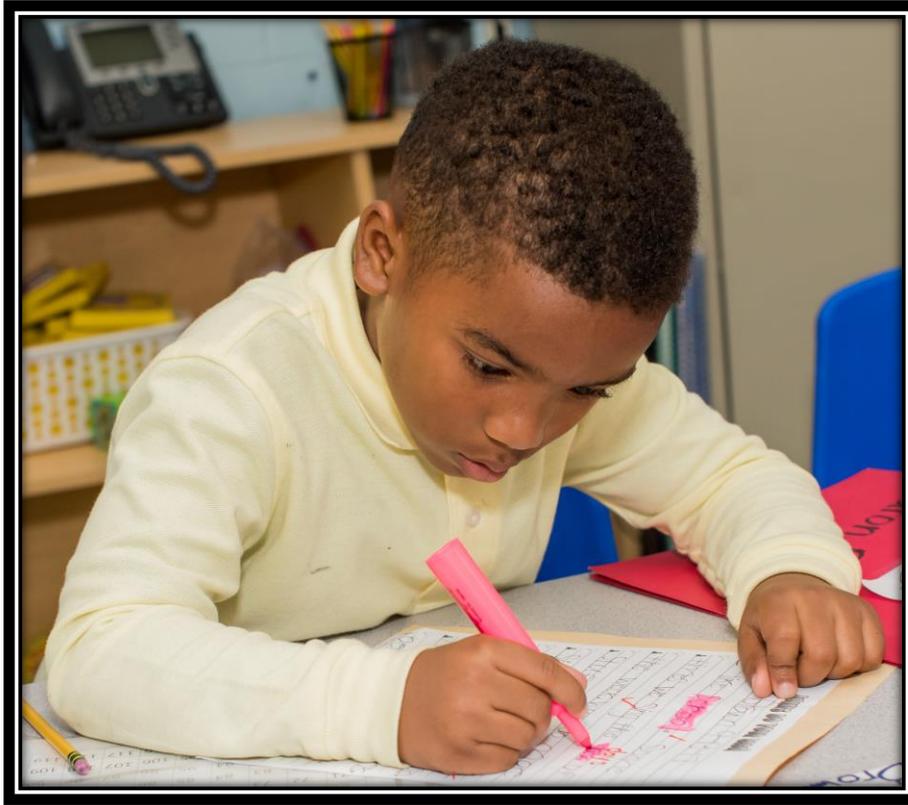


EARLY CHILDHOOD ACADEMY PUBLIC CHARTER SCHOOL



EMPLOYMENT GUIDE

It is the mission of Early Childhood Academy Public Charter School to foster the academic and social/emotional growth and development of each student in a safe and holistic learning environment that will equip all students with the knowledge and tools to become high achievers, proficient readers, and critical thinkers who will thrive for a lifetime as productive and caring citizens.

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WELCOME TO EARLY CHILDHOOD ACADEMY PCS

Welcome to Early Childhood Academy PCS. We are glad you have chosen to be a part of our team! By accepting employment with Early Childhood Academy Public Charter School (ECA), you have become an employee of a dynamic and successful educational organization.

We believe that employees are more productive if they know what they can expect from our organization and what the organization expects from them. This guide will familiarize you with the benefits and responsibilities of being an Early Childhood Academy employee. We expect you to use this information in your day to day job performance, as you strive to achieve our mission in everything you do.

We strive to provide an employment environment where fairness and consistency are the standards and where you are able to work to the best of your ability. To that end, our guide states our organization's policies in a clear, easy to understand manner. We believe that these policies and procedures will support your ability to be an integral part of ECA.

The ECA policies are subject to change in response to regulatory requirements, educational conditions or changes in the needs of the organization or the employees. We will make every effort to advise you of impending changes, but if we are required to make a change it may be made without prior notice.

The policies in this guide apply to all regular, full-time employees. Employees on a temporary or part-time basis should contact the school administrator regarding which policies and benefits apply to them.

Employees should be aware that, in your positions at ECA, your employment is at-will. Just as employees can terminate their employment at any time, Early Childhood Academy retains the right to terminate employees at any time, with or without cause. Early Childhood Academy reserves the right to suspend, modify or amend any policy or procedure at any time, even without notice, with the sole exception of the "at-will" employment policy, which may be amended only by a written document signed by the ECA Board of Trustees.

About ECA

Early Childhood Academy Public Charter School, Inc. (ECA) was founded in 2005 under the chartering authority of the District of Columbia Public Charter School Board. ECA is governed by the school's Board of Trustees. As a public charter school in the District of Columbia, ECA is free and open to all DC residents through the MySchoolDC.org lottery system. ECA serves students in prekindergarten-3 through grade three.

Mission Statement

It is the mission of Early Childhood Academy Public Charter School to foster the academic and social/emotional growth and development of each student in a safe and holistic learning environment that will equip all students with the knowledge and tools to become high achievers, proficient readers, and critical thinkers who will thrive for a lifetime as productive and caring citizens.

Vision Statement

We envision a school which embodies hard work, success, and joy. We envision a hard-working staff who recognize the critical role we play in the lives of our students and families and feel proud and honored to do what we do. We envision hard working students, not because they necessarily come to school with that value, but because we build in them an appreciation for learning. We envision students, teachers, and staff who celebrate their successes and the successes of others in the school. We envision a joyful atmosphere that is palpable from the moment students, parents, teachers, and staff enter the building – where there is a culture of supporting each other, lifting one another, and finding and embracing our common ground.

TABLE OF CONTENTS

Employment Information.....	3
General Information.....	6
Salary Information.....	8
Employee Benefits.....	10
Staff Attendance & Leave.....	12
Verbal, Written, & Electronic Communication....	16
Internet Code of Conduct.....	19
Social Media.....	21
Student Protection Policies.....	22
Employee & Employer Protection Policies.....	24
Employee Disciplinary Actions.....	30
Student Discipline: Suspension & Expulsion.....	31
Student & Classroom Policies.....	33
Separation from the Organization.....	39
Acknowledgment of Receipt of Guide.....	40

EMPLOYMENT INFORMATION

Equal Employment Opportunity

ECA is an equal opportunity employer. We are firmly committed to the practice of equal treatment of all employees. ECA will administer all personnel activities, including recruitment, hiring, training and promotion, without regard to race, religion, color, gender, sexual orientation, age, national origin, disability, veteran status or any other status or condition protected by applicable local, state or federal laws.

ECA expects all supervisory personnel to understand and practice equal opportunity employment in their dealings with employees. Employees are to perform their duties in a nondiscriminatory manner, supporting ECA's equal opportunity employment goals.

If you feel that you have been treated in a manner inconsistent with our policy of nondiscrimination, please bring your concerns to the school administrator or the president of the ECA Board of Trustees who will initiate any and all appropriate steps.

Diversity Statement

ECA is committed to cultivating an organization and community representing a wide variety of individuals at all levels, all of whom respect, honor and celebrate the broad range of human differences among us, while also embracing the commonalities we share, and to provide each individual with the opportunity to achieve his or her full potential as organizational goals are pursued.

“At-Will” Employment

We are happy to welcome you to ECA. We sincerely hope that your employment will be a positive and rewarding experience. However, neither you nor ECA can make any guarantees about your continued employment at ECA. **All employees are employed at-will.** This means the employment relationship can be terminated at any time and for any lawful reason by either the employee or ECA. Neither this guide nor any other organizational document confers upon you any contractual right, either expressed or implied, to remain in ECA's employment.

Only the Board of Trustees is authorized to modify this policy for any employee or to enter into any agreement, oral or written, contrary to this policy. Supervisory and management personnel are not to make any representations to employees or applicants concerning the terms or conditions of employment with ECA that are not consistent with the organization's policies. This policy may not be modified by any statements contained in this manual or any other employment applications, recruiting materials, memorandums or other materials provided to applicants and employees in connection with their employment. None of these documents, whether singularly or combined, is to create an expressed or implied contract of employment for a definite period, nor do any of these documents create an expressed or implied contract concerning any terms or conditions of employment. Similarly, policies and practices with respect to any matter are not to be considered as creating any contractual obligation on the organization's part or as stating in any way that termination will occur only for just cause. Statements of specific grounds for termination set forth in this guide or in any other organization documents are examples only and not intended to restrict the organization's right to terminate at-will.

At the time of hiring, employees acknowledge that they are employed at the will of ECA and are subject to termination at any time, for any lawful reason, with or without notice and with or without cause.

Hiring/Recruiting

We know that we are only as successful as our employees, so we search as widely as possible for talented and motivated individuals to fill vacant positions.

ECA prides itself on having an effective and responsive employment process. We are committed to treating both candidates for employment as well as current employees in a manner that shows respect, fairness, and compliance with all applicable local and federal regulations.

ECA may, at its option, post available job openings via its website, e-mail, etc. The decision of whether or not to post a particular job opening is within the sole discretion of the administration, and the various job postings are not intended to be a complete list of available positions.

If you see a position that interests you, please contact the executive director or principal, who will discuss the opportunity with you or put you in contact with an appropriate member of ECA's staff to discuss the opportunity with you. ECA is interested in providing all employees with an opportunity to grow professionally while helping the organization meet its objectives.

Job Descriptions

All ECA employees must have a formal job description. It is the responsibility of the school administrator to ensure that there is a job description and that it is kept up to date.

Exempt/Nonexempt Status

All positions at ECA are classified as either exempt or non-exempt from the overtime provisions of the Fair Labor Standards Act. Exempt employees are defined as employees who, based on duties performed and manner of compensation, shall be exempt from the Fair Labor Standards Act (FLSA) minimum wage and overtime provisions. Non-exempt employees are entitled to overtime pay (over 40 work hours per week). That classification, which is based on U.S. Department of Labor regulations and subject to periodic review and to agency audit at any time, has a number of consequences you will notice throughout this guide.

Salaried employees, including teachers, associate teachers, and administrative staff, have exempt status. Hourly support staff, including food service workers, custodial staff, and aftercare staff, are non-exempt. If you have questions about whether your job is in an "exempt" or "nonexempt" status, please see the Financial and HR Manager.

Citizenship Status

It is illegal for any employer to knowingly hire new employees who cannot produce evidence of their right to work in this country. Federal law imposes an affirmative duty on employers to maintain accurate records of all employees' citizenship status and right to work. Therefore, ECA requires that all new employees document their authority to work in this country. ECA keeps records related to that proof, including a copy of the USCIS Form I-9 that each employee must complete. These forms are kept as confidential as possible.

Employee Background Checks

All employees must comply with state requirements such as, but not limited to, FBI fingerprinting, certification, Child Abuse Index, Criminal Record Statement and tuberculin tests. Employees are also required to provide transcripts to verify units earned, in-service hours, and certifications/licenses held. These requirements should be completed prior to beginning employment, and the information must be provided to the school administrator. Any associated costs are the responsibility of the employee. Criminal background checks are required on a periodic basis and will be conducted in accordance to applicable law.

A criminal record will not automatically disqualify an applicant or an employee. Rather, determinations of employee or applicant's suitability for the position will be made by authorized ECA personnel. If the authorized personnel reasonably believes the criminal history adversely affects the safety and well-being of students and/or employees, a decision to terminate employment will be made.

Reference Requests

Because of the potential personal liability that exists for individuals providing an employment reference, ECA strictly prohibits any employee other than the executive director, principal or financial manager from providing references, letters of recommendation, validating reference checks or discussing current or separated employees with any third party.

If you are contacted by a third party seeking reference information, please direct them to the school administrator for an official response. If an employee requests a written letter of reference, the letter must

be approved by the executive director or principal prior to its release. ECA is not responsible for any unauthorized comments made, or written references provided, to a third party by any employee regarding another employee of the organization.

Employment of Family Members

ECA does not prohibit employing family members of current employees. However, one family member cannot directly supervise another family member.

Employee Résumés

ECA will maintain résumés of all employees for use in proposals and capabilities matrices. Employees may be asked from time to time by the school administrator to update their résumés to reflect their current job responsibilities at ECA.

