

Nā Wai Ola Public Charter School

Employee Handbook



NĀ WAI OLA
Public Charter School
"NĀ IPU MĀLAMĀLAMA"

Mission Statement:

Nā Wai Ola Public Charter School motivates and encourages students to become respectful, self-directed, life-long learners who contribute positively to their community. Nā Wai Ola Public Charter School nurtures personal growth and academic success through a rigorous curriculum, integrating Hawaiian culture with core academic subjects.

Vision Statement:

Nā Wai Ola Public Charter School is an Agricultural Science based learning community that is committed to bringing forth individual academic excellence with Hawaiian culture and values as the guiding principle.

INTRODUCTION

This handbook is designed to provide Nā Wai Ola Public Charter School (NWOPCS) employees with information on the school's personnel policies. This is a guide to policy and is not inclusive of all policies. All policies are subject to revision by the Governing School Board at any time during the school year in the best interest of the school. Should an employee need additional information, he or she should contact the Director or Governing Board. Employees are invited to make suggestions to revise and update the handbook annually.

NWOPCS complies with all Federal, State and local equal employment laws including but not limited to race, color, national origin, religion, disability, and does not deny benefits or services, programs or activities or discriminate in employment on any protected basis. NWOPCS prohibits sexual harassment in the workplace. Inquiries or complaints regarding compliance with Americans' with Disabilities Act provision, accessibility, accommodation, discrimination, or sexual harassment should be directed to the director and the Governing Board.

This handbook does not constitute an employment contract or grant or vest any continuing right to employees.

After reading this handbook, you are required to sign a staff development sheet stating you have reviewed the contents of this document.

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Na Wai Ola Public Charter School Mission Statement

Nā Wai Ola Public Charter School motivates and encourages students to become respectful, self-directed, life-long learners who contribute positively to their community. Nā Wai Ola Public Charter School nurtures personal growth and academic success through a rigorous curriculum, integrating Hawaiian culture with core academic subjects.

NWOPCS fosters, as a complement to its academic goals, a sense of unity in its students. The school develops an appreciation and respect of all cultures through learning and living the principles of Aloha. There are four major domains emphasized by NWOPCS- academic, environmental, service and technology programs. Our individual and collective goals are actualized through implementation of these programs as summarized below.

Academic programs emphasize holistic human development. We are committed to a “hands-on, heart-felt, reality-based” cognitive development approach in all core and elective subject areas. This orientation enables students to consolidate understanding, concepts, and skills appropriate to age and grade level. Physical, spiritual, social and emotional attributes of all students are cultivated and nurtured. Academic programs also endeavor to balance and integrate creative activities, technologies, values, practical experiences and service opportunities.

Environmental programs provide opportunities for students, staff, parents and the wider community to increase their knowledge, understanding and commitment as they engage in earth stewardship activities. Living in harmony with the environment, we utilize solutions such as recycling, sustainable agriculture, reforestation and conservation activities that support our commitment as stewards of the ‘aina.’ As expressed by an American Indian teaching, “We have not inherited the earth from our ancestors; we are borrowing it from our children.”

The environment of *service* NWOPCS endeavors to create and maintain, encourages and empowers students to contribute to the welfare of self and others. By nurturing attitudes and attributes that reflect an unselfish devotion to school, family and community, students develop an inner sense of commitment to service. Through activities that promote acquisition and utilization of life skills students are enabled to put words into action, so they can emerge as positive and productive leaders of the world community.

Technology, utilized as a supportive component of the school’s curriculum, provides students, staff and parents with opportunities to become adept and ethical users of electronic tools. Students learn to create and critically evaluate multimedia technologies in order to interact and succeed in a complex and competitive society.

The parents, staff and LGSB of NWOPCS are united and firmly committed to the unflagging actualization and consolidation of this vision, in service to the future of our children, youth, and school.

NWOPCS is a PreK-6 school, founded in 2000 with the mission of building sustainable communities through agri-science and technology. The school’s academic program is designed to allow students to master content area skills, discover personal talents and interest, and develop productive learning attitudes. Students participate in activities and level-appropriate instruction sessions under the guidance of talented, qualified professionals. Students of diverse academic and cultural backgrounds have found NWOPCS to be a learning community of acceptance, tolerance and commitment.

