



**ATLANTA NEIGHBORHOOD
CHARTER SCHOOL**
helping students learn to use their minds well

Atlanta Neighborhood Charter School

Governing Board Monthly Meeting

Date and Time

Thursday May 16, 2024 at 6:30 PM EDT

Location

Atlanta Neighborhood Charter School - Elementary Campus
688 Grant Street
Atlanta, GA 30315

Notice of this meeting was posted on the ANCS website and both ANCS campuses in accordance with O.C.G.A. § 50-14-1.

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:30 PM
Opening Items			
A. Record Attendance & Guests		Shannon Rutledge	1 m
B. Call the Meeting to Order		Cory Tiede	2 m
C. Public Comment			5 m
D. Approve Minutes from Prior Board Meeting	Approve Minutes	Cory Tiede	2 m
II. School Leadership Updates			6:40 PM

	Purpose	Presenter	Time
A. PTCA Update	FYI	Cassie Leymarie	10 m
B. Principals' Open Forum	FYI	Mark Sanders & Lara Zelski	20 m
C. Executive Director's Monthly Report	FYI	Alastair Pullen	20 m
III. Committee Updates			7:30 PM
A. Communications & Advancement Committee Monthly Report	FYI	Pouya Dianat	
B. Educational Excellence and Accountability Committee Monthly Report	FYI	Shannon Rutledge	5 m
C. Finance & Operations Committee Monthly Report	FYI	Irina Brimmell	
D. Governance Committee Monthly Report	FYI	Ruth Link-Gelles	
E. Governance Committee: Policy Updates	Vote	Ruth Link-Gelles	10 m
F. Governance Committee: New Officer Selection Process	Vote	Ruth Link-Gelles	10 m
IV. Action Items			7:55 PM
A. Nominations for New Board Members - Jonna Martin - Emily Hansen	Vote	Amber Suitt	5 m
V. Executive Session (as needed)			8:00 PM
A. Executive Session	Discuss	Ruth Link-Gelles	15 m
VI. Closing Items			8:15 PM
A. Odds & Ends Reminders - Training - Board Donations	FYI	Cory Tiede	3 m
B. Adjourn Meeting	Vote	Cory Tiede	1 m

Coversheet

PTCA Update

Section: II. School Leadership Updates
Item: A. PTCA Update
Purpose: FYI
Submitted by:
Related Material: PTCA Year in Review 2023-24.pdf



PTCA Year in Review

Atlanta Neighborhood Charter School
2023-2024

Overview

- Task Force Accomplishments
- Events & Meetings
- Committees
- Grants
- FY25 Budget
- FY25 Advisory Council and Event/Committee Chairs
- Appreciation

PTCA Task Force Accomplishments

Mission Statement: The mission of the ANCS PTCA is to build community and foster inclusivity within the ANCS school family. The ANCS PTCA will welcome new families with knowledge and resources, coordinate and promote parent, caregiver, teacher/staff, and community engagement activities, and support teachers through various teacher appreciation activities.

- Streamlined Events & Initiatives
- Open Membership
- Advisory Council: Co-presidents, 2 Members-at-large, Treasurer, DEI Co-Directors, Student Services Director, appointed board member, Student Liaison (as needed); Staff Point Person
- Addition of Welcome Committee and Affinity & Resource Group Support
- Fundraising: Encourage support of Gather & Grow; no membership dues collected

Schoolwide Events and Meetings

- **Ice Cream Social** at the Elementary Campus, August 11th
- **General “School Family Meeting”**, Elementary Campus, August 15th
- **Kickball Tournament**, Maynard Jackson High School, September 24th
- **Fall Festival**, Elementary Campus, November 4th
- **General “PTCA Interest” Meeting**, January 23rd
- **Teacher Appreciation Week**, March 25th-29th, Schoolwide
- **Bingo Night**, Middle Campus, April 12th
- **Third Friday Coffees**
- **Run with the Wolves**, rescheduling for Fall 2024

Additional Activities

- School Store Management
- Room Parent Coordination
- Volunteer Engagement for various teacher and community needs

Fall 2023 Grants Awarded (\$5,540)

- **Double Dutch Demonstration** at the Elementary Campus, *awarded to Kristen Daniel, faculty, and Megan Wilson, parent (\$625)*
- **Pickleball Club Equipment** and Gatorade for use after school, during MC club meetings, *awarded to David Bradley, faculty, (\$425)*
- **Subscription to Digital Theatre+ for use in Performing Arts Classes** at the MC, *awarded to Jacob Dewey, Faculty, (\$900)*
- **Lego Education Kits for use in Math, Science, Design, and after school** at the MC, *awarded to Sammy Struttman, Lillie Sentell, Terri Linahan, Andrew Heacock, Toccara Nelson, faculty, (\$930)*
- **Microscopes for the 5th grade**, *awarded to Megan Wilson on behalf of the 5th grade teaching team, (\$980)*
- **Asian American Pacific Islander Group** fund for extra activities at the MC, *awarded to Josh Feng, faculty, and students Adam Ezzo, Grace Kynes, Meghan Mahoney, Zoe Rhodes, Andrew Tran, (\$680)*
- **Middle Campus Sisterhood**, funds for special activities, *awarded to Alina Hinton, Faculty, (\$1000)*

Winter 2024 Grants Awarded (\$5,400)

- **Lighting and Theatrical Expenses for ANCS Drama** at the Elementary Campus, *awarded to Jacob Dewey, faculty, and Drama Club (\$900)*
- **Echo-proofing the Art Classroom** at the EC, *awarded to Megan Wilson, parent and, Julie Griffith, faculty, (\$1000)*
- **3rd Grade Classroom Library Expansion**, *awarded to Delvory Armstead, faculty on behalf of the 3rd grade teaching team, (\$1000)*
- **Library of Things at the MC**, *awarded to Terri Linihan, faculty, (\$1000)*
- **The Brotherhood**, funds for special activities, *awarded to Mark Sanders, Faculty, (\$1000)*
- **GSA Club**, funds for special community art project, *awarded to Monday Draayer, Faculty, (\$500)*

Looking Ahead: FY 25 Budget

PTCA BUDGET 2024-2025	
General and Administrative	
Administrative	
Office Supplies/Administration Costs	2000
Printing and Reproduction	2000
	4000
Teacher Appreciation	
Teacher Appreciation Back To School	4000
Teacher Appreciation Week	6000
Teacher Appreciation Gift Cards	12000
	22000
General & Administrative Subtotal	26,000
Program Expenses	
School Support	
Grants	10000
Stipends	3000
Affinity & Resource Groups	2000
	15000
Community Building Events	
Fall Festival	8,000
Childcare for PTCA Meetings	1,000
PTCA Picnic and Meeting Refreshments	2500
Bingo Night	2500
Run with the Wolves	12000
Kickball	3000
	29000
Program Expenses Subtotal	44,000
Total Expenses	70,000

Looking Ahead: PTCA Advisory Council

Parent Co-president	Sinéad Quinn
Staff Co-president	Wakita Jacobs
Treasurer	Rhiannon Hubert
Elementary Campus Member-at-Large	Alison Coddair
Middle Campus Member-at-Large	Starla Bailey
DEI Co-Director	Cassie Leymarie
DEI Co-Director	Humaira Afzal
Student Support Director	NaTasha Woody-Wideman
Governing Board Member	
8th Grade Student Liaison	

Looking Ahead: PTCA Chairs & Coordinators

Kickball Chair(s)	Sara Reid
	Dana Dojnik
Fall Fest Chair(s)	Christina Washington
	Joni Harris
Bingo Chair	Amanda Evans
Run with the Wolves Chair	Matt Underwood
Room Parent Coordinator	Brooke Midgette
Advisory Parent Coordinator	
Elementary Campus Teacher Appreciation Chair	
Middle Campus Teacher Appreciation Chair(s)	Talishia Sims
	Sarah Roberts
School Store Chair	Liza Smith
Related Arts Chair(s)	
Staff Point-person	Paige Teusink