Personnel Records

ECA maintains a confidential, up-to-date employment file for each employee containing information relative to your employment with the organization. Information concerning your personal status, education, experience, work performance, record of salary increases, departmental transfers, and any other related activity involving you will be maintained in your personnel file.

It is each employee's responsibility to ensure that his/her ECA records contain correct information about the employee. Employees are required to notify ECA of any change in name, home address, telephone number, and person to be notified in the case of an emergency.

ECA regards this information as confidential and will control access to it. Files may be reviewed by appropriate management on an as-needed basis. In addition, an employee may request to review his/her file. Such review must be made in the presence of his/her supervisor or the school administrator. No employee is authorized to access his/her own personnel file alone nor may anything be added nor deleted from that file without the concurrence of the supervisor and the school administrator. We do not allow current or former employees to photocopy their files.

Performance Reviews

The performance of teachers and staff will be evaluated annually. This process will be reviewed in the fall of each year. All staff members will receive a final evaluation of performance between June and September of each year.

GENERAL INFORMATION

Attire

All Early Childhood Academy Public Charter School employees are required to dress professionally during their tours of duty. Administrative staff is expected to dress in appropriate office attire. Teaching staff is encouraged to wear comfortable and durable clothing since clothes may be soiled by spills, etc. However, all employees are required to dress in attire that reflects a professional atmosphere.

The following dress code applies to all staff working during regular school days, on all school sponsored field trips, on student dress-down days, and during all parent meetings. Hats may not be worn indoors unless for religious purposes. Staff is not permitted to wear jeans, leggings, tights, shorts, or shirts that reveal backs, stomachs, bras, or any parts of your breasts. Shirts must meet pants and shirts or jackets must not be wrapped around your waist. Spaghetti straps, tube tops, one-shoulder tops, off the shoulder tops, and strapless tops are not permitted. See-through attire is not permitted. Staff may wear clinging pants with a shirt that completely covers the behind and crotch area. This policy applies to days during which students are in school and days during which teachers are meeting with parents

Employees may wear jeans that are not torn or tattered on ECA Field Day and during staff training days on which no parent meetings are scheduled.

Employees who report to work dressed inappropriately will be required to change into appropriate clothing. If this results in a delay in reporting time, the employee may be charged leave as appropriate.

Lunch Breaks

Each twelve-month employee is allowed a one-hour lunch break daily. No other morning or afternoon breaks are permitted without prior approval of the principal or executive director. Twelve-month employees are permitted to take their lunch breaks between the hours of 11:00 a.m. and 3:00 p.m. All administrative employees must complete lunch breaks by 3:00 p.m.

Teachers and associates are provided a one-hour period for lunch between the hours of 11:00 a.m. and 2:00 p.m. Teaching staff is required to take lunch breaks at the scheduled time and return to their posts of duties on time. All teachers and associate teachers may also be required to participate in working lunches periodically. Teachers and associate teachers will be notified in advance if a working lunch is planned.

Field trips and other special activities may disrupt the scheduled times for lunch breaks for teaching staff and result in a reduced lunch period for that day. If a class intends to return from a field trip late in the school day, please plan to eat lunch with your students while on the trip.

Meetings

Faculty meetings will be held once a month from 3:30 p.m. to 4:30 p.m. All teachers and associate teachers are expected to be in attendance at all Faculty Meetings. Staff is asked to schedule personal appointments at other times. If absence from a Faculty Meeting is unavoidable, please notify the principal in writing at least 24 hours before the meeting.

All teachers and/ or associate teachers may be required to participate in working lunches periodically. Working lunches will be held at the employee's regular lunch hour. Teaching staff will be notified in advance if a working lunch is planned.

Administrative meetings will be held weekly during the work day. Designated administrative staff is required to be present.

Professional Learning Community (PLC) meetings will be held twice a week (one for reading and one for math) from 3:15 pm until 4:30 pm. Teachers are asked to avoid scheduled PLC and PD dates when requesting leave.

Parent conferences will be held at least three times per year from 10:00 a.m. until 6:00 p.m. Teachers, associate teachers, and directors are required to participate in all parent conferences.

Personal Items

ECA does not assume responsibility for the safety of personal items belonging to you. For your protection, ECA recommends that you keep all personal valuables in a secure location when you are working. Remember to exercise caution and take steps to safeguard handbags and wallets at all times. ECA is not responsible for items that you may leave unsecured or overnight at our facility.

Work Area Equipment, and Supplies

ECA may issue laptops, keys, student materials, and other resources to employees, which are the property of ECA. The safe storage and maintenance of these items is your responsibility; you will be required to return all items at the close of each school year or at the end of your employment with ECA. All lost or stolen keys must be reported to the school administrator immediately.

Supplies, equipment and furniture represent a significant investment by the organization and should be properly maintained. Employees should take all possible care in the storage and maintenance of materials and equipment and use consumable supplies in a conservative manner.

Work Hours

The official tour of duty for twelve-month employees is Monday through Friday 8:00 a.m. – 4:30 p.m. The official tour of duty for teachers is 8:00 a.m. – 4:30 p.m. The official tour of duty for associate teachers is 8:00 a.m. – 3:30 p.m. Monday, Wednesday, Thursday, Friday and 8:00 a.m. to 4:30 p.m. on Tuesday.

Workplace Safety

The safety of each employee is a matter of great importance to the organization. Work procedures have been developed, implemented and maintained with the safety and health of each employee in mind. ECA requires that all employees conduct themselves in a manner that provides the maximum safety for themselves and other employees. If you believe a condition is unhealthy or unsafe, you should report the situation immediately to the school administrator. In the case of injury while at work, please refer to the workers' compensation policy.

SALARY INFORMATION

Advances and Loans

ECA does not make salary advances or loans to employees.

Direct Deposit of Pay

ECA offers automatic, electronic deposit of payroll wages into employee bank accounts each pay period. ECA bears all administrative fees connected with providing this benefit. Contact the financial manager to obtain the form to activate and/or change your participation in direct deposit.

Federal and State Withholding

As required by law, ECA withholds federal income taxes for you unless you demonstrate exemption from withholding. ECA further withholds state income taxes for DC, MD and VA as required by law, unless you are exempt. State withholding taxes are withheld for the state you reside in. Occupational taxes (city/county) in states where applicable and taxes for local government will also be withheld.

Pay Status

Full-time employees are classified as either exempt or non-exempt from the federal wage hour law called the Fair Labor Standards Act. Exempt salaried employees perform executive, administrative, professional, or teaching duties and are not eligible for paid overtime compensation. In general, non-exempt employees are eligible for paid overtime at the rate of 1½ times their regular rate for all hours worked over 40 hours per week and 2 times their regular rate for hours worked on holidays. Overtime and holidays hours must be approved before worked.

Paydays

Employees are paid twice monthly on the 15th and the last day of the month. If either pay date falls on Saturday or Sunday, employees are paid on the preceding Friday. Employees receive pay for the 15-day or 16-day pay period which precedes the current period. This means that one pay period is held for payroll processing and record keeping. For example, for pay period 08/16-08/31 the pay date is 09/15. Annual pay schedules can be obtained from the Business Office.

Salaries

Your salary is based upon a compensation scale that factors the school budget, your work experience, education and skill qualifications, your job performance, economic conditions and others. We consider salary to be a confidential matter between the organization and you. You should refer any salary questions to your supervisor.

All ECA employees are paid semi-monthly (twice monthly). Teachers and associate teachers will continue to receive compensation at their regular semi-monthly rates through the July break if the following criteria are met:

- employee must be employed through the last day of the current school year; and
- employee must have begun work at ECA by the first day after the winter break of the current school year; and
- employee must have maintained continuous employment for the school year.

Teachers and associates who resign, are terminated, or are otherwise separated from employment at ECA for any reason before the final day of the school year are paid only through the last day of actual employment and do not receive any additional compensation.

Arrangements may be made for voluntary benefits packages to continue for teachers and associates who are not eligible for pay during the July break but will be returning after the break. Teaching staff falling under this category will be required to continue to contribute to their plans during the July break to maintain their

voluntary benefits. Individuals are asked to speak directly with the financial manager for the costs of continuing health or FSA plans during the non-paid period.

If, for any reason, the school is required to permanently close, all staff including teaching staff, will be paid only through the last day of actual employment.

Salary Reviews

Although not guaranteed under ECA employee policies, salary reviews and adjustments may occur for a variety of reasons.

The granting of salary increases to employees, regardless of performance, will be driven by the prevailing financial climate of the organization. In the event of inadequate financial performance of the organization, salary actions may be suspended until such time that they may be supported by the organization.

Signing In and Out

All employees are required to clock-in and clock-out using the electronic time clock. Attendance captured electronically will be used to generate payroll data. It is the employee's responsibility to ensure that accurate time and attendance is captured by clocking-in and clocking-out daily.

It is your responsibility to notify the timekeeper immediately if you are unable to clock-in or clock-out. The timekeeper will clock you in for the exact time that she receives the call. Therefore, if you contact the timekeeper at 9:10 a.m., you will be clocked-in for 9:10 a.m.

Continued failure to clock-in or clock-out will result in disciplinary action.

Social Security

Under federal law, a percentage of all payroll dollars goes toward Social Security. These are matched by contributions from ECA, as required by law. Social Security provides a variety of benefits, including retirement payments, death benefits, disability insurance, and monthly income payments to dependents of covered employees in the event of death of the employee. For specific details, contact the nearest Social Security Administration office.

Wage Garnishments

A wage garnishment is an order from a court or a government agency directing the employer to withhold a certain amount of money from an employee's paycheck and send it to a person or agency. Wages can be garnished to pay child support, spousal support or alimony, tax debts, outstanding student loans, or money owed as a result of a judgment in a civil lawsuit.

If we are instructed by a court or agency to garnish an employee's wages, the employee will be notified of the garnishment at once. We are legally required to comply with these orders. If you dispute or have concerns about the amount of a garnishment, you must contact the court or agency that issued the order.

EMPLOYEE BENEFITS

ECA feels it is important to provide the tools necessary to motivate and encourage our employees to do their best for the organization. To that end, ECA has developed a comprehensive benefits program available to all full-time employees who qualify for coverage. Eligibility for most benefits begins on the first day of the month following your date of hire, unless it is specifically noted below.

The Financial and HR Manager can provide you with the most current plan descriptions for all programs at any time. In addition to designing, implementing and administering the benefits programs for ECA employees, the financial manager can also interpret and explain your coverage under the different plans. You may also rely on the financial manager to provide you with additional resources and direct access to our plan providers, if necessary.

The benefits program's terms of coverage and eligibility requirements may be subject to change at the organization's sole discretion. However, if a plan change is to occur, ECA will make its best effort to communicate all changes to you as far in advance as possible. The following list summarizes coverage currently offered. Both the benefits offered and the levels of coverage, as well as the providers, are subject to change at the organization's sole discretion and are not guaranteed.

Anniversary Date

Your anniversary date is the date you joined the organization as an employee. Your length of service is calculated from your most recent date of hire.

Changes in Benefits

ECA reserves the right to change or discontinue any of these benefits at any time, with or without notice.

Disability Protection

If a short-term or long-term illness or injury occurs, full-time employees are provided short- or long-term disability protection. The exact benefits provided are described in a separate summary. Under short-term protection, the benefit continues for the prescribed period, until you return to work, or until long-term protection commences. Under long-term protection, the benefit continues for the duration of your disability or to normal retirement age, whichever comes first. ECA pays the premium for this program.

To apply for short- or long-term disability benefits, you, your physician and the financial manager must complete appropriate forms. Summary plan descriptions and other information concerning coverage available can be obtained upon request from the financial manager.

Flexible Spending Account

ECA offers a flexible spending account (as provided by Section 125 of the IRS Code) that allows employees to put aside a portion of their salary on a pretax basis to pay for certain health related expenses. It also allows such deductions to pay for dependent day care and transportation. This benefit can help employees achieve significant tax savings in the years they participate. However, it is important that employees calculate carefully how much money should be deducted from their paychecks. This money must be used in the year it is deducted and the plan allows for \$500.00 to be carried over. Any excess over \$500.00 if it is not used, it is then forfeited in the plan.