NWOPCS is an inclusion school that integrates special-education students in regular education classes with their general education peers in the least restrictive environment (as dictated by IDEA guidelines). Tutors and volunteers work with teachers to implement strategies that promote student success, particularly in reading and math. Many NWOPCS

parents prefer the Inclusion setting to the traditional practice of self-contained special education classrooms which restrict SpEd students from regular education students thereby minimizing these student's access to FAPE.

The school's master schedule incorporates academic instruction in the classroom with focus group instruction in the areas of agri-science, Hawaiian studies, project-based learning, digital media, and wellness instruction. Technology is present in all classrooms and may include, but is not limited to desktops, projectors/elmos, portable laptop(s), smart boards, digital camera, recorders, iPads, Global Information Systems, and Intranet access. Teachers incorporate use of technology in instruction delivery and update skills through mentoring and professional development opportunities.

HIRING REGULATIONS AND PROCEDURES

Equal Employment Opportunity

It is the policy of NWOPCS to provide equal opportunity in our organization, both in the educational mission and as an employer. NWOPCS is committed to comply with all State and Federal statutes, rules, and regulations, which prohibit discrimination. NWOPCS is committed to a policy of nondiscrimination on the basis of race, sex, gender identity and expression, age, religion, color, national origin, ancestry, citizenship, disability, genetic information, marital status, breastfeeding, income assignment for child support, arrest and court record (except as permissible under State law), sexual orientation, national guard absence, or status as a covered veteran.

This policy covers admission and access to, and participation, treatment and employment in NWOPCS programs and activities. Discriminatory harassment, including sexual harassment, is prohibited under this policy. NWOPCS shall promote a full realization of equal opportunity through a positive, continuing program of nondiscrimination and affirmative action (41 CFR Chapter 60) on our campus.

Americans with Disabilities Act

NWOPCS is committed to complying with all applicable provisions of federal, state and local laws prohibiting discrimination on the basis of disability. It is NWOPCS's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination; NWOPCS will provide reasonable accommodations to a qualified individual with a disability who has made NWOPCS aware of his or her disability, provided that such accommodation does not constitute an undue hardship on NWOPCS. Employees with disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Human Resource Manager.

Sexual Harassment

Acts of sexual harassment undermine the foundation of trust and mutual respect. NWOPCS seeks to end sexual harassment within its purview, setting an example for and working in partnership with the larger community.

NWOPCS opposes sexual harassment and has a responsibility to take immediate and appropriate corrective action when it knows of existing sexual harassment. NWOPCS shall take action reasonably calculated to end sexual harassment where it exists and to assist NWOPCS employees and students who are sexual harassment targets.

These procedures reflect NWOPCS policy that sexual harassment will not be tolerated in any part of our academic programs and activities. Through these procedures, NWOPCS shall provide education and counseling to employees, and timely and fair resolution of complaints, including proper regard for the procedural rights of the accused. When

necessary to end sexual harassment; NWOPCS shall take immediate and appropriate corrective action to end sexual harassment with the goal that such acts not be repeated.

NWOPCS shall not tolerate any act of retaliation directed against any individual involved in a sexual harassment complaint or resolution or who seeks a remedy against sexual harassment. Retaliation against parties directly or indirectly involved in any sexual harassment complaint is unacceptable and shall be considered a separate complaint that may merit the imposition of sanctions.

As used in this administrative procedure:

- A. "Sexual Harassment" is defined as:
 - 1. Quid pro quo. Sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when submission to such acts is either explicitly or implicitly a condition of an employee's or student's advancement, or submission or rejection of such conduct by an employee or student or threatened to be used as the basis for:
 - a. adverse decisions affecting employment actions, or
 - b. academic decisions
 - 2. Hostile academic/work environment. Intimidating, threatening, or offensive verbal or physical conduct of a sexual nature, which is unwelcome and is sufficiently severe or pervasive to interfere with an employee's work environment or a student's education.