Thank you to Volunteers, Faculty, & Staff



Coversheet

Executive Director's Monthly Report

Section: II. School Leadership Updates
Item: C. Executive Director's Monthly Report
Purpose: FYI
Submitted by:
Related Material: EDReports23-24.pdf



Alastair Pullen, Executive Director
Board Reports
2023-2024

May 16, 2024

- EOY Update on ED Goals
- EOY Highlights
- Summer Projects
- Aftercare



EOY Highlights

- +Conducted comprehensive salary study, raised all staff salaries in accordance with APS.
- +Initiated a comprehensive strategic planning process resulting in the development of a full five year plan.
- +Allocated resources including the addition of a new position to support the recruitment and retention of economically disadvantaged students.
- +Developed new processes in the business office to ensure operational efficiency such as revised organizational chart, budgeting practices, and human resources practices.
- +Utilized safety and security grant to replace door locks at both campuses.
- +Received full reauthorization from IB for the MC MYP program.
- +Received accreditation for both EC and MC from Georgia Accrediting Commission.
- +Vetted new reading curriculum for implementation in 24-25 at EC.
- +Redesigned PTCA with feedback from task force to better align with school mission and vision.

EOY Highlights

- +Developed [Charter Compliance Reporting and Tracking System](#)
- +Established Charter Renewal Timeframe
- +Created Structures for Instructional Vertical Alignment
- +Supported infrastructure Improvements to MC Farm
- +Retained 98% of Staff
- +Featured as part of Food Tank's Nutrition Program on Innovative Nutrition Programs
- +Recognized for Best Elementary School Attendance-1st Semester
- +Led district charter schools (top 3) in MAP growth
- +Positive net revenue (23: -680K, 22: -32K)
- +Farm Collaboration Grant through APS (pending)



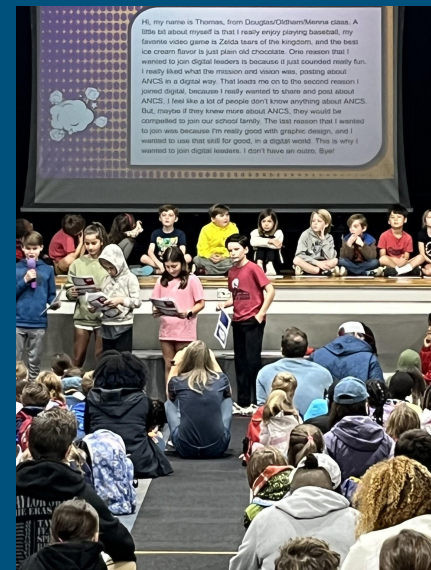
EOY and Summer Priorities

- +Staff Wellbeing
 - Summer “checks”
 - Optional staff socials
- +Student Wellbeing
 - Optional MC book groups
- +Regular Touch points for Families



Summer Projects

- +HVAC patchwork at the MC
- +Flooring for the MC Basketball Court (approved by Finance)
- +Additional Office space at MC
- +Security Vestibule Project at EC



The Future of Aftercare: Options Moving Forward

- +Increase Fees to \$25/day (\$20/day for siblings) from \$20/day (\$15/day)
- +Charge staff
- +Move forward as is and outsource aftercare in 2 years

	FY24	FY23	FY22	FY21	FY20
Revenue	\$ 299,411	\$ 319,281	\$ 1,219	\$ 9,898	\$ 278,635
Expenses	\$ 524,910	\$ 612,026	\$ 583,965	\$ 56,892	\$ 317,513
Salaries	\$ 507,740	\$ 591,416	\$ 565,385	\$ 56,019	\$ 305,543
Program expenses	\$ 17,171	\$ 20,610	\$ 18,580	\$ 873	\$ 11,970
Net Revenue/(Subsidized)	\$ (225,500)	\$ (292,745)	\$ (582,747)	\$ (46,994)	\$ (38,879)

Questions?



Coversheet

Finance & Operations Committee Monthly Report

Section: III. Committee Updates
Item: C. Finance & Operations Committee Monthly Report
Purpose: FYI
Submitted by:
Related Material: Finance and Ops Comm BOD Update_May24.pptx



Finance and Operations Committee - May24

Financial Update:

- Cash Balance (4/30/24): **\$6.7M** (\$0.6M month-over-month increase), including **\$1M** in money market and equity investments.
- YTD financial performance:

	YTD Actual	YTD Budget	Over/(Under)	Major Drivers
Revenue	\$15.9M	\$12.8M	\$3.1M	increased APS allocation, unplanned local and state funding, timing of CARES funds, and higher than expected program income.
Expenses	\$13.1M	\$12.2M	\$0.9M	expenses incurred but not budgeted for including salary study adjustment, tenor bonus, stipends and staff retreat, facility improvements, professional services spend, timing of invoice payments, additional training costs and MACAL program growth.

Building and Grounds Update:

- Security vestibule plans being finalized. Continued discussion with APS regarding the construction timeline.
- Ongoing internal discussion regarding the capital improvements on both campuses in the near term, including the MC gym floor installation.

Coversheet

Governance Committee: Policy Updates

Section: III. Committee Updates
Item: E. Governance Committee: Policy Updates
Purpose: Vote
Submitted by:
Related Material: ANCS Finance and Operations Policies redline.pdf
ANCS Personnel Policies redline.pdf



Finance and Operations Policies

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Building and Grounds

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Annual Safety Inspections

Purpose

Each campus will be inspected by an appropriate third party for safety and compliance with local and state regulations.

Duration

This policy is permanent but is subject to revision based on equipment in use and facilities changes.

Policy

- a. The Maintenance Director is responsible for scheduling and overseeing all safety inspections.
- b. A staff member ~~representative~~ from ANCS must accompany the inspector or regulatory official.
- c. Proof of inspection must be submitted in writing to APS' Office of Innovation as necessary.

Equipment Inspections	Frequency/Notes
Sprinkler System	Yearly
Kitchen Hoods – Middle Campus	Yearly
Elevator – Elementary Campus	Yearly
Fire Marshal	Yearly (unannounced)
Security System	Yearly (summer)
Alarm Certification	Sent to APS prior to school opening
Back Flow Test	Yearly
Fire Extinguishers	Yearly
Interior and exterior door locks	Yearly



Building and Grounds

Equipment Inspections	Frequency/Notes
Grease Trap	Serviced Monthly
Food Service Permit	As required by the Fulton County Department of Health

Approval and Review

Approved	Effective	Last Review	Next Review
06/16/2015	07/02/2015	04/2023	09/2023



Asbestos Management

Purpose

To remain in compliance with all federal and state laws on the use and abatement of asbestos-related materials.

Duration

This policy is permanent.

Policy

- a. The Director of Maintenance will maintain ANCS's Asbestos Management Plan, which will include documentation outlining all asbestos in use at ANCS.
- b. As of 2005, the Elementary Campus is certified asbestos-free.
- c. The Middle Campus maintains a binder outlining all asbestos-related materials and their abatement requirements.
- d. This notebook is under the jurisdiction of the Executive Director and can be viewed with prior permission.
- e. The Executive Director will ensure annual ~~yearly~~ notification to ANCS parents, teachers, and employees on the availability of ANCS's Asbestos Management Plan and any asbestos-related actions taken or planned in the school.

Approval and Review

Approved	Effective	Last Review	Next Review
06/16/2015	07/02/2015	04/2023	09/2023



Building Maintenance and Repairs

Purpose

This policy relates to the maintenance schedule and the process for submitting work requests.