Life/AD&D Insurance

ECA provides life/accidental death and dismemberment insurance coverage to all full-time employees. The insurance is paid in full by the organization. The exact coverage is described in a separate employee benefits summary. The employee can purchase additional insurance at his/her cost.

Medical Insurance

ECA offers a group medical and dental insurance plan. ECA and the participating employee contribute to the cost of this insurance plan. Details of the plan provider and current contribution rates are published separately.

ECA will ensure privacy of medical records in accordance with the Health Insurance Portability and Accountability Act (HIPAA). This legislation addresses the security and privacy of health data. ECA will work with its insurance carriers to ensure proper control over how personal information is used.

Onsite Care for Children of Employees

ECA provides free before and after care services for employees' children who currently attend the school. Grandchildren, nieces and nephews, etc. are not eligible for free before and after care services.

Workers' Compensation

Injuries that occur while you are working are covered by workers' compensation insurance, not your medical insurance. ECA carries full workers' compensation insurance in the event of a job-related illness or injury. This includes needed medical expenses and partial wage reimbursement. Coverage begins on the first day of employment.

If you are injured on the job:

1. Complete an incident report and notify the principal or executive director immediately regarding all injuries and potentially hazardous events. Your supervisor will assist you in determining any medical treatment that may be necessary.
2. Contact the financial manager immediately to provide the necessary information so that required reports can be completed.

If your doctor requires further information, contact the financial manager.

403(b) Retirement Savings Plan

ECA offers a 403(b) salary deferral plan for all full-time employees, and will match contributions after one year or 1,000 hours of service. This benefit allows you to save pre-tax, payroll-deducted dollars in a tax-deferred status. ECA bears all plan administrative fees and contributes a matching percentage to participants, not to exceed the maximum employer contribution elected by the organization. The exact benefits and employer contribution are described in a separate summary.

STAFF ATTENDANCE & LEAVE

Attendance and Leave Requests

In order for our students to grow and progress, it is crucial that employees work responsibly. Teaching staff is expected to be present at their assigned posts of duty no later than the designated time for the start of their tours of duty. Staff must contact the principal or executive director by telephone (not an email or text) prior to the start of your tour of duty if you anticipate arrival any time after your official start time. In reporting late arrival, staff must either speak directly with the principal or executive director or leave a voice message indicating late arrival. All staff members are required to clock-in and clock-out daily. Staff members or other individuals are not permitted to clock-in or clock-out for others.

It is expected that all staff maintain an excellent attendance record. Whenever possible, teaching staff is asked to schedule personal or children's medical and dental appointments as close to the end of the school day as possible. Leave will not be granted for teaching staff to take vacations during school days. Teachers and associates are asked to plan vacations and out-of-town travel to coincide with the scheduled holidays and breaks for staff.

ECA may, at its option, consider any employee as having voluntarily resigned if he/she fails to notify the principal or executive director of the reason for any unexcused absence as well as an expected return date within 48 hours of failing to show up for the scheduled work day (excluding weekends and holidays).

Absenteeism without notice, excessive or chronic absenteeism or lateness will result in corrective disciplinary action, up to and including termination of employment.

ECA has established leave policies designed to meet all foreseeable needs of our employees. All requests for leave must be made in advance by submitting an online leave request for approval. The principal and the executive director are the sole approving authorities for leave requests. Leave must be approved by the administration prior to the date of the proposed absence. Staff will be notified electronically of approval or denial of the leave request.

Periodically, it is necessary for a staff person to request leave for the same day or next day. On occasions when leave is requested within two or less days of expected absence, staff is required to notify the principal or executive director in person for approval. The executive director or principal must be contacted by phone at least two hours in advance of leave requested for the same work day.

Annual Leave

Twelve-month exempt or salaried employees and twelve-month nonexempt or hourly employees accrue sick and annual leave each pay period. The exact annual accrual rates are provided in a separate employee benefits summary. ECA believes in selfcare and encourages all eligible employees to use annual leave and not carry it over if at all possible. Twelve-month employees begin to earn annual leave on their first day at ECA. The accrual year for each eligible employee corresponds with the employee's anniversary date with the organization. Part-time employees at ECA are not eligible for annual leave.

Teachers, associate teachers, the family support coordinator, special education coordinator, and kindergarten through grade 3 directors do not accrue annual leave.

If an authorized ECA holiday occurs within an employee's annual leave period, time off for the holiday will not be counted as annual leave. Except in unusual circumstances, if an illness occurs during an annual leave period, sick leave may not be substituted for those days during annual leave when the employee was ill.

Annual leave may be requested before it has been accrued; however, if an employee leaves the organization, the employee is responsible for the costs owed to ECA for any annual leave taken and not earned.

Annual Leave Carryover

Annual leave carryover refers to the number of accrued annual leave days that may be carried over from one calendar year to the next. ECA's annual leave balance-carryover limit for all employees is fifteen (15) days; therefore, any accrued leave balance in excess of 15 days will be lost unless otherwise provided for by applicable state law. It is your responsibility to monitor your annual leave balance which is reported on your paystubs. At the time of resignation or termination, the ECA employee will be paid for all unused annual leave up to fifteen (15) days.

Sick Leave

ECA recognizes the possibility that, from time to time, an employee may not be able to report to work because of illness, injury, or medical appointments. For this reason, the organization provides all full-time employees with paid sick leave to ensure salary continuance during periods of limited sickness, injury, or other medical needs.

All teaching staff and other salaried employees are charged sick leave by the half day or full day. All hourly employees are charged sick leave by the half-hour. The exact sick leave accrual rates are provided in a separate employee benefits summary.

You are required to verbally notify the principal whenever you are unable to report to work due to sickness. If you are unable to reach the principal, you must notify the executive director. **Text messages, emails, or messages delivered by your colleagues are not approved methods of notification for leave requests.** You are required to contact the principal or executive director each day you will be absent, unless a doctor's note has been provided stating how long you will be unable to report to work.

Any sick leave balance remaining on the books at the end of the school year will be carried over into the next school year.

Upon employment with ECA, new employees receive a pro-rated accrual rate of sick days, depending on the point of the year at which they are hired. Sick leave balances are not paid out to employees upon separation from the organization.

Family and Medical Leave Act (FMLA)

The Federal Family and Medical Leave Act (FMLA) provides certain employees with up to 12 weeks of unpaid job-protected leave annual. ECA follows the District of Columbia Family and Medical Leave Act, which is 16 weeks. In recognition of this, ECA has established a family and medical leave policy that will allow you to take time to care for yourself or a family member while preserving a position with ECA and maintaining your length of service prior to leaving.

Family and medical leave may be requested by employees who have completed a minimum of 12 months of service (without a break in service) and have worked 1,200 hours in a 12-month period. Family and medical leave may be taken in the following situations:

Leave Entitlement

Eligible employees may take up to 16 workweeks of leave in a 12-month period for one or more of the following reasons:

- The birth of a son or daughter or placement of a son or daughter with the employee for adoption or foster care;
- To care for a spouse, son, daughter, or parent who has a serious health condition;
- For a serious health condition that makes the employee unable to perform the essential functions of his or her job; or
- For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status.

An eligible employee may also take up to 26 workweeks of leave during a "single 12-month period" to care for a covered servicemember with a serious injury or illness, when the employee is the spouse, son, daughter, parent, or next of kin of the servicemember. The "single 12-month period" for military caregiver leave is different from the 12-month period used for other FMLA leave reasons.

You may request leave by submitting a written request to the school administrator. The request for family or medical leave must be made in a reasonable amount of time before the leave is needed. For birth and adoption, 30 days' notice is required, except where unexpected circumstances warrant shorter notice. For a serious health condition, or personal assistance, fourteen (14) days' notice is required except where unexpected circumstances warrant shorter notice.

At any time following a request for leave, including during the period of the leave itself, ECA may ask you to provide certification supporting your request for leave. In addition, ECA may ask you to provide certification of a family member's serious health condition. Beyond certification of a serious health condition, ECA may, at the organization's option and expense, require you to obtain a second opinion as to the nature and length of the disability from a physician acceptable to the organization.

Eligible employees may take family leave for up to 16 weeks and medical leave for up to 16 weeks in any 24-month period. FMLA is unpaid however you may use your sick or vacations to cover all or part of your leave. Family leave can be combined with any leave for employee illness or temporary disability because of pregnancy or childbirth. The leave may be scheduled on a consecutive basis or on an intermittent or reduced basis.

You will be expected to pay for any expenses that are your responsibility under any ECA benefit plan. Failure to provide these payments may result in termination of participation in the organization's benefit programs.

Intermittent leave to care for a new child is not permitted. Intermittent leave is permitted for serious illness when it is medically necessary. Medical certification is required prior to granting intermittent leave. If leave is required on an intermittent basis or reduced leave basis, ECA may require the employee to transfer temporarily to an alternative position that better accommodates the intermittent leave, or transfer to a part-time schedule, provided the position has equivalent pay and benefits. The employee must discuss the proposed intermittent leave schedule with his/her supervisor before leave begins.

After an approved family or medical leave, you may return to the same position you held before the leave began, unless the position has been eliminated during a work force reduction or has been filled for reasons of business necessity. If your former position is no longer available, you may return to an equivalent position.

To ensure job reinstatement, you must be available for work at the end of your scheduled leave or at an earlier date, if your reason for taking leave no longer exists. If, during leave, you accept employment with another employer, your employment with ECA will be terminated. Additionally, ECA may require the employee to repay the employer's share of the premium payment if the employee fails to return to work following the FMLA leave unless the employee does not return because of circumstances that are beyond the employee's control, including an FMLA-qualifying medical condition.

DC Paid Family and Medical Leave

On July 1, 2020, the District of Columbia will begin administering paid leave benefits to eligible workers. In the meantime, the Office of Paid Family Leave is working to define how the benefit will be implemented.

You are eligible for Paid Family Leave benefits if you:

- Spend more than 50% of your time working in DC. Eligible workers must spend a majority of their time working the District—including teleworking or telecommuting—for a covered employer, and must have completed that work during the year prior to needing leave.
- Are self-employed and have opted into the Paid Family Leave program. Individuals who have earned self-employment income for work performed more than 50% of the time in DC during the year prior to needing leave are eligible for the benefit.
- Are employed when you apply for the benefit. Your wages must have been reported by your covered employer in order for you to be eligible for the benefit. If you are receiving unemployment compensation benefits, you are not eligible for Paid Family Leave.
- Meet specifications as a temporary or seasonal worker. These specifications depend on when your employer reports wages and when you need the benefit.

For more information on this new benefit, visit the Paid Family Leave microsite at dcpaidfamilyleave.dc.gov.

Jury Duty

If you are called to serve on jury duty, you are required to provide written evidence of your jury assignment to the school administrator as soon as you receive notification. Employees continue to receive regular pay while serving on documented jury duty. Pay received from ECA is in addition to any other jury duty compensation from the court.

ECA requires that you contact the principal daily to report the status of your jury duty assignment, as you are expected to report to work on any day that jury duty hours reasonably permit.

Employees will not be paid for time away from work where the employee is a party to, or has any interest in the outcome of the legal action in question. Jury duty leave does not include paid time for voting, civic activities, or personal court appearances.

Bereavement Leave

In the event of a death in the employee's immediate family, ECA provides up to three (3) days of paid, excused leave. ECA defines "immediate family" as a **spouse, child, sibling, parent, grandparent and all parent and sibling "in law" relatives**. If you require additional time, your vacation or sick leave will be charged.

Military Leave

Requests for military leave will be granted in compliance with applicable federal and state laws. ECA fully complies with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Under the USERRA, most service personnel on leave will be eligible for continued health benefits for some or all of their leave and will have rights to reemployment upon return. Employees should notify ECA when they receive orders for military leave. Employees who qualify for military leave will be paid the difference between their ECA scheduled earnings and their military pay, if the military pay is less than their ECA earnings, for the period they are on duty, up to a maximum of two weeks (10 working days) per calendar year.