The conduct must be perceived as both subjectively and objectively offensive; i.e. the Reporting Party must herself or himself view the conduct as offensive and a reasonable person with the same fundamental characteristics of the person bringing the charge (e.g., age, gender, race, background) would view the conduct as offensive.
- B. "Retaliation" is any adverse or hostile action, expressed or implied, including but not limited to, intimidation, threats, coercion, or discrimination against any individual because he or she has made a complaint, or otherwise sought assistance, served as a witness, or participated in a complaint resolution process under this administrative procedure.
- C. "Reporting Party" is an individual who makes a report of sexual harassment that he/she has either experienced or observed.
- D. "Respondent(s)" is a person(s) accused of having committed sexual harassment.
- E. "Report" is a description of alleged acts of sexual harassment.
- F. "Complaint" is a formal allegation of sexual harassment subject to procedures outlined in Section V.
- G. "No Cause finding" is a conclusion that there is insufficient evidence to support a finding of a violation of the sexual harassment policy (i.e., that the preponderance of the evidence does not support the Reporting Party's allegations of sexual harassment).
- H. "Cause finding" is a conclusion upholding the formal complaint of sexual harassment and finding that the preponderance of the evidence supports the allegations of sexual harassment.
- I. The principal administrative office for NWOPCS coordinates the sexual harassment complaint process, including but not limited to, the appointment of the Decision Maker, Investigative Officer, etc. The Principal also includes his/her designee.
- J. The principal assists students on issues related to sexual harassment. The Principal can provide assistance in the form of information and supportive counseling, and assistance through the informal and formal resolution/complaint processes.
- K. "Administrative Officers" are NWOPCS administrators, the vice principal, dean/director, and Business manager level who assist students, faculty and staff requesting information and/or advice on personal sexual harassment issues. They shall receive on-going training on applicable laws, NWOPCS policies and procedures, complaint-resolution options and confidential issues. Their duties and responsibilities may include:
 - 1. Providing information on options under this administrative procedure of the availability of external agencies;
 - 2. Resolving informal complaints;

3. Providing information of the availability of the Student Sexual Harassment Advisor and/or EEO/AA Coordinator.
 4. Submitting to the EEO/AA Coordinator an annual log of informal/formal complaints and statistical information on anonymous reports regarding sexual harassment.
- L. "Employee" is a person employed full-time or part-time by Nā Wai Ola Public Charter School.
 - M. "Student" is a person enrolled at NWOPCS at the time of the alleged incident of sexual harassment, including student and employee.
 - N. "Good Faith" is a finding that the Reporting Party filed a report or complaint that was not knowingly false or frivolous.
 - O. "Fact Finding Report" is a summary to the allegations of both parties and a summary of factual findings.
 - P. "Preponderance of the Evidence" is the burden of proof for a finding of sexual harassment. It requires that the evidence supporting a finding of sexual harassment is of greater weight than the evidence disputing a finding of sexual harassment (i.e. more than 50%, or more convincing than the evidence offered in opposition to it).

Background Checks

The Background Check must be completed before employment begins, except as provided below. Any offers made before a background check has been completed shall be expressly conditional upon successful completion of the Background Check. Employment may begin prior to completion of the Background Check only as a conditional offer of employment and when the hiring authority establishes to the satisfaction of Human Resources.

Background Checks will include, at a minimum, a multi-state criminal background check including felonies and misdemeanors, a social security trace, and a National Sexual Offender Registry check.

Conditional offers shall be withdrawn if the results of the background check are deemed to disqualify the applicant for the position (regardless if conditional employment began).

Certification and Licensing

The No Child Left Behind federal law requires teachers to be, or become "Highly Qualified." The law requires that all teachers teaching core academic classes must meet a specific, federal definition of "Highly Qualified."

All teachers need to have a valid Hawaii State Teachers License for Elementary and all Educational Assistants need to have a BA, AA in education or have passed the Para Professional Praxis in order to deem themselves "Highly Qualified."