Duration

This policy is permanent but is subject to change based upon changing maintenance needs.

Policy

Section 1. Regular Maintenance

The Maintenance Director shall maintain a system of building maintenance that prioritizes regular maintenance and repairs. See "Annual Operating Budget" on page 16.

Section 2. Repair Requests

- a. A ticketing system will be in place that allows for requests to be submitted to the Maintenance Director. The ticket can be filled out by any employee of ANCS.
- b. The Maintenance Director reviews all tickets and prioritizes approved requests.

Section 3. Emergency Repairs

- a. For emergencies, the Maintenance Director can be contacted directly via email, phone, or in person.
- b. If the emergency impacts students, every effort should be made to attend to the repair as quickly as possible.
- c. Emergency repairs may be outsourced at the discretion of the Executive Director and the Maintenance Director.
- d. Emergency repairs should not be undertaken without the permission of at least one of the following people:
 - o Maintenance Director
 - o Executive Director



Building and Grounds

Resources

- "Annual Operating Budget" on page 16

Approval and Review

Approved	Effective	Last Review	Next Review
06/16/2015	07/02/2015	04/2023	09/2023



Building Use

Purpose

This policy outlines the conditions under which groups (external and those associated with ANCS) may use the buildings and grounds of either campus.

Duration

This policy is permanent but is subject to review.

Policy

- a. Any requests for use of ANCS facilities by individuals, groups, and/or organizations not affiliated with ANCS must be directed to the school's Executive Director for approval.
- b. Any individuals, groups, and organizations receiving approval for such requests must sign the school's Facilities Use Agreement.
- c. Any individuals, groups, and organizations requesting to use the facilities must provide a certificate of insurance for \$1,000,000 in liability coverage listing ANCS as a named insured.

Resources

- Facilities Use Agreement (available in the front office at both campuses or by request)
- "School Sponsored Event" on page 9

Approval and Review

Approved	Effective	Last Review	Next Review
06/16/2015	07/02/2015	04/2023	09/2023



Planned Improvements

Purpose

This policy outlines planned improvements to buildings, grounds, and facilities for each campus.

Duration

This policy is permanent.

Policy

Section 1. Improvements in the Annual Operating Budget

- a. All anticipated improvements should be incorporated into the annual operating budget during the budget process in the spring. See Annual Operating Budget.
- b. The Executive Director will use a prioritized list of improvements compared to the expected budget to identify projects that should be incorporated into the annual operating budget.
- c. During the fiscal year, it may be necessary for the Executive Director to review the budget and adjust improvement expenditures based upon other expenditures that impact the budget. Any adjustments should be reviewed with the Finance and Operations Committee and the Executive Director.

Resources

- "Annual Operating Budget" on page 16

Approval and Review

Approved	Effective	Last Review	Next Review
06/16/2015	07/02/2015	04/2023	09/2023



School Sponsored Event

Purpose

The following procedures are in place to ensure the safety of all students, faculty, parents/guardians, and community members attending school-sponsored events held at either campus of ANCS or offsite outside of regular school hours.

Duration

This policy is permanent.

Policy

Any school-sponsored events—including those coordinated by the PTCA—must be approved by the Campus Principal of the campus where the event will be held.

Section 1. Request Requirements for Building Use

- a. Requests must be received at least two weeks, but preferably one month, in advance of the event.
- b. Any PTCA-sponsored event must first be approved by the PTCA Co-Presidents prior to going to the Campus Principal for approval.
- c. At a minimum, requests for approval of the event must include the following:
 - i. Name of lead organizer(s) for event
 - ii. Name of school employee(s) who will attend event to assist
 - iii. Purpose of event
 - iv. Location of event
 - v. Date and start/end times of event
 - vi. Expected number of attendees
 - vii. Cost, if any, of admission to event



Section 2. Required School Personnel

- a. For all school-sponsored events expected to have fewer than 75 people in attendance, there must be at least one school employee in attendance to assist at the event (in addition to lead organizer[s]).
- b. For all school-sponsored events, there must be one staff member per 75 people ~~for which attendance is expected to be in excess of 75 people, at least two school employees must be in attendance~~ to assist at the event (in addition to the lead organizer[s]).

Section 3. Capacity Limits

- a. All school-sponsored events must comply with posted capacity limits for the locations in which they are being held.

Section 4. Emergency Procedures

- a. At all school-sponsored events, the school employee(s) in attendance to assist with the event must have access to an emergency kit that includes the emergency procedures for the building and a bullhorn.
- b. Within the first 15 minutes of the start of all school-sponsored events, one of the school employees in attendance to assist at the event must review with those in attendance the emergency evacuation procedures for the location at which the event is being held.
- c. If for any reason the building needs to be evacuated during a school-sponsored event, the school employee(s) at the event should ensure no one re-enters the building until clearance to do so has been given by emergency personnel.
- d. The administrator on call should be contacted immediately if the building has to be evacuated for any reason.

Section 5. Administrative Support

During all school-sponsored events, at least one of the following administrators will be "on call" and available by phone to consult with the employee(s) in attendance at the event and available to come to the school building within 30 minutes in the event of an emergency:

- a. Elementary or Middle Campus Principal
- b. Elementary or Middle Campus Assistant Principal
- c. Executive Director



Section 6. End-of-Event Procedures

- a. Upon the conclusion of all school-sponsored events, the school employee(s) and lead organizer(s) should remain on site until the building is empty and all attendees have left.
- b. The school employee(s) in attendance to assist should secure the building and notify the administrator on call that the building is secure prior to departure.

Approval and Review

Approved	Effective	Last Review	Next Review
2007	2007	04/2023	09/2023



Finance and Payroll Benefits Administration

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Finance and Payroll Benefits Administration

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Accounting System

Purpose

This policy controls the overall structure of the accounting system in use by ANCS.

Duration

This policy is permanent.

Policy

Section 1. Fiscal Year

ANCS adopts a fiscal year that begins on July 1 and ends June 30 of the following year.

Section 2. Financial Accounting

ANCS fully complies with Generally Accepted Accounting Principles (GAAP) and any other applicable state and federal standards for financial management systems.

Section 3. Accounting Records

The school shall maintain records that adequately identify the source and application of funds. These records must contain information pertaining to grant or subgrant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures, and income.

Section 4. Internal Controls

The school shall maintain effective control and accountability of all state and local funds, federal grant and subgrant cash, real and personal property, and other assets obtained with local, state, or federal funds. The school shall adequately safeguard all such property and ensure that it is used solely for authorized purposes.

Section 5. Source Documentation

Accounting records must be supported by such source documentation as canceled checks, paid bills, payrolls, time and attendance records, contract and subgrant award documents, etc.



Section 6. Budget Control

The school shall compare actual expenditures or outlays of state or federal funds with budget amounts for each fund, grant, or subgrant. Financial information must be related to performance or productivity data, including the development of unit cost information whenever appropriate or specifically required in the grant or subgrant agreement.

Applicable federal cost principles, agency program regulations, and the terms of grant and subgrant agreements will be followed in determining the reasonableness, allowability, and allocability of costs.

Section 7. Account Code Structure

All charter schools must use the account code structure as described in the Georgia Department of Education's Chart of Accounts.

Section 8. Accounting Software and Systems

The Director of Finance and Operations ~~Chief Financial Officer~~ will seek the approval of the Executive Director and the Finance and Operations Committee before changing software systems used in accounting. This does not apply to regular updates and upgrades of the system in current use.

Approval and Review

Approved	Effective	Last Review	Next Review
06/16/2015	07/02/2015	04/2023	09/2023



Annual Operating Budget

Purpose

This policy outlines budget development, reporting, and stakeholder approval of the budget.