A request for military leave should be made in writing at least thirty (30) days prior to the leave is scheduled to begin. If circumstances make such advanced notification impossible, the employee must give as much notice as possible.

Holidays

ECA observes a total of ten paid holidays during the year, including: Labor Day, Columbus Day, Veterans' Day, Thanksgiving, Christmas, New Year's Day, Dr. Martin Luther King's Birthday, Presidents' Day, Memorial Day, and Independence Day. ECA's observance of these holidays is consistent with federal dates of observance. An annual calendar is distributed each year to all employees identifying observance dates. ECA does not observe Emancipation Day.

Part-time employees are not eligible to receive holiday pay.

School Closure

Severe weather or other emergencies may occasionally necessitate school closure. Early Childhood Academy Public Charter School does not follow the snow/weather closure schedule of the DC Public Schools. Therefore, employees are asked to check Fox Channel 5, ABC Channel 7, or News Channel 8 for weather closures or delays for ECA. In addition, ECA will notify all staff and students of any emergency closures and delays through automated calls and text messages.

Full-time staff, whether salaried or hourly, receives their regular pay for any emergency closure day.

Other Time Off

Time off for reasons other than outlined in this guide will not be paid. A leave of absence, for any reason, must be approved by the school administrator. Employees taking a leave of absence for reasons other than those outlined in the above leave policies have no guarantee of rehire or reinstatement.

VERBAL, WRITTEN, & ELECTRONIC COMMUNICATION

Communications Systems

The organization uses a number of communication services and equipment to conduct its business. All the service and equipment, including information transmitted or stored on them, are the sole property of the organization. Although the organization respects the privacy of its employees, for operational, security and other legitimate reasons, there may come a time when the organization may have to access employee communications and files as it considers appropriate in accordance with applicable law. Further, at any given time, ECA may conduct a communications audit, monitoring employees' use of services and equipment. Because communication services and equipment are not always secure, and because other individuals may knowingly or mistakenly gain access to them, employees should not use work communication systems to transmit or store information they consider to be private or confidential.

Communication services and equipment include, without limitation, the following: mail, e-mail, courier services, facsimiles, telephone and voice mail systems, computer networks, online services, the Internet, computer files, video equipment, tape recorders and recordings, cellular telephones, copiers, printers, and written publications.

In general, employees should not use the organization's communication services and equipment for personal purposes except in emergencies or as otherwise authorized. In the event of such personal usage, the employee will be responsible for the cost. With email and use of the Internet, occasional personal use will be allowed as long as it is not excessive, does not negatively impact performance, and is in accordance with the Internet and e-mail policies described in this manual.

Employees should also ensure that no personal correspondence appears to be an official communication of the organization. Employees may not use the organization's address to receive personal mail or use the organization's stationery for personal letters.

Employees are to refrain from using the organization's communication services to write, transmit or store information that is harassing, discriminatory, offensive, demeaning, disloyal, disruptive, insulting or intimidating, including, without limitation, information that would violate the organization's policies against discrimination or harassment.

Improper use of ECA's communication services and equipment may result in disciplinary action up to and including termination of employment.

Email Communication

Email messages sent using ECA communications equipment are the property of ECA. We reserve the right to access, monitor, read and/or copy email messages at any time, for any reason. You should not expect that any email message you send using ECA equipment, including messages you consider to be or label as personal, will be private.

Email should not be used in any way that may be disruptive, offensive to others, or harmful to general morale. The ECA-owned electronic mail system is for ECA business use. As such, employees should be careful to use proper language and tone, and should avoid making statements of any kind that might be construed as discriminatory or examples of harassment. Emails sent to colleagues, supervisors, parents, vendors, or others on behalf of ECA should be professional and grammatically correct and may not misrepresent your position at ECA. Occasional emails of a personal nature will be allowed as long as they are not excessive or inappropriate and do not negatively impact employee performance.

Employee Questions and Concerns

The ECA grade level directors, principal and executive director maintain an "open door" policy. If an employee has a question or concern about a school issue, the school administrators are available to respond in person to your questions, concerns, or recommendations. You may also use email or cell phones to contact the school administrators.

Media Inquiries

All inquiries from reporters and other members of the media are to be directed to the executive director or principal. Under no circumstances are employees to speak to the media about incidents concerning ECA staff, students, families, events, policies, or procedures without the knowledge and consent of the executive director or principal.

Outside Requests for Student Information

On occasion, teachers may be contacted by social workers, attorneys, police officers, educational advocates, physicians, the media, or non-custodial family members for information about identified students or school incidents. Do not provide student information to anyone other than the child's parent/guardian unless you have received authorization to do so from the principal or the executive director. These persons are to be immediately referred to the principal or the executive director.

Progress Reports and Quarterly Conferences

Parents are to be issued progress reports detailing their children's achievement four times per year. Progress reports must provide a detailed description of the student's areas of strength and challenge based on assessment data as well as recommendations for parents to support their children's growth and development. All progress reports must be reviewed and approved by the school leadership before being sent home to the parent.

Solicitation

ECA employees and visitors may not solicit or distribute literature in the workplace and may not use school email accounts for any solicitation, notification, or advertisement unrelated to ECA. ECA recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not distribute literature concerning these activities during work hours. In addition, the posting of written solicitations on ECA bulletin boards, on the walls, or elsewhere in the building is prohibited.

Telephone Usage by Teachers

Personal cell phones of teachers and associate teachers must be stowed during all periods of student supervision. Teachers and teacher assistants may not make or take personal calls or texts while supervising students. Teaching staff are not permitted to wear a Bluetooth or headset for personal use during supervisory periods. Messages will be taken for non-urgent calls for teaching staff that have been received on the school phone and will be sent to the employee's email. It is the responsibility of each staff person to check email for messages daily during non-supervisory periods. Please advise friends and family members to keep personal telephone calls to a minimum. If the call is an emergency in nature, you will be notified immediately.

The telephone system is for ECA business use. Employees are not permitted to make long-distance calls or lengthy personal calls on ECA phone lines.

Use of cell phones to text, make calls, or surf the Internet during duty periods may lead to disciplinary action, up to and including termination of employment.

Work Email Accounts

Employees are asked to check their ECA email accounts at least twice daily (upon arrival, during lunch break and/or before departure). Important memos, procedural information, and telephone messages will be sent via email. It is the responsibility of the employee to stay abreast of information that has been sent electronically. The financial manager may, from time to time, issue policy updates via email. The most current memorandum or a published addendum becomes the policy then in effect.

Written and Verbal Communication with Parents

It is essential that teachers maintain on-going communication with parents/guardians. Teachers are asked to contact parents regularly to communicate positive information about their children's progress as well as any concerns that need to be discussed. Occasionally, parents will call the school to speak with the teacher about their children's progress, an upcoming field trip, or a specific incident that occurred at the school. If the parent calls at a time when the teacher is supervising students, the message will be placed in the teacher's email. Teachers are asked to return all calls to parents within 24 hours. Verbal communication with parents/guardians must be respectful in tone and supportive in nature.

Any written communication to parents must be approved by the grade level director, principal or executive director before it is sent home or posted. All communication with parents, whether verbal or written, should be professional in style, respectful in tone, and appropriate in content. The use of inappropriate language and the participation in gossip or slander of other parents or other ECA employees when conversing with parents or school visitors is strictly prohibited and may serve as grounds for termination of employment.

Teachers must notify parents in writing by the end of the second advisory if a student is in danger of retention based on assessment data. During the third quarter conference, parents must receive notification of retention on the child's progress report and explained to the parent in person or by phone. Documentation must be maintained to support teachers' assessment of progress.

Written and Verbal Communication with Students

ECA employees serve as models for the student population whom they serve. Written communication must be correct in spelling, syntax, and word usage. Manuscript writing posted in the classroom on charts and boards must display letters that are formed in appropriate strokes that serve as a model for student writing. **All written documents must be reviewed and approved by the grade level director, principal or executive director before distribution to parents or students.**

It is important that all staff persons speak with students in thoughtful and respectful ways. In accordance with ECA's focus on positive behavior facilitation, staff persons are expected to be nurturing and in tone and supportive in comments made to students. Sarcasm, derogatory and harsh language, and statements meant to embarrass or belittle students are inappropriate under any circumstances. Staff is expected to consistently use language that is grammatically correct, free of slang, and developmentally appropriate for young children.

INTERNET CODE OF CONDUCT

Access to the internet has been provided to staff members for job related activities. It allows employees to connect to information resources around the world. Every staff member has a responsibility to maintain and enhance the organization's public image and to use the internet in a productive manner. To ensure that all employees are responsible, productive internet users and are protecting the organization's public image, the following guidelines have been established for using ECA's Internet.

Acceptable Use of ECA's Internet

Employees accessing the internet are representing the organization. All communications should be used for professional reasons. Employees are responsible for using the internet in an appropriate, ethical and lawful manner. Internet webinars and conferences may be used to conduct official organization business or to gain technical or professional advice. Databases may be accessed for information as needed. Email is to be used primarily for business contacts.

Unacceptable Uses of ECA's Internet

- For personal reasons during periods when responsible for the supervision of students;
- To visit social websites for purposes unrelated to your job responsibilities;
- To post on social media;
- To visit websites that feature pornography, gambling or violent images, or are otherwise inappropriate for the workplace;
- To operate an outside business, solicit money for personal purposes, or to otherwise act for personal financial gain (this includes running or participating in on-line auctions);
- To download software, articles, or other printed materials in violation of copyright laws.

Remember that all internet activity can be monitored through activity reports that can be retrieved by ECA. ECA reserves the right to access the content of any Internet activity without prior notice to any employee.

Communications

Each employee is responsible for the content of all text, audio or images that he or she places or sends over the internet. Fraudulent, harassing or obscene messages are prohibited. All messages communicated on the internet should have your name attached. No messages should be transmitted under an assumed name. Users may not attempt to obscure the origin of any message. Information published on the internet should not violate or infringe upon the rights of others. No abusive, profane or offensive language should be transmitted through the system.

Software

To prevent computer viruses from being transmitted through the system, no downloading of any software not authorized by ECA is permitted, and all software downloads will be done by ECA.

Copyright Issues

Copyrighted materials belonging to entities other than this organization may not be transmitted over the internet by staff members. One copy of copyrighted material may be downloaded for your own job related use. Users are not permitted to copy, transfer, rename, add or delete information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action from the organization or legal action by the copyright owner.

Security

All messages created, sent or retrieved over the internet are the property of the organization and should be considered public information. The organization reserves the right to access and monitor all messages and files on the computer system as deemed necessary and appropriate. Internet messages are public communications and are not private. All communications including text and images can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

Harassment

Any display or transmission of sexually explicit images, messages, or cartoons, or any use of e-mail communications or the internet that may be construed as harassment of others based on race, national origin, color, gender, sexual preference, age, disability, religious or political beliefs, or any category of law, is strictly prohibited.

Violations

Violations of any guidelines listed above may result in disciplinary action up to and including termination. If necessary, the organization will advise appropriate legal officials of any illegal actions.

Personal Blogs Policy

ECA recognizes that some of our employees may choose to express themselves through their personal websites or web logs (blogs). We value our employees' creativity and honor your right to engage in these forms of personal expression on your own time, should you choose to do so. However, problems can arise when a personal blog identifies or appears to be associated with an organization, or when a personal blog is used in ways that violate an organization's rights or the rights of other employees. Therefore, the following rules apply to personal blogs. Violation of these rules will lead to disciplinary action, up to and including termination.

- You may not use ECA property or ECA contact information to create or maintain your blog, nor may you do so on ECA time.
- If you identify yourself as an employee of ECA, whether by explicit statement or by implication, you must make clear that the views expressed in your blog are yours, and do not necessarily reflect the views of ECA.
- Under no circumstances are any employees of ECA to post comments about or images of ECA staff, students, programs, or policies on personal blogs.
- All of ECA policies apply to anything you write in a personal blog. This means, for example, that a blog may not reveal ECA confidential information, and may not be used to harass or threaten another employee.