NĀ WAI OLA PUBLIC CHARTER SCHOOL STAFF AND FACULTY

Educational Director

Jason Wong

Dean of Students

Lore-lin Makaiwi

Business Manger

Karen Besham

Registrar

Dara Makaiwi

Technology Coordinator

Marc Sambueno

Food Service Manager

Mandel Andaya

Bus Driver

Robert Ronia

Facilities Manager

Stephen Porter

Facilities Assistant

Kahiko Keo

Grade 6 Teacher

Mary Quijano

Grade 5 Teacher

Angelina Silva-Sampaio

Grade 4 Teacher

Richard Gramlich

Grade 3 Teacher

Stephanie Olson-Moore

Grade 2 Teacher

Isaac Runnels

Grade 1 Teacher

Anna Aoki

Grade K Teacher

Stephanie Albornoz

Grade K Teacher

Deana Victor-Frederick

Pre K Teacher

Shane Sigetic

Sped Teacher

Mark Fontaine

Agrictulure/Cultural Advisor

Shari Frias

Education Assistant

Christine Yasuhara

Education Assistant

Joseph Kaipo III

Education Assistant

Whittney Soares-Hall

Education Assistant

Claynette Funai

SPED Education Assistant/Cafeteria Helper

Dianne Simeona

Classroom Assistant

Dana Caldeira

PROGRESSION PROCESSES

Direct Deposit

NWOPCS employees will all have direct pay deposited into personal bank accounts.

Job Descriptions

NWOPCS maintains job descriptions for all positions that outline the duties and/or responsibilities of the position. Job descriptions may change to reflect the duties and responsibilities of the position.

Overtime

Non-salaried employees occasionally need to work overtime to meet the needs of students; when this is the case the employee must notify the director for approval of overtime.

Pay Advances

NWOPCS does not grant pay advances to employees.

Payday

NWOPCS employees are paid on the 5th and 20th of each month. If payday should fall on a Saturday or Sunday, employees will be paid on the FRIDAY before; if payday should fall on a holiday, employees will be paid the workday prior to the holiday. All questions about payroll must be directed to the Director and/or Business Manager.

Pay Increases

NWOPCS employees are compensated according to state guidelines and collective bargaining agreements.

Payroll Requirements

Standard deductions from employees' paychecks are made as required by federal and state law. These include federal and state income tax, and FICA payments. An employee may authorize the Business Manager to make varied deductions; Federal and State withholdings can be changed by completing new forms with the Business Manager.

Personal Information Update

During the course of the school year, each employee is required to complete an "Employee Emergency Status" document. It is imperative that employees keep the administrative office aware of any changes in their address (including Email address), phone number and other personal logistical data.

Personnel Files

The administrative department maintains a personnel file for each employee. Employees may review the contents of their file at any time by giving adequate notice to the Business Manager or Director. Employees have the right to submit written updates to their files. The Freedom of Information Act- As an employee of a public charter school, information contained in an employee's personnel file is public record, only evaluations are confidential and restricted. Requests from third parties for information from employee files must be submitted in writing to the administrative office. The Business Manager will notify the employee of the request for records prior to the release of information. This allows the employee time to initiate legal action to prevent access to material in the personnel file.

Performance Reviews/Employee Evaluation

Employee performance is important to the success of NWO students. Annually, the Director conducts observations and meets with all employees to review job progress and set performance goals. Certificated or classified employees may be evaluated two to four times each year to support and improve job performance. Evaluation documents are to be completed by Director and reviewed by the Governing Board; employees are provided copies of any evaluations made. Employees are encouraged to perform peer evaluations and support or mentor new staff.

Recording Work

Non-salaried NWOPCS employees are required to submit timesheets to the Business Manager by times designated on the payroll calendar. All employees subject to this policy are required to accurately record all time worked including start and end times and a brief description of the tasks or duties performed.

Professional Development

NWOPCS encourages employee participation in professional development programs/opportunities throughout the year. School sponsored professional and/or staff development may be mandatory for some or all employees. In order for the school to pay for any professional development, approval must be received from the Director before registration for a seminar or conference. Staff attending professional development must share new information gained from participating in the seminar with the entire staff (at a general staff meeting, PLC or prearranged meeting time). Additionally, NWOPCS staff will be given on the job training for specifics that may include safety training, Special Education training, Assessment training, research and development training, etc.

