she makes a good faith report of inappropriate conduct.

Center City PCS also will not retaliate against any employee who is a close associate of a person who objects to perceived discrimination or harassment. An employee who believes that retaliation has resulted from the reporting of prohibited conduct must immediately report this in the manner set forth above. An employee who has a concern or problem should not assume that Center City PCS is aware of it. It is every employee's responsibility to bring complaints and concerns to Center City PCS's attention so that leadership can help resolve them.

1-5. Sexual Harassment

It is Center City Public Charter Schools' policy to prohibit harassment of any employee by any Supervisor, employee, customer or vendor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within the Organization. It is to ensure that at the Organization all employees are free from sexual harassment.

While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

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If the employee feels that he or she has been subjected to conduct which violates this policy, the employee should immediately report the matter to Human Resources at hr@centercitypcs.org. If the employee has not received a satisfactory response within five (5) business days after reporting any incident of perceived harassment, the employee should contact the Director of Operations. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in his or her reporting hierarchy. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate.

All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Organization will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If an employee feels that he or she has been subjected to any such retaliation, the employee should report it in the same manner in which a claim of perceived harassment would be reported under this policy. Violation of this policy, including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

1-6. Drug-Free and Alcohol-Free Workplace

To help ensure a safe, healthy and productive work environment for our employees and others, to protect Organization property, and to ensure efficient operations, Center City PCS has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for the Organization.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances, drug paraphernalia or alcohol by an individual anywhere on Organization premises, while on Organization business (whether or not on Organization premises) or while representing the Organization, is strictly prohibited. Employees and other individuals who work for Center City PCS also are prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances, which may impact an employee's ability to perform his or her job or otherwise pose safety concerns, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work. However, this does not extend any right to report to work under the influence of medical marijuana or to use medical marijuana as a defense to a positive drug test, to the extent an employee is subject to any drug testing requirement, to the extent permitted by and in accordance with applicable law. This restriction does not apply to responsible drinking of alcohol at business meetings and related

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social outings. Violation of this policy will result in disciplinary action, up to and including discharge.

The Organization maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history that reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid discipline for a policy violation. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs or jeopardizes the health and safety of any Organization employee, including themselves.

Employees must notify the Organization within five calendar days if they are convicted of a criminal drug violation in the workplace. Within ten (10) calendar days of such notification or other actual notice, the Organization will advise the contracting agency of such conviction. All employees are hereby advised that full compliance with the foregoing policy shall be a condition of employment at the Organization.

Any employee who violates the foregoing drug-free workplace policy described above shall be subject to discipline up to and including immediate discharge.

In the discretion of the Organization, any employee who violates the drug-free workplace policy may be required, in connection with or in lieu of disciplinary sanctions, to participate to the Organization's satisfaction in an approved drug assistance or rehabilitation program.

In order to maintain a drug-free workplace, the Organization has established a drug-free awareness program to educate employees on the dangers of drug abuse in the workplace, our drug-free workplace policy, the availability of any drug-free counseling, rehabilitation and employee assistance programs and the penalties that may be imposed for violations of our drug-free workplace policy.

Such education may include: (1) distribution of our drug-free workplace policy at the employment interview; (2) a discussion of our policy at the new employee orientation session; (3) distribution of a list of approved drug assistance agencies, organizations and clinics; (4) distribution of published educational materials regarding the dangers of drug abuse; (5) reorientation of all involved employees in cases in which a drug-related accident or incident occurs; (6) inclusion of the policy in employee handbooks and any other personnel policy publications; (7) lectures or training by local drug abuse assistance experts; (8) discussion by the

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Organization's safety experts on the hazards associated with drug abuse; and (9) video tape presentations on the hazards of drug abuse.

1-7. Workplace Violence

Center City Public Charter Schools is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to Organization and personal property.

We do not expect employees to become experts in psychology or to physically subdue a threatening or violent individual. Indeed, we specifically discourage employees from engaging in any physical confrontation with a violent or potentially violent individual.

However, we do expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations.

Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over- resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in Organization policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or Supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; or demonstrating a propensity to behave and react irrationally.