Please keep in mind that a personal blog may be read by many people—including potential applicants of ECA—so use common sense when deciding what to include in a blog. ECA reserves the right to take appropriate legal action to prevent the defamation of the organization, its employees, or others associated with it.

SOCIAL MEDIA

The term “social media” includes all means of communicating or posting information or content of any sort on the internet, including to your own or someone else’s web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board, or messaging, whether or not associated or affiliated with ECA, as well as any other form of electronic communication. The same principles and guidelines found in ECA policies and procedures apply to an employee’s social media activities online.

Any conduct that adversely affects an employee’s job performance or the performance of fellow employees, or otherwise adversely affects ECA’s legitimate interest, may result in disciplinary action, up to and including termination. Similarly, inappropriate postings, including but not limited to discriminatory remarks, harassment and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may result in disciplinary action, up to and including termination.

Under no circumstances are any ECA employees to make reference to or post comments or images related to ECA staff, parents, partners, students, programs, events, conversations, or policies on any social media sites, including, but not limited to Facebook, Twitter, Instagram, LinkedIn, Google Plus, Pinterest, Tumblr, YouTube, and Snapchat without the explicit authorization and approval of the principal or executive director.

ECA employees are prohibited from visiting social media sites and/or posting on social media sites during your paid tour of duty without the explicit authorization and approval of the principal or executive director.

STUDENT PROTECTION POLICIES

Corporal Punishment Policy

Under no circumstances is corporal punishment to be used as a student disciplinary strategy. **Corporal punishment includes any physical contact or activity inflicted upon a child for the purpose of altering the child's behavior or thinking.** This includes, but is not limited to pulling, pushing, grabbing, shaking, or hitting a student. It also includes any physical activity in which the child is required to engage for the purpose of altering the child's behavior or thinking, such as standing in a corner, repeatedly writing words or sentences, placing hands, arms, or body in an unnatural position, or completing a physical activity as a punishment for inappropriate behavior. Any alleged use of corporal punishment will be investigated by the school administration and, if warranted, referred to the appropriate higher authority. The documented use of corporal punishment will result in disciplinary action up to and including immediate termination.

Anti-Bullying Policy

A key responsibility of ECA is to provide services in a respectful and positive environment. Acts of bullying, harassment and intimidation are an attack on core ECA values. Thus, to facilitate our mission, ECA has established this comprehensive bullying prevention policy. This policy protects the dignity and safety of the ECA community and describes ECA's prevention strategies to identify and prevent incidents by connecting youth to necessary services. ECA will promptly report and investigate all incidents of bullying, harassment and intimidation and provide appropriate remedies for victims of an incident.

This policy serves as ECA's bullying prevention plan pursuant to DC Code § 2-1535.03(b)(1). ECA defines bullying as behavior characterized by aggression used within a relationship where the aggressor(s) has more real or perceived power than the target, and the aggression is repeated, or has the potential to be repeated, over time. Bullying can involve overt physical behavior or verbal, emotional, or social behaviors and can range from blatant aggression to far more subtle and covert behaviors. Cyberbullying, or bullying through electronic technology (e.g., cell phones, computers, online/social media), can include offensive text messages or e-mails, rumors or embarrassing photos posted on social networking sites, or fake online profiles. Bullying may be based on a youth's actual or perceived race, color, ethnicity, religion, national origin, sex, age, personal appearance, sexual orientation, gender identity or expression, intellectual ability, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intra-family offense, place or residence or business, or any other distinguishing characteristic, or on a youth's association with a person, or group with any person, with one or more of the actual or perceived foregoing characteristics. Bullying can reasonably be predicted to: a.) place the youth in reasonable fear of physical harm to their person or property; b.) cause a substantial detrimental effect on the youth's physical or mental health; c.) substantially interfere with the youth's academic performance or attendance; or d. substantially interfere with the youth's ability to participate in or benefit from the activities provided by ECA.

Pursuant to D.C. Code § 2-1535.03(4))§4.b.4 ECA expects youth to behave in a way that supports ECA's objective to provide a safe and welcoming environment for other youth, ECA staff, and community members. Youth who are part of the ECA community are expected to: 1. treat all members of the ECA community with respect; 2. respect the property of ECA, its staff, and other youth connected to ECA; 3. respond appropriately to instructions from ECA staff.

Under DC Code § 2-1535.03(b)(2;9 and 3) acts of bullying by youths and acts of retaliation by youths for reporting bullying are wholly prohibited by any persons working, participating or attending events sponsored by ECA. Acts of bullying, including cyberbullying, whether by youth, volunteers or staff, are prohibited: 1. on ECA grounds and immediately adjacent property, at ECA-sponsored or related events on and off ECA grounds, on any vehicle used for ECA business, or through the use of any electronic devices owned by the ECA, leased by ECA or used for ECA business if the acts of bullying or cyberbullying create a hostile environment at ECA for the victim or witnesses, infringe on their rights at ECA, or materially and substantially disrupt the orderly operation of ECA. Retaliation against a youth, volunteer or staff member who reports bullying, provides information about an act of bullying, or witnesses an act of bullying is also prohibited.

Pursuant to DC Code § 2-1535.03(1)(6)(7) Youth, parents, guardians, and community members are encouraged by ECA to report any incidents of bullying that they witness or become aware of to the school principal or executive director. Reports of bullying by youth, parents, guardians and community members may be made anonymously, but disciplinary action cannot be taken by ECA solely on the basis of an anonymous report, though such a report may trigger an investigation that will provide actionable information. All oral reports received as part of this process will be transcribed into writing and included in ECA's bullying database. ECA will ensure that there are reporting materials available in a wide variety of languages. Information on how to report incidents of bullying will also be included as appropriate in ECA mailings to youth and their families. The executive director and principal are available to assist in reporting incidents of bullying.

Pick-Up Policy

It is imperative that teachers adhere to the ECA policy for student pick up to ensure students' safety. Teachers must always know who has picked up each of their students who is dismissed at 3:00 pm.

Students may only be picked up by an individual who has been listed by the parent/guardian on the official roster for pick-up. It is the teacher's responsibility to check ID and ensure that the person who is picking up the student is listed on the parent's official pick-up list. If an adult arrives to pick up a child but is not on the list or does not have appropriate ID, you may not release the child under any circumstances. Please refer the individual to the principal or executive director.

Parents who wish to pick up their children before the 3:00 p.m. dismissal time must sign-out the student in the main office or in the classroom. However, students should not be picked up early on a regular basis. Parents who habitually pick-up their children before 3:00 p.m. are to be referred to the principal.

Under no conditions may a student be picked-up by a minor (under 18 years of age) before the official 3:00 p.m. dismissal time. Minors who are listed on the pick-up roster are only permitted to pick up ECA students at or after 3:00 p.m. Second and third grade students whose parents have provided written notification may be permitted to walk home at 3:00 p.m., but not before the official dismissal time.

Under no circumstances are students to be kept after school without the explicit permission of the parent.

Reporting Suspected Child Abuse/Neglect

All ECA employees are mandatory reporters of child neglect and/or abuse and are required by law to immediately report any alleged incidence of suspected child abuse or neglect. If a student shares an incident with a staff member that may indicate abuse or neglect, the incident is not to be investigated by the employee, but must be immediately reported to the DC Child Protective Services hotline at **202-671-7233**. If a student appears at school with bruises or other injuries that appear to have been maliciously inflicted by another individual, the incident is not to be investigated by the employee, but must be immediately reported to the DC Child Protective Services hotline at **202-671-7233**. Please notify the principal or executive director immediately if child abuse or neglect is suspected or reported.

EMPLOYEE & EMPLOYER PROTECTION POLICIES

Equal Employment Opportunity Policy

It is the policy of Early Childhood Academy PCS (ECA) not to discriminate against any applicant for employment, or any employee because of age, color, sex, disability, national origin, race, religion, or veteran status.

ECA will take affirmative action to ensure that the EEO Policy is implemented, with particular regard to: advertising, application procedures, compensation, demotion, employment, fringe benefits, job assignment, job classification, layoff, leave, promotion, recruitment, rehire, social activities, training, termination, transfer, upgrade, and working conditions.

ECA will continue to make it understood by the employment entities with which it deals, and in employment opportunity announcements that the foregoing is company policy and all employment decisions are based on individual merit only.

All current employees of ECA are requested to encourage qualified disabled persons, minorities, special disabled veterans, and other veterans to apply for employment, on the job training or for accommodations for qualified disabled individuals.

It is the policy of ECA that all company activities, facilities, and job sites are non-segregated. Separate or single-user toilet and changing facilities are provided to assure privacy.

It is the policy of ECA to ensure and maintain a working environment free of coercion, harassment, and intimidation at all job sites, and in all facilities at which employees are assigned to work. Any violation of the policy should be immediately reported to your supervisor or the president of the Board of Trustees.

Notice of Non-Discrimination

The Americans with Disabilities Act exists to protect the employment rights of qualified individuals who are disabled. ECA is firmly committed to full compliance with this legislation and will not discriminate against an individual with a disability in any aspect relating to his or her employment with ECA. Further, ECA, in its efforts to support the needs of employees with disabilities, will make reasonable accommodations in the workplace for qualified disabled individuals provided it does not create an undue burden. We encourage you to approach the financial manager if you would like further clarification of this policy.

In accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and the Age Discrimination Act of 1975, applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Early Childhood Academy PCS (ECA) are hereby notified that ECA does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities.

Non-Harassment Policy

All ECA employees are entitled to work in an environment free from harassment or hostile behavior. ECA expects every employee to display courtesy and respect for the dignity and privacy of all. While harassment is most commonly thought of as sexual in nature, it also can relate to age, race, color, national origin, religion, disability, veteran status, or other legally protected classifications. ECA prohibits harassment of any kind of its employees, vendors, or visitors.

Harassment includes, but is not limited to, the use of obscene or objectionable language, name calling or any other action considered offensive or inappropriate based on the race, religion, color, gender, age, national origin, disability, veteran status or any other protected group status as defined by applicable local, state, or federal law.

ECA strictly prohibits retaliation against employees who complain of harassment. ECA will undertake a prompt and thorough investigation of any such complaint. However, for the organization to effectively follow up on any such complaint, the employee must communicate the problem to the organization.

If you feel you have been treated in a manner inconsistent with this policy, bring your concerns to the attention of the executive director or president of the Board of Trustees, who will confidentially initiate the appropriate steps. Violations of this policy will result in disciplinary action, up to and including termination.

Sexual Harassment Policy

ECA is committed to providing a work environment that is free from sexual harassment. Because of the organization's strong disapproval of offensive or inappropriate gender-based behavior in the workplace, all employees must avoid any action or conduct that could be perceived as sexual harassment. Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of same-gender or other gender employees. Sexual harassment may be economic harassment or environmental harassment.

Economic harassment typically involves a supervisor or decision-maker who links a tangible employment action (such as a promise of a benefit or threat of adverse action) to a sexual favor.

Environmental harassment is also known as a hostile work environment. It is defined as unwelcome offensive conduct, either based on a protected category or sexual in nature, that is severe or pervasive. This is not limited to supervisors and can apply to anyone. There are three categories of environmental harassment: physical, verbal, and non-verbal or visual. Text messaging falls into the non-verbal or visual category. If sexual texts or images are sent, this could qualify as sexual harassment if the conduct is unwelcome. Even if the communications are welcomed, it represents a policy violation.

The following is a partial list of sexual harassment examples:

- unwanted sexual advances;
- offering employment benefits in exchange for sexual favors;
- making or threatening reprisals after a negative response to sexual advances;
- visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters;
- verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes;
- verbal sexual advances or propositions;
- verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual or suggestive or obscene letters, notes or invitations;
- inappropriate physical conduct that includes touching, assaulting, or blocking movements.

Unwelcome sexual advances (either economic or environmental), requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile or offensive work environment.