Retirement

Retirement options for NWOPCS and State of Hawaii employees can be discussed with the Business Manager and/or with retirement plan providers.

EMPLOYEE LEAVE AND BENEFITS

Accidents or Injuries While on Duty

Employees have the responsibility to maintain safe conditions in the work area as part of professional and effective work behavior. NWOPCS staff is encouraged to 'proactively practice prevention.' In the event that an employee sustains an injury while on duty or on school grounds, the employee is required to report the injury to the Director or another administrator on campus if the Director is unavailable. Injuries must be reported on the NWOPCS 'Accident Report' form and on the Hawaii State OSHA form (available from the Business Manager). Employees MAY NOT be eligible for compensation if the accident is not reported. If the injury requires first aid treatment, the employee should use the school's first aid resources and/or seek care from a health care provider, copying any pertinent documentation from said health care provider and submitting with the Business Manager.

COBRA

NWOPCS employees and covered dependents are given the opportunity to continue medical and dental benefits for a period of up to 36 months under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA) when group and dental coverage for the employee ends.

Disability Leave

NWOPCS employees are eligible for disability leave after completing their introductory period. Disability leave is not to exceed six weeks. Employees requesting leave must provide written notice of the disability, including a doctor's note stating the nature of the disability and the expected date of return to work.

Dismissal

Any employee may be dismissed at any time subject to the provisions of the law. Dismissal of personnel may occur by recommendation of the immediate supervisor to the Director or by the Director to the Governing Board. Cause for termination shall include, but not be limited to, insubordination, failure or inability to perform assigned duties, immoral conduct, irregular attendance, arriving to work inebriated, use of drugs while on duty, consumption of alcohol while on duty, physical or other abuse of students or staff, unsafe work practices, dishonesty, negligence, or any other reasons proved sufficient by the Director or Governing Board. An employee may appeal (for further consideration) a dismissal through appropriate channels. Guidelines are also followed as stated in Union contracts.

Employee Leave Reporting

Personal illness leave is available for eligible certificated and classified staff as indicated in the collective bargaining agreement. Employees must submit a 'Request for Sick Leave' form for prior approval for personal leave, professional leave, bereavement, family illness and other leave. In the case of illness, employees must contact the administrative office to report the illness and report on the leave form upon returning to work. (Teachers are required to arrange for classroom coverage when absent by contacting a substitute teacher.)

Family Medical Leave Act

An eligible employee shall be entitled to a total of 12 workweeks of uncompensated leave in a twelve-month period for one or more of the following reasons:

- The birth of a child;
- The placement of a child with the employee for adoption or foster care;
- To care for a spouse, child, or parent of the employee should the relative have a serious health condition;

- A serious health condition that would prevent the employee from performing the functions and duties of their position

Holidays and Waiver Days

At the beginning of each year, all staff will receive a school calendar that reflects holidays, as well as scheduled professional development and waiver days.

Jury Duty

Employees summoned for duty are responsible for notifying the Director and Business Manager by providing proof of jury duty summons, then proof of service issued by the Court. Teachers must arrange for class coverage during the jury duty service period.

Medical Insurance

Employees who work 20 hours or more per week shall have the option of health and dental insurance. Eligible employees may enroll in a single or family contract for medical insurance with selected providers. Details for employee health and retirement benefits can be provided in individual conferences with the Business Manager.

Paid Time Off (PTO)

NWOPCS requests employees not use leave time during the last two weeks of school. We need everyone on board to assist with our completion deadlines.

Social Security

NWOPCS employees and the school contribute funds to the federal government to support the Social Security Program, intended to provide financial support and medical coverage upon retirement.

Unemployment Insurance

NWOPCS employees may be entitled to state and federal unemployment insurance upon separation from service.

Voting Leave

Teachers in the State of Hawaii are not required to work during federal elections. During other elections, employees must notify the Business Manager and Director of the need to take leave from work to vote.