Prohibited Conduct

Threats, threatening language or any other acts of aggression or violence made toward or by any Center City employee **WILL NOT BE TOLERATED**. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation. To the extent permitted by law, employees and visitors are prohibited from carrying weapons onto Organization premises.

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Procedures for Reporting a Threat

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom the employee feels comfortable. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede our ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If the Organization determines, after an appropriate good faith investigation, that someone has violated this policy, the Organization will take swift and appropriate corrective action.

If an employee is the recipient of a threat made by an outside party, that employee should follow the steps detailed in this section. It is important for us to be aware of any potential danger in our locations. Indeed, we want to take effective measures to protect everyone from the threat of a violent act by an employee or by anyone else.

1-8. Notice of Discrimination

Notice of Nondiscrimination Under Section 504 of the Rehabilitation Act and Title IX of the Education Amendments of 1972

In accordance with Section 504 of the Rehabilitation Act of 1973 (“Section 504”) and Title IX of the Education Amendments of 1972 (“Title IX”), Center City PCS does not discriminate on the basis of disability, sex or marital status in employment.

Employees with questions or concerns or who wish to file a complaint of discrimination regarding Center City PCS’s compliance with Section 504 and Title IX should contact Human Resources via hr@centercitypcs.org which has been designated to coordinate the efforts of Center City PCS to comply with Section 504 and Title IX for employees. The complaint may be verbal or in writing, but the employee must provide all of the information which the individual believes is relevant to the complaint of discrimination, including the employee’s name and contact information. Human Resources will investigate the complaint and issue a decision regarding the validity of the complaint within 30 days of receipt. If additional time is necessary to investigate the complaint, staff from the Human Resources department will notify the employee.

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The employee may file a Section 504 or Title IX complaint directly with the U.S. Department of Education’s Office for Civil Rights within 180 calendar days of the alleged discriminatory act, or 60 calendar days after the completion of Center City PCS’s internal complaint process.

1-9. Problem Solving/Grievance Policy

Center City PCS is committed to providing the best working conditions for its employees. As such, the organization encourages a frank and open atmosphere in which any problem, suggestion, or question can be reported and addressed. Center City PCS cannot address employee concerns or questions without input from employees on what can be done to help. Employees who believe that they have been treated unfairly have recourse for resolution of their grievance.

Center City PCS values discussions and open communication in resolving any concern or grievance and will make every effort to address the situation in a method that preserves good will between the School, parents/guardians, students, employees, volunteers, vendors and other visitors. Accordingly, the following grievance procedures should be employed to ensure that complaints receive full consideration.

Employees may bring complaints pertaining to educational issues, employment arrangements or interpersonal conflicts.

The existence of this procedure does not bar the grieved from also filing claims in other forums or otherwise exercising their rights to the extent permitted by District of Columbia or federal law.

Filing of Complaints and Grievances

From time to time in the workplace, disputes or misunderstandings occur. These are considered informal complaints. Center City PCS pledges to make every effort possible to resolve any concern or grievance made to Center City PCS without the need for filing a formal complaint. Because Center City PCS truly believes that most difficulties can be resolved by communicating any concern or grievance to the School directly, employees are strongly encouraged to discuss their grievance promptly and candidly with their supervisor first. If a complaint is about a supervisor or if an employee is not comfortable discussing it with their supervisor, the employee may discuss it with Human Resources (hr@centercitypcs.org). To protect your confidentiality and ensure the appropriate party addresses your concerns, staff should not send emails to individual personnel.

Employees are not required to discuss a complaint with an alleged perpetrator in any manner or for any reason prior to initiating a formal grievance. A formal grievance is one that would impact an employee’s ability to do his/her job or is contrary to an established policy.

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Employees who would like to file a formal grievance should complete the Employee Grievance Form and submit it to their supervisor or Human Resources via hr@centercitypcs.org within 30 calendar days of encountering the concern or grievance that is the subject of the complaint. Human Resources will only consider grievances filed using this form as formal grievances. Within 30 calendar days after submitting the form, the employee who has filed a complaint can expect a written response from the Center City PCS Human Resources team summarizing the course of the investigation, issues raised in the grievance, findings, conclusions, and remedies to be provided if any. If wrongdoing is established as a result of the investigation, corrective action will be taken immediately.