Duration

This policy is permanent.

Policy

The Governing Board of ANCS adopts the following policy, which shall be effective on the date that the policy is adopted by the Board.

Section 1. Budget Development

The Governing Board shall ensure that ANCS complies with all state and federal laws and rules concerning the budget and related processes of the school.

Section 2. Budget Process

- a. The Executive Director will ensure that ANCS follows a budgeting process that is consistent with the requirements of federal and Georgia statutes, State Board of Education Rules and Regulations, and any other applicable laws or rules.
- b. The Director of Finance and Operations ~~Chief Financial Officer~~ is responsible for the preparation of the annual budget.
- c. **Needs Assessment.** Each spring, before the annual operating budget is drafted, the Director of Finance and Operations ~~Chief Financial Officer~~ shall ensure that a needs assessment is drafted and finalized by the Finance and Operations ~~Business Operations/Finance~~ Committee consisting of the school's Executive Director, the Finance and Operations ~~Business Operations/Finance~~ Committee Chair, and other individuals as designated by the Governing Board. The needs assessment shall inform the drafting of the annual budget.
 - i. Request that budget holders within the school send in any updated information to the Finance and Operations ~~Business Operations/Finance~~ Committee. Example: Curriculum materials are projected to go from \$30,000 to \$40,000.
 - ii. Stakeholders (i.e., PTCA, Aftercare Program, etc.) and the Leadership Team send in



Finance and Payroll Benefits Administration

expected requests via a document supplied by the Director of Finance and Operations ~~Chief Financial Officer~~ that addresses their particular budget area.

- iii. The Finance and Operations ~~Business Operations/Finance~~ Committee will start setting standing meetings in March where, in addition to regular Finance and Operations ~~Business Operations/Finance~~ Committee meetings, it reviews all budget requests as well as projections and information provided by APS.
~~The~~
 - iv. The Finance and Operations ~~Business Operations/Finance~~ Committee reviews ~~drafts a~~ balanced budget that follows the fiscal year.
 - v. At least two open community meetings on the annual operating budget will be held prior to the Governing Board's adoption of the budget for the purpose of providing an opportunity for public input. These two meetings shall not occur within the same week. The public meetings shall be advertised on the ANCS website ~~in a local newspaper of general circulation~~.
 - vi. A summary of the annual operating budget proposed by the Governing Board shall be posted on a publicly available area of the Board's website.
- d. **Adoption.** ~~The and the present the~~ draft budget shall be presented to the Governing Board at the Board meeting. The Governing Board may request changes and shall formally approve ~~adopt~~ the budget in an open meeting held in accordance with the Board's bylaws before the fiscal year begins (prior to July 1) and before the expenditure of any funds.
- e. **Minutes.** The Governing Board Secretary will record the approval ~~adoption~~ of the budget and any amendments in the Governing Board meeting minutes in which the adoption occurs.

Section 3. Budget Reporting

At each meeting of the Governing Board, the Finance and Operations ~~Business Operations/Finance~~ Committee Chair presents a report comparing budget to actual.

Section 4. Post-Adoption Budget Amendment

After the adoption of the budget, the Executive Director and the Governing Board shall review actual fund disbursements compared to the adopted budget and direct the Director of Finance and Operations ~~and the~~ to make amendments as needed. Amendments shall occur as soon as funding changes are communicated to the appropriate parties (Governing Board, Executive Director, Director of Finance and Operations ~~Chief Financial Officer~~, etc.). The budget may also be amended if any changes in income have occurred, such as grants. The Finance and Operations ~~Business~~



Finance and Payroll Benefits Administration

Operations/Finance Committee is responsible for drafting a proposed amended budget, which must then be presented to the Board and officially adopted.



Finance and Payroll Benefits Administration

Approval and Review

Approved	Effective	Last Review	Next Review
06/16/2015	07/02/2015	04/2023	09/2023



Audit and Annual Report

Purpose

This policy outlines steps taken to create the annual report and oversee the external ~~outside~~ audit process.

Duration

This policy is permanent.

Policy

Section 1. Annual Audit

- a. Annually, the Governing Board shall ensure the engagement of a ~~Ceertified~~ ~~Public~~ Accountant (CPA) to audit the financial and programmatic operations of ANCS. The Board shall select and contract with only ~~with~~ Georgia-licensed CPAs. The Board shall ensure that the school provides timely assistance to the auditors in order to provide them with the necessary information for the audit.
- b. Once the Governing Board receives the final report, it must vote to approve ~~accept~~ the contents of the audit at either its next regularly called meeting or at a special meeting called in accordance with the Board's bylaws.
- c. The Director of Finance and Operations ~~Chief Financial Officer~~ shall ensure that a copy of the annual audit report including all information required by O.C.G.A. § 20-2-2067.1 is filed with Atlanta Public Schools and the Georgia Department of Education no later than November 1 of each year. The audit report should include a certificate signed by the Chair of the Governing Board indicating that the Board voted to accept the contents of the audit. If the Board did not accept the contents of the audit report, that should be noted with the submission.

Section 2. Annual Financial Statement

- a. The Director of Finance and Operations ~~Chief Financial Officer~~ shall ensure that the annual financial statement is submitted to all authorizers concurrent with the submission of the annual audit.
 - i. The total receipts of all funds, itemized by source of revenue, including taxes, assessments, service charges, grants of state money, gifts, or other general sources from which funds are derived.



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- ii. The total disbursements of funds, itemized by the nature of the expenditure.
- iii. The balance at the close of the fiscal year.

Approval and Review

Approved	Effective	Last Review	Next Review
06/16/2015	07/02/2015	04/2023	09/2023



Bank Accounts and Check Procedures

Purpose

This policy governs the type of bank accounts used and the rules around check management and check signing.

Duration

This policy is permanent.

Policy

Section 1. Bank Accounts

- a. The Director of Finance and Operations ~~Chief Financial Officer~~ has the authority to open a business checking account ~~and a business operating account~~ on behalf of ANCS to be used to hold the school's assets.
- b. The Director of Finance and Operations ~~Chief Financial Officer~~ has the authority to enter into an agreement with a bank or other federally insured financial institution once the Governing Board has adopted a formal resolution at a Board meeting held in accordance with its bylaws designating the bank for the school to use for its financial transactions. Once the resolution has been adopted, the Director of Finance and Operations ~~Chief Financial Officer~~ has the authority to initiate ~~enter into~~ an agreement with the selected financial institution. This agreement should be signed by the Executive Director and the Chair of the Finance and Operations ~~Business Operations/Finance~~ Committee.

Section 2. Checks

- a. **Drafting Checks.** Any authorized check drafted on the school's designated bank account shall follow these guidelines:
 - i. Checks of \$~~less than \$9,999~~~~10,000~~ require a single signature of an approved check signer per the adopted Annual Financial Resolution.
 - ii. Checks of ~~in excess of \$10,000-\$24,999~~ require two signatures of approved check signers per the adopted Annual Financial Resolution.
 - iii. Expenditures ~~in excess of \$25,000~~ or more require approval by the Finance and Operations ~~Business Operations/Finance~~ Committee. The Finance and Operations ~~Business Operations/Finance~~ Committee may



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determine that any expenditure, ~~whether or not~~ in excess of \$25,000, requires approval by the Board.