Due to the serious nature of sexual harassment, it is imperative that complaints are brought to the attention of the executive director or president of the ECA Board of Trustees immediately. It is the goal of ECA to resolve complaints of sexual harassment. Therefore, if you have a complaint, the following steps must be taken immediately:

1. Do not ignore the problem. Immediately speak to the person creating the problem about his or her behavior. State firmly that it is not acceptable to you. If you do not feel comfortable in doing this, contact the executive director, principal, or president of the Board of Trustees directly.
2. If your request to curtail the behavior is ignored or if the unwanted or inappropriate situation should reoccur, notify the executive director, principal, or board president immediately.

3. If the person creating the problem happens to be your supervisor and you feel uncomfortable approaching the person directly, please lodge your complaint with the president of the Board of Trustees.
4. If, while in the performance of your job duties, you believe someone who is a non-employee is harassing you, immediately inform the principal about the situation. Although ECA has limited control over the behavior of non-employees, the organization will attempt to remedy the situation.

Employees determined by the organization to have engaged in sexual harassment shall be subject to disciplinary action up to and including termination of employment. ECA regards all complaints, including those of sexual harassment, to be confidential and will treat them as such to the extent possible as the organization conducts its fact-finding efforts.

Internal Complaint Resolution Policy

ECA recognizes that good employee-employer relationships can exist only if employees believe they have been treated equitably and fairly within the guidelines that influence this relationship. It is also recognized that there are occasions when honest differences of opinion can occur regarding the interpretation and application of policies, procedures and benefits.

The following procedure is established to provide an effective and acceptable means for employees to bring conflicts to the attention of management.

1. Employee discusses the conflict with immediate supervisor within 10 days of its occurrence. It is expected that every effort will be made to resolve the conflict in a fair and amicable manner at this level.
2. If the conflict is still not resolved to the employee's satisfaction after step 1 or a response (oral or written) is not received within 10 days, the employee should discuss the matter with the president of the ECA Board of Trustees. A determination by the board is final.

An employee who elects to use the employee conflict resolution process will be treated courteously and the case will be handled in confidence to the fullest extent feasible. An employee will not be subject to retaliatory action in any form due to use of the conflict resolution procedure.

Whistleblower / Non-Retaliation Policy

It is the intent of ECA to adhere to all laws and regulations that apply to the organization. If any employee reasonably believes that a policy, practice, or activity of ECA is in violation of law, a written complaint must be filed by that employee with the ECA president of the Board of Trustees. The underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of ECA and provides ECA with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

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

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

Any Early Childhood Academy PCS faculty or staff member who, in good faith, reports:

- Discrimination or harassment;
- Fraud;
- Unethical or unprofessional business conduct;
- Academic misconduct;
- Noncompliance with ECA policies/procedures;
- Circumstances of substantial, specific or imminent danger to a faculty or staff member or the public's health and/or safety;
- Violations of local, state or federal laws and regulations; or
- Other illegal or improper practices or policies.

will be protected from retaliation (defined as an adverse action taken because an individual has engaged in protected activities), threats of retaliation, discharge, or other discrimination including but not limited to discrimination in compensation or terms and conditions of employment that are directly related to the disclosure of such information. In addition, no faculty or staff member may be adversely affected because they refused to carry out a directive which constitutes fraud or is a violation of local, state, federal or other applicable laws and regulations.

Document Destruction and Retention Policy

ECA shall retain records for the period of their immediate or current use, unless longer retention is necessary for historical reference or to comply with contractual or legal requirements. Records and documents outlined in this policy include paper, electronic files (including e-mail) and voicemail records regardless of where the document is stored, including network servers, desktop or laptop computers and handheld computers and other wireless devices with text messaging capabilities.

ECA employees shall not knowingly destroy a document with the intent to obstruct or influence an investigation or proper administration of any matter within the jurisdiction of ECA, the DC Public Charter School Board, the DC Public School System, the Office of the State Superintendent of Education (OSSE), the Metropolitan Police Department, the US Department of Education, the Federal Bureau of Investigation, or any other authorized agency. If an official investigation is underway or suspected, document purging must stop to avoid criminal obstruction.

Confidentiality

It is the policy of ECA to ensure that information about the organization, its students, its employees, and operations obtained in the conduct of the organization's business is confidential. Employees are not to discuss internal organization and student information of a confidential nature with students, parents, or the public. If you receive inquiries of a confidential nature, you should decline comment and refer the inquirer to the executive director or principal.

All records pertaining to employees, confidential ECA business, students, accounts, and other such matters are confidential. If any such material is removed from the premises, for any reason, it must be safely guarded. Confidential information may not be disclosed to anyone outside ECA or to those within the organization with no authority to receive it.

Employees found to have violated this policy are subject to disciplinary action, up to and including termination of employment.

Drug and Alcohol-Free Workplace

ECA has a strong commitment to provide and maintain safe, healthy and efficient working conditions for our employees and students. The unlawful presence of controlled substances or alcohol in the workplace conflicts with these vital interests. The unlawful or unauthorized manufacture, distribution, dispensation, possession or use of a controlled substance, drug, or alcohol during work or while on work premises, or being under the influence of any of the foregoing substances during work or while on work premises is strictly prohibited and grounds for serious disciplinary action up to and including immediate termination.

ECA is a smoke-free environment. Smoking inside the school building, at school events outside the building, and on school grounds is strictly prohibited.

ECA Property

Employees should not use ECA equipment and/or supplies for personal reasons without first receiving authorization by the school administrator. In some cases, the employee may be required to reimburse ECA for such use. ECA reserves the right to look through any area on its premises, including desks, computer files and other ECA issued electronic equipment, regardless of whether the property is issued for any employee's sole use.

Gifts

ECA discourages the practice of personal gift giving and receiving throughout the year between, staff, vendors, parents, etc. However, if a gift is presented you, you may accept it if you reasonably and in good faith believe it to be valued at less than \$100.00.

Conflict of Interest

Conflict of interest refers to any personal or business interest or activity that is in conflict with or inconsistent with the best interests or goals of ECA. ECA expects employees to avoid situations that may create the appearance of a conflict of interest.

The organization views most conflict of interest situations to fall within the following; however, it does not limit conflict of interest to these categories alone:

- Outside Business
- Personal Interests
- Conduct

ECA management expects your undivided interest and attention to be directed to your job during working hours. If you hold an additional position with another employer or become involved in personal business interests, you are still required to perform your job duties at a satisfactory or better level. ECA will determine to what extent, if any, outside activities conflict with the effectiveness and successful performance of your duties within the organization. If ECA determines that outside activities impede upon your job performance, you will be subject to adverse actions including termination of employment.

ECA expects you to conduct yourself in a manner that will not discredit the organization in any way. While off-duty activities are generally not the concern of ECA, they may become so if they affect the operations of the organization or your ability to carry out your duties appropriately and effectively.

Proprietary Information

All information, intellectual property, equipment and research generated by or belonging to ECA are the property of ECA. The organization may authorize you to use and distribute ECA information, equipment and research information in the performance of your duties solely for the benefit of ECA. Any unauthorized distribution of ECA information, equipment or data may result in immediate termination and possible prosecution.

Standards of Conduct

ECA expects all employees to maintain a professional demeanor whenever interacting with management, fellow employees, students, parents, and others. Conduct such as described in the list below may result in disciplinary action. This list is illustrative only and does not encompass all the reasons for disciplinary action.

- Insubordination or other disrespectful conduct;
- Corporal punishment of students or other inappropriate conduct toward students;
- Intentional and willful failure to carry out any lawful assignment given by a supervisor;
- Sexual or other unlawful or unwelcome harassment;
- Illegal, unlawful or unethical conduct;

- Theft, misuse or destruction of ECA, or other employee property, funds or records;
- Possession of dangerous, illegal, or unauthorized materials, such as explosives or firearms, in the workplace;
- Perceived dishonesty or fraud of any kind; fighting, attempting bodily injury or using abusive or threatening language;
- Working under the influence of alcohol or illegal drugs;
- Possession, distribution, sale, transfer or use of alcohol or illegal drugs in the workplace, while on duty;
- Violation of confidentiality or conflict-of-interest policies;
- Neglect of duties;
- Making false statements on a job application;
- Falsification of ECA documents or records;
- Poor performance;
- Excessive tardiness, absenteeism or early departures;
- Gossiping or spreading rumors related to parents, students or other staff members that have no bearing or relevance to the ECA mission and your job responsibility;
- Any other instance that the organization may determine to be inappropriate or impermissible.

ECA is firmly committed to the health and safety of its employees and to the efficient operation of services to the community it serves. ECA considers the influence of drugs and alcohol in the workplace to be detrimental to employees and services. ECA will not tolerate drug or alcohol abuse because it risks tarnishing the image of the organization and the health and safety of its students and employees. Thus, ECA strictly prohibits the distribution, dispensation, possession, or use of a controlled substance (other than a legally prescribed medication being used in accordance with a doctor's instructions), or exhibiting impaired judgment or behavior due to the influence of alcohol or controlled substances, while at work, on breaks during the work day, or while conducting ECA business.

There may be school sponsored social events after the work day when alcohol consumption is appropriate, whether on or off ECA premises. Employees are required to conduct themselves responsibly during ECA-sponsored events or other business functions where alcohol is served. Employees are expected to know their limits with regard to alcohol consumption and ensure that they do not indulge to the point of exhibiting impaired judgment or behavior. Employees who violate this policy may be subject to disciplinary action, including termination of employment.

Workplace Violence

ECA recognizes the need for a violence-free workplace for all employees, students, vendors and the public. ECA will not tolerate violence in the workplace or any action that threatens violence. This includes verbal and physical harassment, verbal confrontations, and any other actions that cause individuals to feel unsafe at any ECA location. Violence or the threat of violence inflicted upon another employee, a student, or a visitor in the building, is grounds for immediate termination.

The possession or carrying of firearms or weapons, including but not limited to guns, explosives of any kind, or flare pistols, is prohibited on ECA property, including the parking lot; or at any ECA-sponsored events.

EMPLOYEE DISCIPLINARY ACTIONS

Open communication between school administrators and employees in the establishment of a professional, cooperative work atmosphere is strongly encouraged. If disciplinary problems arise, the school administrator will make every effort to ensure that the employee understands the problem and is aware of what is expected to correct it.

The purpose of this policy is to provide general guidelines to all parties for ECA's disciplinary actions. The procedures described below are meant to assist the executive director, principal, and grade level directors in determining a proper course of action when discipline is required. It also informs employees about the types of disciplinary actions that may be taken. Although ECA generally prefers to discipline progressively, each case is unique, and the organization reserves the right to skip steps, take different steps or terminate employees immediately as it judges appropriate. The existence of this disciplinary policy does not change the "at-will" employment policy at ECA. Listed below is a description of some of the types of discipline that may be taken.

1. Verbal Warnings – Verbal warnings consist of discussions between the supervisor and the employee about the disciplinary problem. Generally, the problem is described, corrective action is discussed and a time period for further review may be established. Verbal warnings are generally documented and placed in the employee's personnel file.
2. Written Reprimand – Written reprimands are more serious than verbal warnings. They consist of a memo or email from the supervisor to the employee describing the problem, requesting appropriate corrective action and setting a time for further review. A copy of the written reprimand is included in the employee's personnel file.
3. Probation or Plan of Assistance – In some cases, in conjunction with a written warning, it may be decided that an employee should be placed on probation or on a plan of assistance in order to address a more serious problem. The terms of probation or of the plan are described in writing and placed in the employee's personnel file.
4. Termination – This is the most extreme form of discipline. Termination may result for a number of reasons, including, without limitation, serious infractions or failure to correct problems previously identified.

STUDENT DISCIPLINE: SUSPENSION & EXPULSION

Under no circumstances is corporal punishment to be used as a student disciplinary strategy. Corporal punishment includes any physical contact or activity inflicted upon a child for the purpose of altering the child's behavior or thinking. This includes, but is not limited to pulling, pushing, grabbing, shaking, or hitting a student. It also includes any physical activity in which the child is required to engage for the purpose of altering the child's behavior or thinking, such as standing in a corner, repeatedly writing words or sentences, or placing hands, arms, or body in an unnatural position. Any alleged use of corporal punishment will be investigated by the school administration and, if warranted, referred to the appropriate higher authority. The documented use of corporal punishment is grounds for immediate termination.