Appeals: Employees who are not satisfied with the response to their formal grievance may appeal in writing to the President & CEO within 15 business days of receiving Center City PCS's response. Employees must include in their appeal all written documentation from the initial written formal grievance as well as their reasons for not accepting the response. Within 15 business days from receiving the written appeal, Center City PCS's President & CEO will respond in writing with the action to be taken and the reasons for that action.

Prohibition Against Reprisal: Center City PCS pledges that it will not take an adverse action against employees because they have filed a formal grievance in accordance with this policy, or any person who participates in the proceedings related to this policy.

Modification: Center City PCS may modify the foregoing procedures in a particular case with notice to the grievant if the modification is consistent with ensuring Center City PCS has sufficient information to respond to the formal grievance, and/or the policies of Center City PCS.

The procedures set forth in this Problem Solving/Grievance Policy do not apply to perceived incidents of discrimination, harassment, or retaliation. All complaints of discrimination, harassment, and retaliation must be reported to your direct supervisor, Human Resources or any other member of management, and will be investigated in accordance with the procedures set forth in Center City PCS's Policy Against Workplace Discrimination & Retaliation.

1-10. Confidentiality Policy

It is vital to the continued success of Center City PCS that student and employee files, proprietary information, intellectual property, and trade secrets are kept confidential. Both during and after their employment, employees may not directly or indirectly use or disclose Center City PCS's confidential information and/or student information to co-workers, individuals, parents or guardians, or entities outside the School except as authorized and necessary to the performance of their duties for Center City PCS. Such confidential information includes, but is not limited to:

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student records, papers, and files, including student files; information regarding new projects or anticipated projects; job performance information; personal information regarding student, parent, or guardian; internal operational issues (including costs, pricing information, and budgets); student lists; financial data; business plans and proposals; and data and other information received in confidence from any other entity. Additionally, relationships and transactions with students' parents and/or guardians are considered privileged and should not be discussed outside of the School without prior express permission.

Similarly, Center City PCS's internal documents and other information should be protected from the sight of unauthorized individuals. Under no circumstances may the contents of Center City PCS documents or other documents prepared for a student, parent or guardian be disclosed to third parties without the prior approval of the Principal (in campuses) or the President & CEO, (in Central Office). Documents reflecting information about a student, parent, or guardian may not, as a rule, be used in other transactions with third parties if such use might reveal the name of (or other identifying or confidential information about) a student, parent or guardian. Employees may not use Center City PCS's trademark protected information, such as Center City PCS's logo, without the approval of the President & CEO or for profit or other purposes prohibited by federal and/or local law.

Further, Center City PCS confidential information, such as financial data, business plans, proposals, proprietary information and employee personally identifiable information, such as social security numbers, shall not be shared with other employees of the organization when that information is not required in the official conduct of the other employee's duties. This also applies to the information contained in Center City PCS's computer network. Center City PCS files, whether paper or electronic, shall not be accessed without an official requirement for such access. Employees who have regular access to the wage information of coworkers (e.g., Payroll and Human Resources) shall not disclose such confidential wage information, except to law enforcement, in response to a subpoena or court order, or as part of a response to an investigation, action or hearing. Unauthorized disclosure of confidential information may result in discipline, up to and including immediate termination of employment. Questions as to whether particular information is confidential should be directed to Human Resources.

1-11. Family Educational Rights & Privacy Act (FERPA)

Under FERPA, Center City PCS must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows Center City PCS to disclose those records, without consent, to the following parties or under the following conditions:

Receipt of Sexual Harassment Policy

It is Center City Public Charter Schools' policy to prohibit harassment of any employee by any Supervisor, employee, customer or vendor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within the Organization. It is to ensure that at the Organization all employees are free from sexual harassment.

While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If the employee feels that he or she has been subjected to conduct which violates this policy, the employee should immediately report the matter to Human Resources. If unable for any reason to contact this person, or if the employee has not received a satisfactory response within five (5) business days after reporting any incident of perceived harassment, the employee should contact the Director of Operations. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in his or her reporting hierarchy. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate.

All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Organization will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If an employee feels that he or she has been subjected to any such retaliation, the employee should report it in the same manner in which a claim of perceived harassment would be reported under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

I have read and I understand Center City Public Charter Schools' Sexual Harassment Policy.

Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.

Receipt of Non-Harassment Policy

It is Center City Public Charter Schools' policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, sex, national origin, disability, religion, marital status, veteran status, sexual orientation or age. Additional protected classes include pregnancy or related medical condition, marital status, family responsibility, gender identity or expression, disability, genetic information, personal appearance, matriculation, political affiliation, veteran status, or any other status protected by law. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

It is Center City PCS's policy that employees and their work environment should be free from all forms of unlawful discrimination, including harassment, and retaliation. Center City PCS does not and will not permit employees to engage in prohibited discrimination, harassment, bullying or retaliation. Discrimination, harassment (sexual or otherwise), bullying and retaliation by any employee, administrator, parent, volunteer, vendor, or visitor of Center City PCS are strictly prohibited.

Consequently, discrimination or harassment of any kind based upon verbal or physical conduct that denigrates or shows hostility towards an individual because of his/her race, color, sex, pregnancy or related medical condition, national origin, religion, age, marital status, family responsibility, sexual orientation, gender identity or expression, disability, genetic information, personal appearance, matriculation, political affiliation, veteran status or other status protected by law and that creates an intimidating, hostile, or offensive working environment is strictly prohibited. Prohibited discrimination and harassment may include, but is not limited to, epithets, slurs, jokes, or other verbal or physical conduct relating to an individual's protected status.

All employees, including supervisors, have an obligation to stop all forms of discrimination, harassment, and retaliation from occurring. If an employee feels that he or she has been subjected to conduct which violates this policy, he or she should immediately report the matter to the Director of Operations. If the employee is unable for any reason to contact this person, or if the employee has not received a satisfactory response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact Human Resources. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in his or her reporting hierarchy. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate.

All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Organization will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If an employee feels he or she has been subjected to any such retaliation, he or she should report it in the same manner in which the employee would report a claim of perceived harassment under this policy. Violation of this policy including any improper retaliatory

conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

Whistleblower Policy

Center City PCS complies with all applicable federal and District of Columbia government contracting requirements. It is the intent of Center City PCS to adhere to all laws and regulations that apply to the organization, and the underlying purpose of this policy is to support Center City PCS's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations.

Center City PCS thus encourages employees to report internally any concerns so it will have a reasonable opportunity to investigate and correct the alleged unlawful activity promptly. An employee is protected from retaliation if the employee, acting in good faith, brings the alleged unlawful activity, policy, or practice to the attention of Center City PCS.

Furthermore, Center City PCS is committed to high standards of ethical and moral business conduct. In line with this commitment and Center City PCS's commitment to open communication, this policy aims to provide an avenue for employees to raise concerns and ensure that they will be protected from retaliation or victimization for reporting possible unethical or immoral conduct.

This whistle blowing policy is intended to provide protections for employees if they should raise concerns regarding the conduct of Center City PCS employees, administrators and Board members, such as:

- Incorrect financial reporting;
- Failure to follow Center City PCS's procurement guidelines; Cheating on standardized tests;
- Making misrepresentations to the District of Columbia Public Charter School Board;
- Conflicts of interest; Unlawful activity;
- Activities that are not in line with Center City PCS policy, including the Standards of Conduct; or,
- Activities that otherwise amount to serious improper conduct or could result in Center City PCS being perceived in a negative light.

Moreover, all employees should be aware that they will not be subjected to any adverse and/or retaliatory action as a result of reporting any conduct believed to be in violation of the Policy Against Workplace Discrimination & Retaliation. Center City PCS's procedure for resolving complaints is available to all employees without fear of retaliation. Center City PCS will not take action against any employee because he or she makes a good faith report of inappropriate conduct. Center City PCS also will not retaliate against any employee who is a close associate of a person who objects to perceived discrimination or harassment. An employee who believes that retaliation has resulted from the reporting of prohibited conduct must immediately report this in the manner set forth above.

An employee who has a concern or problem should not assume that Center City PCS is aware of it. It is every employee's responsibility to bring complaints and concerns to Center City PCS's attention so that leadership can help resolve them.

I have read and I understand Center City Public Charter Schools' Non-Harassment Policy.

Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.



Center City Public Charter Schools

Character, Excellence, Service