Worker's Compensation

Any NWOPCS employee who is injured while on duty is protected under Hawaii Worker's Compensation laws. An injured employee may use accrued sick leave during the five to seven day waiting period required by Worker's Compensation Law. After the waiting period, those employees who are eligible for Worker's Compensation discontinue use of personal sick leave.

JOB PERFORMANCE PROTOCOLS/PROFESSIONALISM

NWOPCS employees have an obligation to observe and follow the schools policies and to maintain proper standards of conduct at all times. If an individual's behavior interferes with the orderly and efficient operation of the school, corrective disciplinary actions may include a verbal warning, written warning, suspension with or without pay, and or discharge; the school will determine the appropriate disciplinary action imposed. All employees must become familiar with these rules regarding employee conduct and observe them at all times. Violations may result in disciplinary actions.

Absence

When an employee expects to be absent he or she must submit a leave form to the Director for approval; once approved the form must then be submitted to the Business Manager.

If you are sick - Calls must be made to the Director, Dean of Students and Business Manager (and, if you are a teacher, your educational assistant should be notified for planning/substitute purposes). Please make an effort to call the Director the night before so planning of the following day can be done efficiently.

Repeated absences may result in disciplinary action and could lead to dismissal.

Attendance

Employees must report to work regularly and on time. Normal business hours are 7:30am to 5:00pm, Monday through Friday. Classroom instruction occurs between 7:50am to 2:50pm, Monday, Tuesday, Thursday, Friday, and 7:50am to 12:30pm on Wednesday. All employees must work their scheduled hours; repeated tardiness may result in disciplinary action and could lead to dismissal.

Building Relations with Parents and Students

All WOLPCS employees are expected to treat all community members with respect. Each employee must be sensitive to the importance of providing courteous treatment in all working relationships. Staff must attend to parent concerns and questions promptly and professionally. Staff may consult with the Director to remedy a challenging parent/student/community circumstance.

Complaints and Grievances

In order to provide a means to effectively resolve any complaints or disputes, employees may refer to the formal grievance procedures established through their local bargaining unit. All employees are encouraged to discuss their grievance(s) with the Director, their formal immediate supervisor, or their Governing Board representative prior to filing a formal grievance.

Conflict of Interest/Code of Ethics

NWOPCS employees shall conduct their personal affairs in such a fashion that their duties and responsibilities to the school are not jeopardized and/or legal questions do not arise with respect to their association or work with the school.

Contact With the Media

All media inquiries regarding NWOPCS and its operations must be referred to the Director or Governing Board Chairperson. The Director and Governing Board Chair are authorized to make or approve public statements pertaining

to the school or its functions. No employee, unless specifically designated by the Director or Governing Board Chair, is authorized to speak about or on behalf of NWOPCS.

Destruction of School Property

Employees are responsible for preserving school property at all times. Destroying, defacing, or willfully neglecting school property is prohibited.

Dress Policy/Personal Hygiene

Employees are expected to maintain the highest standards of personal cleanliness and present a professional appearance at all time. Employees are to maintain good personal hygiene and are required to be clean and dressed appropriately while at work. All staff represents the school with both appearance and actions.

Electronic Mail

NWOPCS employees are given an email account via a cable network to facilitate the transmittal of school business related to information within the school and with parents or students. Employees may not use unauthorized codes or passwords to gain access to others' files. All passwords must be made available to the school; notify the Technology Coordinator of any changes in passwords or with any requests or concerns.

Falsification of Information

Falsification of personnel information or other records can result in termination; falsely stating or making claims of injury are prohibited. The making of false or malicious statements concerning any NWOPCS employee, student, and programs, including refusing to give testimony when accidents occur or incidents are being investigated is prohibited.

Gambling

Gambling in any form is prohibited.

Insubordination

Insubordination, including refusal or failure to perform work assigned, is prohibited.

Interference with Employees

Employees are not permitted to interfere with other staff in the performance of their work. No employee should intentionally delay the work of a fellow employee, conceal property belonging to another employee, or demonstrate intimidating or distracting behavior that prevents an employee from effective job performance.