It is the intent of Early Childhood Academy Public Charter School to maintain a safe and nurturing school climate in which students feel well cared for and academically challenged. The school's goal is to create an environment that promotes mutual respect, cooperation, and teaches appropriate conflict resolution. However, the egregious disregard for school rules and the safety of others warrants disciplinary action for the offending student. Attempts will be made to modify behavior through the implementation of classroom consequences and/or in-school suspension. Students who repeatedly commit infractions for which discipline is warranted will receive out of school suspension after attempts to modify behavior through in-school consequences have proven ineffective. However, under no circumstances is corporal punishment to be used as a student disciplinary strategy (see Corporal Punishment Policy).

Students and parents of Early Childhood Academy Public Charter School will be informed of the school's policy and rules regarding student discipline. Information describing infractions that warrant suspension or expulsion, parent notification of specific incidents and outcomes, discipline procedures for students with disabilities, and parental rights will be included in the Parent and Student Handbook, which will be distributed to parents on the first day of school. Parents will be notified verbally and in writing within 24 hours of the student offense and in advance of the commencement of any suspension period for the child. Notification to parents will include a description of the infraction, resolutions attempted at the local school level, and outcomes. Students will be provided with appropriate instructional activities to be completed at home during the suspension period. Parents will be required to attend a school conference with the principal and other pertinent staff members before the student's re-admittance to the school at the conclusion of the suspension period.

Students with disabilities may be suspended for infractions and periods that are consistent with suspension guidelines for non-disabled students. However, students with disabilities are not to be suspended for infractions that can be directly linked as a manifestation of the disability. A meeting of the special education coordinator, principal, grade level director, classroom teacher, and special education teacher will be convened within 24 hours of the student's offense to review the infraction and determine the appropriateness of suspension.

Students with disabilities may be suspended for a period of less than ten days for any single infraction.

Offenses that greatly compromise the health and safety of the staff and students of Early Childhood Academy Public Charter School may result in the expulsion of the student. Expulsion may be recommended to the Early Childhood Academy Board of Trustees by the principal or executive director. Parents will be notified verbally and in writing of the nature of the infraction and the recommendation for expulsion. Parents will be entitled to a meeting with the executive director, principal and board representative, after which, a final decision will be made by the Early Childhood Academy Board of Trustees.

All out of school suspensions will be administered for a minimum of one day and a maximum of twenty-five days.

The charts below list infractions and the recommended suspension periods. The following infractions may result in suspension of up to 5 days:

The documented, repeated failure to comply with the directions of a school staff member acting within the scope of his/her employment, when said non-compliance results in disruption of the school program or injury to another student or staff person. *Repeated failure is defined as the failure of the student to comply during a third or more incident of the same nature.
The possession of weapons, tools that could reasonably be used as weapons, or items that give the appearance of being a weapon, such as toy guns, water pistols, etc. on school grounds or at school sponsored activities.
Physical or sexual harassment of employees or students on school grounds or at school-sponsored activities.
Any malicious act that could cause injury to an employee, school visitor or another student while on school grounds or at school-sponsored activities.
Causing, attempting to cause, or threatening to cause physical injury to another person, or willfully using force or violence upon the person of another.

The following infractions may result in suspension of up to 5 days or in expulsion from Early Childhood Academy Public Charter School:

The use of any weapon capable of inflicting lethal injury to one or more individuals while on school grounds or at school-sponsored activities. Weapons include but are not limited to firearms, knives, and razor blades.
Any malicious act that could potentially result in lethal injury to one or more individuals while on school grounds or at school-sponsored activities.

In-School Suspension (ISS) will be determined on a case-by-case basis. It is designed to minimize the need for Out-of-School Suspensions while providing constructive learning experiences for students. Students will be assigned to In-School Suspension by the grade level directors or the principal as a disciplinary action for reasons including, but not limited to:

- 1) Behavior which adversely affects the safety and well-being of other students;
- 2) Behavior which disrupts a class or school sponsored activity;
- 3) Behavior prejudicial to good order, discipline, and safety occurring in the classroom or other areas throughout the school; or
- 4) Insubordination or disruption while serving in-school suspension.
- 5) Destruction or theft of property belonging to the school or other individuals.

STUDENT & CLASSROOM POLICIES

Student Attendance

Students are expected to arrive at school at 8:05 a.m. The instructional day for students is from 8:30 a.m. until 3:00 p.m. The before care program begins at 7:00 a.m. Aftercare begins at 3:00 p.m. and ends at 6:00 p.m. Students who arrive to the classroom after 8:30 a.m. are to be marked tardy.

Our student attendance goal is 95% or higher. It is important that we maintain on-going communication with parents to apprise them of the importance of daily school attendance and ensure that parents clearly understand our attendance expectations for their children.

It is mandatory that accurate records of student attendance, including tardiness and unexcused and excused absences, are kept and updated on a daily basis for all students. It is the responsibility of the teacher to ensure accurate attendance is kept and submitted.

Teachers and associate teachers are required to input attendance daily in ECA's electronic database by 9:30 am and update it with all corrections by 3:00 pm. Teachers or associate teachers must call parents by their lunch periods each day whenever a child is absent without any notification from the parent and keep an electronic log of all telephone communication with parents, including a brief description of the outcome of each call. If parents/relatives cannot be reached after two consecutive days of absence, this information must be reported immediately to the family support coordinator.

An absence is considered excused if the parent has brought in written documentation that the child was sick, or that there was a funeral, court appearance in which the child was required to participate, or an emergency involving the immediate family. A maximum of four handwritten excuses will be accepted for the school year. Afterward, a doctor's note or other official document must be provided for the absence to be considered excused. All excuse documents for absences are to be submitted to the family support coordinator. Vacations, out of town travel, overnight stays at others' houses, bad weather, oversleeping, lack of clean clothing, etc. are considered unexcused absences.

Breakfast, Lunch, & Recess Schedule for Students

Denial of any component of the school breakfast or lunch meal to a student as a consequence for inappropriate behavior or for any other reason is strictly prohibited. All students must be allowed adequate time to consume the entire school meal. Students who arrive before 11:00 am and indicate the desire to eat breakfast must be provided with a breakfast meal.

Students in kindergarten through 3rd grade will be provided with breakfast at 8:05 a.m. daily in the school multipurpose room. Students in the pk3 or pk4 will be served breakfast in the multipurpose room at 8:30 a.m. daily. Lunch will be served daily in the multipurpose room for all students, according to the provided schedule.

Teachers and associate teachers are required to actively supervise the meal periods daily. Associate teachers in pre-k3 through third grade report for breakfast supervision at 8:05 am. Associate teachers in pre-k3 and pre-k4 will escort students to the multipurpose room for breakfast at 8:30 am. All lead teachers may remain in classrooms to finalize preparation for the day. The breakfast period should be orderly; students in the multipurpose room are not permitted to talk during the breakfast period so that they may finish the full meal before departure to the classroom. Students are not to get up from their seats at the breakfast table until instructed to do so. Associate teachers are asked to roll trash cans by students so that they may deposit their trash without getting up. Students are to line up without talking to prepare for departure from the cafeteria. Associate teachers are then to escort students to the classrooms in a quiet, orderly fashion.

Lead teachers are required to greet each student at the classroom door upon morning entry. Lead teachers are required to have rooms and materials prepared and ready for the students' arrival each day. No prep work is to take place after students arrive at the classroom door.

Students are to be permitted to have appropriate conversations using low voices during the lunch period. Associate teachers on duty are expected to actively supervise students during the lunch periods, ensuring that the students' interaction, conversations, and volume are appropriate. Students should be encouraged to complete their meals during the thirty-minute lunch period.

Recess is an opportunity for students to experience movement and play in an appropriate manner. Teachers on duty are required to actively supervise students by circulating throughout the playground area to ensure student interactions and use of playground equipment are appropriate.

Students may be denied a maximum of 15 minutes of recess daily as a consequence of inappropriate behavior or failure to complete classroom assignments. Consequently, all students must participate in at least 15 minutes of organized play each day.

Classroom Observations and Coaching

The Danielson Framework will be used as the basis for all instructional observations, walkthroughs, and feedback. Coaching sessions, instructional modeling, and scheduled and unscheduled observations, will be planned and implemented by the principal and grade level directors throughout the school year. Teachers will receive written feedback about the activities observed.

Classroom Visitors

All visitors to Early Childhood Academy, including parents and family members of staff, must first sign-in in the main office. Visitors will receive a visitor's pass, permitting them to proceed to their requested destination. Teachers and associate teachers are asked to make sure that all visitors to the classrooms have stopped into the main office for a visitor's pass. Those persons who appear at your door with no pass are to be immediately directed to the main office.

Under no circumstances are teachers to interrupt instruction to hold conferences or have conversations with parents or other visitors during instructional time. Visiting parents are always welcome to observe in the classroom but should not be permitted to distract a teacher from their work with students.

Because of the sensitive nature of ECA's service to young children, personal friends and family members are discouraged from visiting for extended periods during work hours. If there is a need for family members or friends to remain at the school for an extended period, the visit must be approved in advance by the principal or executive director. Under no circumstances are personal friends or family members to be allowed to assist in student activities or supervision, whether in the classroom, during special programs, or on trips, unless approved in advance by the principal or executive director.

ECA attempts to support employees whose own school-aged children, on rare occasions, may need to visit the school. These visits must be approved in advance by the executive director or the principal.

Discipline/Student Behavior

Under no circumstances is corporal punishment to be used as a student disciplinary strategy.

Corporal punishment includes any physical contact or activity inflicted upon a child for the purpose of altering the child's behavior or thinking. This includes, but is not limited to pulling, pushing, grabbing, shaking, or hitting a student. It also includes any physical activity in which the child is required to engage for the purpose of altering the child's behavior or thinking, such as standing in a corner, repeatedly writing words or sentences, or placing hands, arms, or body in an unnatural position. Any alleged use of corporal punishment will be investigated by the school administration and, if warranted, referred to the appropriate higher authority. The use of corporal punishment is grounds for immediate termination.

Emergency Procedures

It is imperative that teachers and associate teachers prepare for the possibility of the need for immediate evacuation or lock down by adhering to the school's written emergency evacuation/lock down plan. Evacuation drills will be held weekly during the first month of school. Thereafter, drills will be held monthly. During the first week of school, please practice emergency evacuation with your students. Students are to

be reminded that they must leave the building in a quiet and orderly fashion and may not stop to get coats or other personal belongings. Please take your attendance data with you when exiting the building during an emergency evacuation and complete an immediate count of students to ensure that all are accounted for.

Also, prepare your students for a lock down event. When an emergency announcement is made, all school personnel and staff are to account for all students under their supervision, close and lock all doors, close and lock all windows, and have all students seated together in one corner of the room as far away from windows and doors as possible. Students are to be instructed to sit without talking and with as little movement as possible.

Evacuation routes are to be prominently displayed by classroom exits.

Health and Medical Issues

It is important that teachers teach students the importance of sanitizing hands before consuming meals and after blowing their noses, sneezing and coughing into hands, or using the toilet. Teachers are expected to closely monitor students to ensure that hands are cleaned before any school meal. Teachers are asked to allow students to use soap and water to wash hands before eating whenever water is accessible. If soap and water is not available, teachers are required to provide hand sanitizer for students to use before eating, and after coughing, sneezing, or blowing noses. Under no circumstances are students to be allowed to eat meals or snacks without proper hand sanitizing.

Please adhere to the following procedures when addressing any student health concern.

- If there is an indication of a severe or life-threatening illness or injury (child is not breathing, child is unconscious, child is bleeding profusely, or there is suspicion of internal injury), first call **911**, then contact the principal or executive director and the parent to apprise them of the situation. Do not move a severely injured child unless he/she is in immediate danger of further injury at the site of the incident (e.g., in the middle of the street)
- If a student has a fever, is vomiting, is experiencing excessive coughing or runny nose, or seems extremely lethargic because of illness, the child should not be in school. Contact the grade level director or principal, who will approve a call to the parent for the child's pick up.
- If a child is suspected of having conjunctivitis, ringworm, or any other communicable illness, contact the grade level director or principal, who will approve a call to the parent for the child's pick up. Students with communicable diseases may not return to school without a written clearance from the child's doctor.