- iv. Expenditures in excess of \$25,000 ~~or more~~ require approval by the ANCS Governing Board.
 - v. No checks shall be signed prior to the check being completed in its entirety ~~—no signing of blank checks~~. Signatures on blank checks are strictly prohibited.
- b. **Checks Received.** Checks received shall be endorsed "for deposit only," and deposits should be made weekly by someone other than the person who prepared the deposit. See "Cash and Income Management" on page 28.
- c. **Check Requests.** Services or products rendered, reimbursement requests with original receipts, or mileage reimbursements may receive payment with a check. For more information, see "Reimbursement and Disbursement" on page 54.
- i. All check requests shall be submitted to the Director of Finance and Operations ~~Chief Financial Officer~~ for processing.
 - ii. All check request forms shall be maintained by the Director of Finance and Operations ~~Chief Financial Officer~~.
- d. **Vendor Check Requests.** "Vendor Contracts and Purchasing Limits" on page 66.
- e. **Manual Checks.** The Nutrition Director will use manual checks for COD vendors.
- f. **Petty Cash.** See "Cash and Income Management" on page 28 for more information.
- g. **Refunds.** In situations where, for example, a student is unable to attend a planned field trip for which the parents/guardians have pre-paid, and the teacher or program coordinator elects to refund the amount paid for the trip, they may do so by using a Purchase/Disbursement Request form.
- h. Checks payable to cash for any reason are prohibited.

Section 3. Mail Procedures

- a. The receptionist receives the mail and then delivers it to the Business Office.
- b. An accounting staff member should receive the checks from the person opening the mail.

Section 4. Bank Reconciliation

- a. There will be segregation of duties between individuals responsible for cash receipts and cash disbursement and the individual(s) responsible for bank reconciliations.
- b. The Director of Finance and Operations ~~Chief Financial Officer~~ or designee is responsible for



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bank reconciliations at a minimum of once a month. Bank statements should be delivered to the Director of Finance and Operations ~~Chief Financial Officer~~ unopened.



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- c. Each bank statement, assets, and liabilities shall be reconciled to both the checkbook and the general ledger.

Section 5. Executive Director Bank Review

- a. The Executive Director will maintain a separate bank login and password for all bank accounts.
- b. The Executive Director will maintain a log book documenting the review of bank activity.
- c. This log book will become part of the record submitted for the annual audit.

Section 6. Credit/Debit Card Procedures

- b. It is the policy of ANCS that credit card use shall be limited and only the following employees or Board members are authorized to use credit cards:
 - i. Campus Principals, Maintenance Supervisor, Director of Finance and Operations ~~Chief Financial Officer~~ or designee,
 - ii. Executive Director
- c. Credit cards shall be used for school business expenditures only.
- d. Credit cards may not be used for personal purchases and/or cash transactions and shall be maintained with the highest level of security.
- e. All credit card purchases must be approved by the Campus Principal/Executive Director.
- f. When returning the card, the Reimbursement/Check Request/Credit Card Transaction form must also be submitted with "Credit Card Transaction" circled or highlighted.
- g. This form must be accompanied by an itemized receipt or other type of invoice for the charge and the applicable budget the charge goes against.
- h. ANCS does not use debit cards for the general operating funds.
- i. Aftercare, Nutrition, and the PTCA may use debit cards for purchases, but the debit cards may not be used with a PIN and must be structured to require a signature.

Section 7. Transfer of Information

- a. If the individual serving as the Director of Finance and Operations ~~Chief Financial Officer~~ ends his or her term with the Governing Board/employment with ANCS or is terminated by the school or otherwise removed from his or her duties, he or she shall immediately give the school management all necessary passwords and other related information. Failure to disclose



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pertinent information or passwords may result in withholding of final paycheck.



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- b. The school will change the passwords and other security information once the individual serving as the Director of Finance and Operations ~~Chief Financial Officer~~ or Executive Director ends his or her employment with the school.

Resources

- Reimbursement/Check Request/Credit Card Transaction form
- "Cash and Income Management" on page 28
- "Reimbursement and Disbursement" on page 54
- "Vendor Contracts and Purchasing Limits" on page 66

Approval and Review

Approved	Effective	Last Review	Next Review
06/16/2015	07/02/2015	04/2023	09/2023



Benefits Administration

Purpose

This policy describes the administration of benefits at ANCS and the regulations that apply to it.

Duration

This policy is subject to annual ~~yearly~~ review.

Policy

Section 1. Policies Offered

- a. Policies offered to benefits-eligible employees are subject to annual review ~~annual yearly~~ ~~review~~ and may change according to current market conditions and the budget process. See "Annual Operating Budget" on page 16.
- b. Major policies that are generally offered include health, dental, and vision.
- c. Supplemental policies that are generally offered and covered by the school include ~~life~~ insurance.

Section 2. Annual Health Insurance Negotiation

- a. The Executive Director is responsible for seeking bids and managing benefits negotiation on an annual basis.
- b. A broker may be used to assist in gathering information and seeking updated bids for benefits.
- c. The process is as follows:
 - i. Broker and Executive Director conduct a census to gather information about insurance needs.
 - ii. Once the census is complete, the Broker bids out the insurance to carriers that will fit the needs of ANCS as revealed by the census.
 - iii. The Executive Director reviews bids with the Business Manager – Budget & Personnel.
 - iv. The Broker and the Executive Director hold an information session for the Finance and Operations ~~Business Operations/Finance~~ Committee where they can ask questions about the ~~ff~~
 - v. ~~ff~~ proposed coverage.



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- d. The Executive Director makes a recommendation to the Finance and Operations Committee; once decided, ~~Once the decision is made by the Executive Director and the Finance~~ ~~And Finance Business and Operations/Finance Committee,~~ all required information is submitted to the Broker and the policy is issued.
- e. If the new policy creates a change to the balanced and approved budget, the Governing Board will be informed during the regular monthly meeting. See "Annual Operating Budget" on page 16.

Section 3. Open Enrollment

Open enrollment begins in early December and runs through December 31.

Section 4. Salary Reduction for Benefits Process

The Business Manager – Cash & Accounting structures all salary reductions for benefits on a semi-monthly basis as a payroll deduction.

Resources

- "Annual Operating Budget" on page 16
- Benefit Offerings and Eligibility in Personnel Policies
- Compensation in Personnel Policies

Approval and Review

Approved	Effective	Last Review	Next Review
06/16/2015	07/02/2015	04/2023	09/2023



Capital Assets Accounting

Purpose

This policy governs the practice of tracking capital assets.

Duration

This policy is temporary and subject to revision at the implementation of a full capital assets software system.

Policy

The Governing Board shall ensure that ANCS maintains accurate records of capital assets in accordance with applicable rules. An inventory review of capital assets will occur at least annually and be reported to the Finance and Operations Committee ~~Business Operations/Finance Committee~~.



Capital assets are defined as property (movable or immovable, tangible or intangible, fixed or circulating) owned by ANCS that is of significant value (\$5,000 per unit or a lower amount designated by the Governing Board) and that is reasonably identified and controlled through a physical inventory system. Examples include land, buildings, machinery, and furniture.

At this time, ANCS tracks capital assets via tax return, as there is no software in place to track assets electronically.

Finance and Operations Committee ~~Business Operations/Finance Committee~~ approval must be obtained before disposal of capital assets. The annual financial audit required by O.C.G.A. § 20-2-2065(b)(7) shall include and exhibit in the audit a report identifying all capital assets and the ownership interest of local, state, and

federal parties.

Approval and Review

Approved	Effective	Last Review	Next Review
06/16/2015	07/02/2015	04/2023	09/2023



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Cash and Income Management

Purpose

This policy governs the management of cash (both regular cash transactions and petty cash). Additionally, it outlines the management of funds outside of business operations, such as those related to Aftercare, Athletics, and PTCA.

Duration

This policy is permanent.