Internet Usage

NWOPCS employees must review and sign off on the School's Internet Acceptable Use Policy.

Leaving Work During the Day

Employees are encouraged to make doctors' appointments during non-school hours. Should an employee need to leave school during the day, he/she must obtain authorization from the Director.

Maintenance

Employee must perform their work with due regard for maintaining the premises and keeping it sanitary. Teachers and students are to dispose of all trash in containers near the exits of classrooms. Staff may not allow students to consume

food in the classrooms. Staff must report damages to school property or facilities to the Facilities Manager and/or the Director. Landlords must approve any repairs or additions to any school site.

Mealtime

Employees working a shift for more than six hours will be provided at least 30 minutes for mealtime.

Misuse of Confidential Information

All records and files maintained by the school are confidential and remain on the property of the school. Records and files are not to be disclosed to any outside party without the express permission of the Director. Confidential records include, but are not limited to: financial records, business, personnel and payroll records regarding current and former employees, the identity of, contact information for, and any other account information on parents, students, vendor, techniques, and processes, any documents regarding the schools operations, procedures, or practice. The misuse of school information for personal gain or to malign the school, its operations, or employees is prohibited.

Notice of Termination of Employment

Employees are required to give a minimum of two weeks notice of intention to terminate employment. Employees who intend to resign from NWOPCS are required to provide a written letter of resignation in advance of their intended resignation date to the Director or Business Manager. Failure to provide such advance notice may result in salary overpayment (particularly for employees paid via DOE FMS).

Office/Printing Supplies

Basic office supplies including photocopy paper are provided to each teacher by request and the completion of a supply requisition form, which needs to be approved by the Curriculum Coordinator. Teachers may contact the administrative office to place an order or to check out paper.

Parking

All staff must honor parking protocols at the school site, see Business Manager for parking assignments.

Personal Communication and Conversation

All staff are to demonstrate professionalism by limiting personal calls to be made during break times; cell phones should be turned off or down during classroom instruction time. Employees may not talk about or discuss employee issues or personal student matters in front of students. Employees are strongly discouraged from berating other employees, belittling colleagues, or otherwise contributing to a negative work and learning environment. The use of abusive, threatening, or profane language or engaging in disorderly conduct is not allowed.

Purchasing and Procurement

When employees need to purchase supplies or services during the school year a requisition must be made on a school purchase order (PO) form. The PO must be submitted to the administrative office and accountant for approval. Reimbursement will not be honored without prior approval of a PO. Purchases of supplies or services made without obtaining an authorized PO in advance will not be paid for by NWOPCS and will be treated as a personal commitment by the individual making the purchase (who will ultimately be responsible for payment).

Severe/Inclement Weather

NWOPCS employees are expected to report to work unless notified to remain at home during severe or inclement weather. Employees will be notified by phone tree if school is closed for the day, and may be asked to contact their class list to inform of the school closure.

Signing In and Out

A daily sign in/sign out sheet is used to maintain an accurate record of who is in; this is located in the main office building.

School Vehicles

Employees who operate school vehicles are responsible for the safe operation and cleanliness of the vehicle. Accidents involving a school vehicle must be reported to the Director immediately. This policy applies to vehicles rented for school functions. All employees are authorized to drive school vehicles rented for school functions; all employees authorized to drive school vehicles must possess a current, valid driver's license and acceptable driving record.

Theft

Theft of school property or the property of any student or employee is prohibited.

Visitors/Volunteers

Any visitors to the campus must sign in at the school office before entering the classrooms. Visitors are required to sign a visitor's log indicating time of arrival, reason for visit, and time of departure. Employees who have occasional visits from family or friends should seek approval from the Director. All volunteers must have a volunteer packet on file in the administrative office.

Weapons

Unauthorized possession of weapons that may cause serious personal injury to individuals or school property is prohibited.

The Governing Board shall retain the authority to impose appropriate discipline in situations not referenced above. This handbook is not intended to be inclusive of all situations where discipline or dismissal might be warranted.