Teachers are not to contact parents to pick up sick children until the director or principal has been notified and has given approval for the student to be picked up early. Students will only be dismissed to an adult listed on the child's pick-up list unless special consent has been received by the parent. Under no circumstances are minors permitted to pick up ECA students before 3:00 p.m.

All classrooms will be equipped with disposable, non-porous gloves and disinfectant spray. It is mandatory that all staff use disposable, non-porous gloves whenever there is a possibility of contact with any human bodily fluids – urine, blood, mucous, saliva, vomit, etc. It is essential that teachers keep gloves available in the classroom at all times. Always put on gloves before attempting to assist any child who is bleeding, has vomited, has urinated, or has other exposed bodily fluids, then dispose of gloves and wash hands after the emergency has been handled. Use disinfectant spray on any surfaces that may have been contaminated. Contact the school custodian for assistance. It is the responsibility of the teacher and associate teacher to adhere to safe practices when responding to classroom emergencies.

Under no circumstances are medications of any kind to be administered to students by staff members, unless authorized to do so by the principal or executive director. This includes all over-the-counter medications, oral medications including cough drops, cough syrup, aspirin and pain killers, and all topical medications including medicated creams and ointments, and antiseptic wipes. Staff members with medication administration certification are permitted to dispense medication only when parents have followed the mandated protocol for school administration of medicines. Mandated procedures for the administering of any medication in school include the parent's completion and submission of a medical consent form signed by both parent and doctor, the receipt of a full container of medication that is to be

kept in a locked area in the school, and the administering of the medication to the designated student only by a certified staff person.

Students are not allowed to keep medications with them during the school day. However, students may keep inhalers and EpiPens with them only after parents have followed the mandated ECA medication protocol. No other medications may be carried or taken by students. This includes all over-the-counter medications, Tylenol, cough drops, and any other oral or topical medications. Please confiscate medications from students, immediately contact the parent, and encourage the parent to contact the grade level director to find out the appropriate protocol for medication administration. Confiscated medications are to be given to the grade level director.

Wounds and injuries are to be cleaned with soap and water only, bandages should be applied as needed, and parents must be contacted. Under no circumstances may non-prescription topical medications (creams, sprays, or ointments) be applied to any student by staff. Incident reports must be completed for severe injuries, injuries that result in bleeding, injuries that may result in bruising or swelling, and injuries in which the child exhibits concerning behavior. Parents must immediately be contacted for any incident involving student illness or injury.

Many students have food allergies, environmental allergies, or chronic diseases. Please refer to your students' enrollment forms and log all allergies and chronic illnesses on the classroom medical log. Be aware of students' allergies when serving classroom foods. Many students are allergic to peanuts, eggs, shellfish, wheat, milk, and a number of other foods.

Meals, Snacks, and Celebrations in the Classroom

ECA is responsible for adhering to the Healthy Schools Act and encouraging behavior that will result in students maintaining a healthy lifestyle. Nutritious meals and snacks are important components of the early childhood program. **Teachers and associate teachers are not to serve candy or junk food as snacks for any classroom or school activities.** Healthier snacks, such as popcorn, tortilla chips, crackers, fruits, yogurt, veggie sticks, apple sauce, fruit rollups, etc. may be served instead. **Under no circumstances are products containing peanuts, peanut butter, or other nuts to be served to students.** Please be aware of all food allergies that have been listed for your students.

Teachers may not serve any homemade or home baked goods to students nor may parents bring homemade foods for the class.

Food celebrations may be planned by teachers as an extension of learning. If providing snacks to the students, teachers and associate teachers are required to plan menus that include only nutritious snacks – popcorn, cheese and crackers, fruits, carrot sticks, apple juice, yogurt, oatmeal cookies, etc. may be served. Under no circumstances is chocolate, candy, potato chips, or any product containing peanuts or other nuts to be distributed to ECA students by teachers, parents, or staff. Please be aware of student allergies when planning snacks.

Teachers are prohibited from celebrating student birthdays by serving cake or any other foods to students. Student birthdays will be announced during morning announcements. Please advise parents that birthday parties may not be held for students at the school.

If religious beliefs prohibit a student from participating in celebrations, please notify the grade level director so that other arrangements can be made for the child during these activities.

Incidents

School incidents include any occurrence, either on school grounds or at a school-sponsored event, that causes significant disruption in the classroom or any injury to staff, students, or school visitors, whether malicious or non-malicious. It is the responsibility of the classroom teacher to contact parents of all involved students and complete and submit an Incident Report to the main office no later than by close of business on the same day of the incident.

Lavatory Use

In order to prevent accidents, teachers and associates are asked to be cognizant of the need for young children to frequently use the lavatory. All students are to be encouraged to use the lavatory immediately after breakfast, before lunch, and before and after naps. Additionally, teachers are to talk with students to encourage them to let an adult know whenever they need to use the lavatory.

Students must be taught the importance of proper hygiene, including flushing the toilet and properly washing hands with soap and water or hand sanitizer before meals and after each visit to the lavatory. Teachers and associate teachers should provide support to younger students by assisting them in buttoning and zipping clothing as needed.

It is important that students also be taught about the proper care and handling of the lavatories. Teaching students to flush the toilet, use one squirt of soap and a small sheet of paper towel, and dispose of trash properly greatly reduces lavatory misuse by students and promotes conservation of supplies.

Messengers

Student messengers may be sent to the office to deliver or retrieve documents or materials. Students are always to be sent to the main office in pairs.

Movie/Television Presentations

The presentation of movies, YouTube videos, and/or television shows to students is strictly prohibited unless approved in advance by the grade level director. All movie, television, and other video presentations must be approved in advance. Please be prepared to outline the educational purpose of the movie or television show and describe the standard supported through its presentation to the students.

Naps for Pk3 and Pk4

Nap period for prekindergarten students is to be no longer than one hour daily. Prekindergarten students are to prepare for nap period immediately after completing lunch or recess. Please be sure to have students use the lavatory before and after nap time. Prekindergarten teachers and associate teachers are to prepare the room by providing a comfortable area on a sanitized mat for each student to nap. Parents should be asked to bring in sheets or blankets for their child's use only. Students are not to be allowed to exchange sheets and blankets and must keep shoes on. Sheets and blankets must be sent home weekly for parents to launder.

The nap period must be actively supervised by the teacher or associate teacher on duty. Please note that this does not constitute a break period for the person on duty. Consequently, teachers on duty during nap may not use this time for personal activities, including browsing the internet either on the computer or cell phone. Students are to be properly supervised by the teacher, associate teacher, or other responsible adult throughout the rest period. At no time are students to be left unsupervised during nap period.

At the conclusion of the prekindergarten rest period, students should be allowed to get up and assist the teachers in preparing the room for transition from rest time to afternoon activities. All mats must be thoroughly sanitized by the teacher, associate teacher, or adult volunteer after each nap period. Students are not to be permitted to sanitize mats.

Kindergarten through third grade students do not nap during the school day.

School Wide Performances

All teachers are asked to collaborate on periodic student performances. Presentations should serve as a showcase for the students' growth, development, and academic progress during the school year. All students are to be included in presentations of song, dance, drama, or poetry recitation.

Teachers are expected to use on-stage performances as a teaching opportunity for students and are strongly encouraged to develop presentations that expose students to music, song, stories, and dance that expand their cultural awareness, e.g. classical music, African dance, Spanish songs, Aesop's fables, etc. Please do not plan to present performances that focus primarily on the popular culture with which students are already familiar.

Supervision of Students

Teachers and associate teachers are responsible for the close supervision of all students during the day, whether in the classroom, on the playground, in the lunchroom, or on a field trip. Active supervision is required to ensure the prevention of incidents that may be potentially unsafe for the students. It is strictly prohibited for students be placed in the hallway or in any other unsupervised location as a consequence for inappropriate behavior or for any other reason.

On rare occasions, a teacher may feel that removal of a student to another classroom will support the child's improved behavior. If a child is removed and sent to another teacher, the goal is for the child to return and participate in classroom activities without disruption. The student may spend a no more than 30 minutes away from his/her classroom. Preferably, the student will be permitted to return sooner once appropriate behavior is exhibited.

Uniforms

Students are required to wear the school uniform daily. The uniform consists of a plain yellow or navy polo or button front shirt, navy slacks, skirt, jumper or navy shorts to the knee. Students may also wear plain navy sweaters or sweatshirts. Blue jeans may not be worn as a part of the school uniform. Students who are not in uniform will be sent to the main office. Teachers or associates must contact parents to notify them of their child reporting to school out of uniform.

Students are required to wear the school uniform on all field trips unless the trip requires more rugged clothing, e.g., a trip to the farm or other outdoor area in which students will be expected to get clothing soiled. Students must be in uniform for all indoor trips and any outdoor trips in which students are primarily walking on pavement, e.g., a trip to the zoo or touring the Washington landmarks. If teachers feel that students should be out of uniform for a trip, this request must be approved in advance by the grade level director or principal.

SEPARATION FROM THE ORGANIZATION

Separation from the organization will occur when either the employee or employer chooses to terminate the relationship. Other than the employer's termination of employment, separation may occur under the following conditions:

Resignation

This is a voluntary termination freely made by the employee for any reason he or she chooses. Employees who wish to resign their employment with ECA, are requested to provide notice of anticipated departure date at least two (2) weeks in advance. The notice should be in writing to the principal with a copy to the financial manager.

Retirement

This applies at whatever age an employee officially declares his or her retirement and ceases to serve as a full- or part-time employee. There is no mandatory retirement age.

Exit Interview

During your last week of employment, ECA may request that you attend an exit interview with the school administrator at which time you will be asked to return items such as keys, supplies, equipment, etc. If an exit interview is not scheduled for you upon separating from the organization, then all ECA assets in your possession must be returned to your supervisor prior to your departure.

Subject to applicable law, and any agreements entered into, any outstanding monies due ECA, which includes the dollar value of equipment you do not return, may be recovered from any payments made upon separation from the organization.

Return of ECA Property

Employees must return all ECA property when they leave the premises at termination of employment. ECA property includes any items that you may have purchased for which you were reimbursed.

Summary

Upon termination of employment at ECA, all accrued annual leave as of the effective date of termination will be paid to the individual. This payment will be made at the time of termination in lieu of extending the termination date. For the month of termination, accrued annual leave will be determined on a pro rata basis for the number of days employed in that month. No accrued sick leave is paid out at the time of termination.

At the discretion of the executive director, an employee who voluntarily terminates his or her employment or one whose position is eliminated may be asked to vacate the premises immediately, without prejudice to any financial benefits specified in this section.

All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's sole expense if the employee so chooses. The financial manager will notify the employee in writing regarding the benefits that may be continued and the terms and conditions of such continuation.

At the time of termination of employment, employees may be eligible for unemployment compensation. For more information, contact your local employment commission.

Acknowledgment of Receipt of Early Childhood Academy PCS Employment Guide

I acknowledge that I have received a copy of the Early Childhood Academy Public Charter School (“ECA”) Employment Guide (“Guide”). I understand I am responsible for reading and abiding by all policies and procedures in this Guide, as well as other policies and procedures of the school.

I also understand that the purpose of this Guide is to inform me of the school’s policies and procedures, and it is not a contract of employment. Nothing in this Guide provides any entitlement to me or to any employee, nor is it intended to create contractual obligations of any kind. I understand that the school has the right to change any provision of this Guide at any time and that I will be bound by any such changes.

I expressly agree to the provisions of the Internal Complaint Resolution Policy of the Guide, in which I have agreed to use alternative dispute resolution as the sole means of resolving any dispute that may arise between ECA and me.

Signature

Date

Full Name (please print)

Please sign and date one copy of this acknowledgement and submit to the ECA Business Office. Retain a second copy for your reference.