Policy

Section 1. Accounting for Cash Transactions

- a. Documentation. All cash transactions shall be recorded in writing, such as by handwritten receipt detailing from whom the money came and in what amount, which shall be signed and dated by a member of the Accounting staff who has the authority to receive cash on behalf of ANCS and who is not responsible for making deposits or performing bank reconciliations.
- b. Depositing Cash. A member of the Accounting staff who is neither responsible for receiving cash nor performing bank reconciliations shall be responsible for depositing cash in ANCS' bank account. Deposits shall be made bi-weekly at a minimum. All undeposited cash shall be kept in a secured location on school premises with limited access. A copy of the validated deposit slip shall be returned to the school on the same day the deposit is made or the next day after the deposit is made.
- c. Expenditures. All expenditures of school funds, including cash expenditures, shall be documented and accounted for by daily receipts. As a general rule, cash will not be used to make purchases except from petty cash, as described below. School checks may not ~~may shall not~~ be made payable to "Cash."
- d. Segregation of Duties. The Director of Finance and Operations ~~Chief Financial Officer~~ shall ensure that appropriate segregation of duties exists with regard to the handling of all money transactions, including reconciliation.

Section 2. Petty Cash

As of the approval date of this policy, ANCS does not utilize petty cash funds.



Section 3. Direct Funding Income Deposits

- a. ANCS receives funding through several governmental educational agencies (e.g., Department of Education, Atlanta Public Schools).
- b. Deposits from these sources are directly deposited into the ANCS bank accounts.

Section 4. Aftercare Income ~~Deposits~~

- a. Aftercare receipts are to be submitted via an electronic method ~~with a Program Payments/Deposits form.~~
- b. The name of the program, the date or period of service, and the name of the program coordinator must be included in the software system. ~~written on the top of the form.~~
- c. Names of individual participants/payers, the amounts received, and date payment received must be included in the software system ~~method of payment should be completed.~~
- d. ~~The cash total, check total, and grand total must be calculated and listed at the bottom of the form.~~
- e. A software-generated report tracks the deposits.
- f. The Aftercare Director should maintain a copy of the deposits received electronically and provide reports to the ~~form with their records and then forward the deposit form and receipts to the~~ Business Office monthly or as requested ~~to be deposited.~~
- g. All ~~d~~Deposits shall be recorded in the organization's financial system within one (1) business day of receipt. ~~should be submitted to the Business Office on a biweekly basis and all receipts should be submitted within one week of the date received by the Aftercare Program.~~

Section 5. Athletics Deposits

- a. Athletics deposits are to be submitted ~~with a Program Payments/Deposits form or via an~~ electronic method.
- b. The name of the program (e.g., Athletics) and, the name of the activity ~~event~~ (e.g., Boys Basketball), must be included in the software system. ~~the date of the event, and the name of the Athletics Director/Assistant must be written on the top of the form.~~
- c. Names of individual participants/payers, the amounts received, must be included in the software system. ~~and method of payment should be listed on the Program Payments Deposit Form.~~
- d. ~~The cash total, check total, and grand total must be calculated and listed at the bottom of~~



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- e. ~~The Business Manager - Cash & Accounting shall Athletics Director at the Middle Campus should maintain a copy of the deposits received from the software system. for their records and deliver the deposit to the Front Office Assistant for safekeeping until pickup.¶~~
- f. ~~All athletics deposits shall be recorded in the organization's financial system within one (1) business day of receipt. receipts should be submitted within one week of the date the activity begins.~~



Section 6. Activities Deposits

- a. Budgeted school programs include such programs and activities as school meals, field trips, afterschool, clubs, yearbook, enrichment, camps, etc.
- b. Deposits for these programs and activities must be submitted with a completed Program Payments/Deposits form.

Section 7. Field Trip Deposits

- a. Each teacher should ensure that field trip payments collected will cover all of the costs of the trip, as it is the policy of the school that field trips should break even from a cost standpoint.
- b. Both a refund forfeiture date and a payment cutoff date, after which only cash payments will be accepted, should be established for major trips for which the cost per student is greater than \$25.
- c. Field trip deposits are to be submitted via an electronic method ~~with a Program Payments/Deposits form~~. A separate fee ~~form~~ should be created ~~used~~ for each trip.
- d. The name of the program (e.g., 5th Grade Field Trip), the name of the event (e.g., Blue Ridge Trip), the date of the event, and the name of the teacher/coordinator must be included in the software system ~~written on the top of the form~~.
- e. Names of individual participants/payers, the amounts received, and date received must be included in the software system ~~method of payment should be completed~~.
- f. ~~The cash total, check total, and grand total must be calculated and listed at the bottom of the form.~~
- g. ~~The teacher should retain a copy of the form with their records and forward the deposit form and receipts to the Business Office to be deposited.~~
- h. ~~All field trip receipts should be submitted prior to the date of the trip but no later than one day after the date of the trip.~~

Section 8. Fund Development Deposits

See "Fund Development, Fundraising, and the Annual Campaign" on page 39.

- a. Deposits are to be submitted with a Program Payments/Deposits form.



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- b. The name of the program (e.g., Auction), the name of the event (e.g., Wonderball), the date of the event, and the name of the volunteer/teacher/coordinator must be written on the top of the form.
- c. Since most of the "other" deposits are receipts from fundraising activities and it is unlikely that any refunds would be requested, it is not necessary to list individual payers in detail on the deposit form.
- d. Names of individual participants/payers are necessary only if the deposit is for annual campaign donations in which the contributor needs to be identified as a donor and acknowledged with a thank-you letter, in which case the names, amounts received, and method of payment should be completed.
- e. The cash total, check total, and grand total must be calculated and listed at the bottom of the form. The submitter should maintain a copy of the form for their records and forward the deposit form and receipts to the Business Office to be deposited.
- f. All "other" receipts should be submitted within one week of the date collected.
- g. Use of software for the auction is acceptable as long as the deposit income batch report is compatible with the current ANCS accounting system.

Section 9. Meal Deposits

- a. Order forms are completed and returned to the school along with the parent/guardian payment.
- b. Parent/guardian lunch payments are received and entered into the point-of-sale (POS) system and applied to the respective student's account by the ANCS nutrition staff.
- c. This system serves as the A/R subsidiary ledger.
- d. A "Prepaid Collections Report" should be generated and printed from the POS system after each batch of lunch receipts has been entered.
- e. The nutrition staff should maintain a copy of the deposit with their records. and should deliver the deposit to the Business Office for safekeeping until pickup.
- f. Lunch receipts should be prepared and submitted to the Business Office for deposit on a weekly basis and within one week of the date the parent/guardian payment was received.
- g. At the end of each month, the Front Office Manager at each campus location must print a Charge Report from a ~~the Fastlane/Horizon~~ system that lists each student's account balance. This report is to be forwarded to the Director of Finance and Operations ~~Chief Financial Officer~~ on a monthly basis.



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- h. ~~Periodic Monthly~~ statements are to be issued to all parents/guardians, which serve to inform parents/guardians of their outstanding balances and also support collection efforts.
- i. ~~The Front Office Manager notifies parents/guardians of students~~ ~~student~~ receive a notification when the accounts on which the balance is low ~~\$25 or greater that their student can no longer be served meals until the outstanding balance has been paid to the school.~~
- j. On a quarterly basis, any employee with a balance will have that amount automatically deducted from their paycheck.
- k. The Food and Nutrition Director (FND) ensures that all meal account balances have been paid at the end of the school year and that meal accounts in the POS system are reset for the next school year.
- l. Payments made via the online meal payment remittance system send an automatic deposit to the nutrition bank account.