SAFETY IN THE WORKPLACE

Safety can best be achieved through teamwork. Each employee must practice safety awareness by thinking defensively, anticipating unsafe situations, and reporting unsafe conditions immediately. NWOPCS employees are to observe the following precautions:

- Notify the Director of any emergency situation. If injured, no matter how slightly, inform the Director immediately.
- The unauthorized use of illegal substances or alcoholic beverages at work will not be tolerated; possession of the same is prohibited.
- Employees may use, adjust and repair machines and equipment they have been trained to operate.
- Employees must get help from colleagues to lift or push heavy objects.
- Employees must understand and follow directions carefully; ask if you do not understand.
- Know the locations, contents and use of first aid and firefighting equipment.
- Wear personal protective equipment in accordance with the job being performed.

A violation of safety precaution is in itself an unsafe act.

In an emergency, the Director must be notified immediately. Emergencies include all accidents, medical situations, bomb threats, other threats of violence, and the smell of smoke. If the Director is unavailable, contact an administrative employee. Should an emergency result in the need to communicate information to employees outside of business hours, the Director will contact employees; it is imperative that employees keep their personal emergency contact information up to date. When events warrant an evacuation of a building, staff must follow instruction given by the Director or administrative office. Always exit building during an emergency in a quick and orderly manner, then assemble at a pre-determined location. Direct any questions related to school's emergency procedures to the Director.

Drug Free Work Place

All NWOPCS employees are hereby notified that it is a violation of NWOPCS's policy for any employee to possess, sell, offer to sell, transfer, distribute, use, or be under the influence of any drug while on duty, on NWOPCS grounds or at school-related events. Each employee shall notify his or her supervisor of any criminal drug conviction occurring while the employee was employed by NWOPCS. Notification shall be given with seven (7) days of the conviction. Any employee who violated the terms of the NWOPCS policy relating to employee substance abuse shall be subject to disciplinary actions, including but not limited to suspension, dismissal and/or drug rehabilitation and related counseling. NWOPCS's policy regarding employee substance abuse is to be reviewed and signed by all employees.

Exception: Any employee may use or possess medication for proper medical purposes. If an employee must use medication for a diagnosed condition while on duty, school grounds, or at a school-related event, the employee must report such use to the school's director and their immediate supervisor upon reporting to work.

Fire Drills

Fire drills are scheduled once a month throughout the year. Fire drills are an important aspect of employee and student safety. Employees are expected to cooperate during these drills; contact the Director with any questions related to evacuation procedures.

Key and Access to Property Policy

Keys to NWOPCS sites and grounds are issued to eligible employees for official school related business. Employees sign out site keys through the Business Manager. Employees are not to lend or duplicate keys to make them available to non-employees. Any lost keys must be reported immediately to the Business Manager or the Director. Employees are cautioned that violations of this policy may be deemed as willful and negligent misconduct, and may be subject to disciplinary actions.

Personal Information Update

During the course of a school year, each employee is required to complete an "Employee Emergency Status" document. It is imperative that employees keep the administrative office aware of any changes in their address (including email addresses), phone number and other personal logistical data.

Personal Property

NWOPCS will not assume responsibility or liability for damage to or loss of an employee's personal property used or stored at school sites.

Smoking

Smoking tobacco products during school hours should be done during break times and in designated smoking area.

Workplace Searches

To protect the property and to ensure the safety of students and staff, the school reserves the right to conduct searches consistent with state law and to inspect any packages, parcels, handbags, brief cases, lunch boxes or any other possession or articles carried to and from school sites.

RECEIPT OF WOLPCS EMPLOYEE HANDBOOK AND EMPLOYMENT AT-WIL STATEMENT

This is to acknowledge that I have received a copy of the Na Wai Ola Public Charter School Handbook and understand the terms and conditions of my employment, as well as the duties and responsibilities in my position at the school. I understand and agree that it is my responsibility to read the handbook and abide by the rules, standards, and policies set forth in the Employee handbook.

I also acknowledge that my employment with NWOPCS is not for a specified period of time and can be terminated at any time for any reason with or without cause or notice by me or by the school.

Employee's printed name

Employee's signature

Date