Section 10. PTCA Deposits

- a. Deposited funds are used primarily to award mini-grants to teachers and staff through a grant application process.
- b. ~~Funds that the PTCA raises are primarily collected and deposited by the~~
- c. ~~PTCA Treasurer; however, funds may also be prepared for deposit by other PTCA volunteers.~~
- d. ~~PTCA deposits are to be submitted with a Program Payments/Deposits form.~~
- e. ~~The name of the program (i.e., PTCA), the name of the event (e.g., Yard Sale), the date of the event, and the name of the coordinator/parent volunteer must be written on the top of the form.~~
- f. ~~Names of individual participants/payers, amounts received, and method of payment should be completed on the form as appropriate.~~
- g. ~~Since most PTCA deposits are receipts from fundraising activities and it is unlikely any refunds will be requested, it is not necessary to list individual payers in detail on the deposit form.~~
- h. ~~The cash total, check total, and grand total must be calculated and listed at the bottom of the form.~~
- i. ~~The volunteer preparing the deposit should submit a copy of the deposit form to the PTCA Treasurer and should forward the deposit form and receipts to the Business Office to be deposited.~~



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- ~~j. All PTCA receipts should be submitted no later than one day after the date the activity ends.~~



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Resources

- "Fund Development, Fundraising, and the Annual Campaign" on page 39

Approval and Review

Approved	Effective	Last Review	Next Review
06/16/2015	07/02/2015	04/2023	09/2023



Debt and Mortgage Servicing

Purpose

This policy outlines the circumstances under which ANCS may enter into debt and how that debt is managed on an ongoing basis.

Duration

This policy is reviewed annually.

Policy

All ANCS debt considerations should be fully reviewed by the Finance and Operations Committee-~~Business Operations/Finance Committee~~ and approved by the Governing Board prior to entering into an agreement.

Approval and Review

Approved	Effective	Last Review	Next Review
06/16/2015	07/02/2015	04/2023	09/2023



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Disbursements

See "Bank Accounts and Check Procedures" on page 21.

Approval and Review

Approved	Effective	Last Review	Next Review
06/16/2015	07/02/2015	04/2023	09/2023



Family Financial Obligations

Purpose

This policy explains the process to be followed in the instance of non-payment of financial obligations by an ANCS family.

Duration

This policy is permanent.

Policy

Section 1. General School Expenses

- a. By the end of the school year, families are responsible for closing out any outstanding account incurred during the school year.
- b. The school administration is responsible for establishing a process for notification of outstanding financial obligations.
- c. Extenuating circumstances affecting a family's ability to meet their financial obligations may be dealt with as appropriate on an individual basis by the Campus Principals or designees.
- d. The school administration may, at its discretion, hold report cards and other final grade reports until financial obligations are met or a payment plan is put into place. The school also reserves the right to turn any unpaid bills over to collections.
- e. The Business Operations/Finance Committee will review all aged account balances related to Family Financial Obligations at the end of each semester and recommend a course of action based on each family's unique circumstances.

Section 2. Aftercare

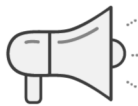
- a. The Aftercare Director may, at their discretion and as appropriate, terminate Aftercare services for a family with outstanding financial obligations related to Aftercare.
- b. The Aftercare Director will have discretion over the cutoff amount accrued.
- c. Families with an accrued balance will be given sufficient written notice to clear the balance before Aftercare services are terminated.

Section 3. Meals



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- a. Meals must be prepaid. All payments are made to ANCS.
 - i. Payment for meals may be made in the following ways: Parents/guardians can give cash to the front desk at either school.
 - ii. Parents/guardians can use the online Meal Pay service, which includes a small processing fee.
 - iii. Parents/guardians can pay by check made out to ANCS with "Meal Pay" clearly marked on the check.
- b. Parents/guardians may request a detailed balance at any point.



Students are not to handle cash. Payments in cash can be made only by an adult.

- ~~a. Parents/guardians can use the online Meal Pay service, which includes a small processing fee.¶~~
- ~~a. Parents/guardians can pay by check made out to ANCS with "Meal Pay" clearly marked on the check.~~
- ~~B. Families will be notified of low aOnce a meal account balance is over \$25 in funds owed, the student will not be allowed to purchase meals until the balance is cleared. A paper invoice will be sent home via the student to families with a balance.¶~~
- ~~C. Students who have been out off from meal service will be offered an alternative meal, such as a sandwich. At no time is it appropriate for students to go hungry.¶~~
- ~~D. Families with more than a \$25 meal account balanced owed will receive notification from ANCS of the overage.~~
- ~~Parents/guardians may request a detailed balance at any point.~~

Section 4. Release of Records Related to Family Financial Obligations

Records will not be released until all financial obligations have been met.

Resources

- Financial Obligations in Student and Family Academic Program Policies

Approval and Review

Approved	Effective	Last	Next
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		Review	Review
06/16/2015	07/02/2015	04/2023	09/2023



Fund Balance

Purpose

The Board recognizes that the maintenance of a fund balance is essential to the preservation of the financial integrity of the school. When developed, this policy will establish guidance concerning the desired level of year-end fund balance to be maintained by the school and the management of fund balance levels and is applicable only to the General Fund of the school.

Duration

This policy is temporary.

Policy

This policy is currently under development by the Executive Director and Finance and Operations Committee. ~~Business Operations/Finance Committee.~~

Approval and Review

Approved	Effective	Last Review	Next Review
06/16/2015	07/02/2015	04/2023	09/2023



Fund Development, Fundraising, and the Annual Campaign

Purpose

The purpose of ANCS' primary fundraisers is to raise funds to supplement funding received from the state and Atlanta Public Schools.

The revenue from these initiatives enables ANCS to maintain the operations and educational programs of the school. These initiatives also provide an opportunity for ANCS to connect with the larger community. ANCS families will be encouraged to focus their support on the primary fundraising initiatives of the school.

Duration

This policy is permanent.

Policy

All ANCS fundraising efforts should be coordinated between the Executive Director, the Fund Development office, and the Fund Development Chair.

Section 1. ~~Communications & Advancement Committee~~ Fund Development Committee

The ~~Communications & Advancement Committee~~ Fund Development Committee reports to the Governing Board and the Executive Director and the ~~the~~ Fund Development office.

Section 2. Annual Fund Development Goals and Strategies

- a. ANCS's annual financial goals for fund development initiatives will be set by the Governing Board as a part of the approved budget each year. This includes, but is not limited to, the annual campaign and the auction.
- b. Each year, a comprehensive fundraising strategy will be developed by the Executive Director, Fund Development office, and ~~Communications & Advancement Committee~~ Fund Development Committee.



Section 3. Acknowledgment of Gifts

- a. A tax acknowledgment letter, also serving as a thank you letter, will be sent from the Finance and Operations Director or designee ~~Executive Director~~ to each individual who makes a financial contribution to the school. All IRS guidelines regarding tax acknowledgment will be followed.
- b. Management of acknowledgment letters is a function of the Fund Development office.

Section 4. Directed Donations

With the exception of grants, ANCS generally does not accept directed donations (donations that must be spent on specified items or expenses). Exceptions may be made as deemed appropriate by the Executive Director and the Governing Board.

Section 5. Requests for Items by Teachers/Advisors

ANCS makes funds available to school staff through the annual school budget process and the PTCA mini-grant program. Staff are encouraged to follow these avenues for funding class and project needs rather than establish fundraising efforts such as GoFundMe, DonorsChoose, and other campaigns.

Section 6. Fundraising and Collection of Goods to Benefit the Larger Community

In-school collections of goods for charities (e.g., canned food drive) sponsored by groups of students (by clubs, advisory, etc.) are appropriate and acceptable on a limited basis with prior arrangement with and permission from the Campus Principal. ANCS believes that students learn most by contributing to the larger community through direct involvement rather than by soliciting funds from others; therefore, advisory, class, and club benefits will focus on acts of service—not on raising monies and the presentation of a check. No advisory, class, or member of a club or group should carry out any fundraising in the context of their service/benefit unless express permission has been granted by the Campus Principal or Executive Director.

Section 7. All Other Charitable Fundraising or Solicitation of Goods

In order to minimize fundraising demands on the ANCS community and avoid having to choose between publicizing one charitable cause over another, the school will ~~limit all other solicitation of funds or goods for the broader community.~~ channel all fundraising efforts through the Gather and Grow Campaign



Section 8. Inclusiveness

In all fundraising, the school should honor the economic diversity of its families.

- a. All should feel welcome, regardless of the size of their contribution(s). All events are free and open to the school community. ~~Entrance charges for events and Dues/fees for participation in clubs or other activities should be modest.~~
- b. Every effort will be made to coordinate fundraisers so they are spread out over the school year in order to avoid placing a burden on families and/or subjecting them to "giving fatigue."

Section 9. Fundraising Communication

Novel situations involving fundraising will arise, with new ideas and proposals ~~proposals~~ for activities that do not easily fit in an established category. The ANCS Communications & Advancement Committee ~~Fund Development Committee~~ will make recommendations to the Executive Director and the Fund Development office regarding any fundraising proposal that is not already covered by this policy. The expectation would be that any new fundraising ideas would replace existing events, rather than be added to ~~on~~ the existing slate of events.

Approval and Review

Approved	Effective	Last Review	Next Review
06/16/2015	07/02/2015	08/2023	08/2024



Investment of Funds

Purpose

This policy outlines the investment of funds and the objectives that must be met when making investment decisions.

Duration

This policy is temporary and must be renewed annually to ensure it reflects the long-term investment risk orientation of ANCS and shall be included in the Annual Financial Resolution and approved by the Governing Board each year.

Policy

Section 1. Investment Policy

- a. The Governing Board has a direct oversight role over all investment decisions. It has delegated daily supervisory responsibility for the management of funds to the Director of Finance and Operations.
- b. The Director of Finance and Operations ~~Chief Financial Officer~~ shall ensure that any investment of state funds is done in accordance with applicable state laws and rules, including the Financial Manual for Local Units of Administration.
- c. The Director of Finance and Operations ~~Chief Financial Officer~~ shall develop/propose policy recommendations to the Finance and Operations Committee ~~Business Operations/Finance Committee~~ with regards to the management of all investment funds. Changes to this policy require Government Board approval.
- d. The investment of state funds shall be made with judgment and care and not for speculation, but for investment, considering the probable safety of capital and the probable derived income.

Section 2. Investment Objectives

- a. Investment of state funds shall be governed by the following objectives, in order of priority:
 - i. Preservation and safety of principal



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- ii. Liquidity
- iii. Yield

Section 3. Investment Management Firm and/or Officer

- a. The Governing Board may determine that it is necessary to contract with an investment management firm that is registered under the appropriate governmental entities to provide for the investment and management of the funds.
- b. Such a contract shall be confirmed by the Finance and Operations Committee ~~Business Operations/Finance Committee~~ each fiscal year. The Finance and Operations Committee ~~The Business Operations/Finance Committee~~ may direct the Director of Finance and Operations to modify the investment management firm.

Section 4. Investment Guidelines

- a. The following investments are pre-approved by the Governing Board:
 - i. Money Market Fund
- b. The tenor, if applicable, of these investments will be determined by the Business Operations/Finance Committee.
- c. The Director of Finance and Operations ~~Chief Financial Officer~~ should review quarterly performance of invested funds with the Finance and Operations Committee ~~Business Operations/Finance Committee~~.
- d. New investments, re-investments and withdrawals should be approved by the Finance and Operations Committee ~~Business Operations/Finance Committee~~ in advance and in writing to ensure the decisions are made in accordance with the current risk orientation of ANCS.
- e. The investments must meet all criteria as provided by the state.

Section 5. Discrete Maintenance of Records

- a. The Director of Finance and Operations ~~Chief Financial Officer~~ shall ensure that all investments will be maintained in a discrete charter investment account.
- b. The investment account will be separate from any other accounts.

Approval and Review

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Monthly Financial Statements

See "Annual Operating Budget" on page 16.

Approval and Review

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Payroll

Purpose

This policy outlines the expectations around having a timely and accurate payroll process.

Duration

This policy is permanent.

Policy

Section 1. Accurate and Timely Payroll

- a. The Director of Finance and Operations ~~Chief Financial Officer~~ shall ensure that school employees are paid accurately and in a timely manner in accordance with applicable laws and rules.
- b. Payroll is processed typically two business days in advance of the payday.

Section 2. How Employees Are Paid

- a. In U.S. currency;
- b. By a written instrument (e.g., check) issued by the employer that is negotiable on demand at full face value for U.S. currency; or
- c. By the electronic transfer of funds to the employee's bank pursuant to a direct deposit agreement signed by the employee.

Section 3. Paydays

- a. Exempt Employees. The paydays for exempt employees shall be on the 5th and 20th.
- b. Non-exempt Employees. The paydays for non-exempt employees shall be on the 5th and 20th.
- c. If the day before payday falls on a weekend, checks will be issued as of the Friday before.

Section 4. Withholding of Wages

The Director of Finance and Operations ~~Chief Financial Officer~~ shall ensure that the wages of school employees are not withheld except in the following situations as permitted by applicable laws and rules:



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- a. The school is ordered to do so by a court of competent jurisdiction.
- b. The school is authorized to do so by state or federal law.
- c. The school has written authorization from the employee to deduct part of the wages for a lawful purpose.

Section 5. Georgia Teachers Retirement System

- a. Unless otherwise allowable by law, all teachers at ANCS shall be members of the Georgia Teachers Retirement System and subject to its requirements.
- b. The Director of Finance and Operations ~~Chief Financial Officer~~ will ensure that the school complies with all requirements of the Georgia Teachers Retirement System, including making any required contributions.

Section 6. Salaried Payroll Deductions

Attendance and hours worked are maintained by the Student Information Specialist at the Elementary Campus and by the Front Office Manager at the Middle Campus. They track available sick leave and personal days and report to the Director of Finance and Operations ~~Chief Financial Officer~~ if a salaried employee has gone past accrued time and a salary deduction is required. See "Benefits Administration" on page 25 for more information.

Section 7. Hourly Payroll

- a. Pay for hourly employees is entered manually by the Director of Finance and Operations or designee ~~Chief Financial Officer~~.
- b. Attendance and hours worked are maintained by the Student Information Specialist at the Elementary Campus and by the Front Office Manager at the Middle Campus. They report hours worked for substitute teachers and other hourly employees via email.
- c. Non-salaried positions such as substitutes, aftercare workers, and tutors, who are paid a daily, hourly, or per-block rate, are paid one pay period in arrears.
- d. All time worked by non-salaried employees will be paid per the annual payroll schedule distributed at the beginning of each school year.

Section 8. Final Check

- a. If an employee leaves before the end of their contract period, the Director of Finance and Operations ~~Chief Financial Officer~~ will follow the calculation provided in the contract to determine the final check amount.
- b. Final checks can be mailed or direct deposited. Final checks are not available for



in-person pickup.

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Section 9. Stipends and Bonuses

- a. Stipends will be prorated over the contracted work days and paid current with regular pay.
- b. Bonuses will be paid as one-time, lump-sum payments.

Resources

- "Benefits Administration" on page 25

Approval and Review

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Purchasing and Receiving

Purpose

This policy outlines how ANCS manages vendor contracts, requests for quotes, and purchasing of supplies and equipment.

Duration

This policy is permanent.

Policy

Section 1. Vendor Contracts and Purchasing Limits

- a. All completed purchase orders must be signed by the preparer and approved by a Campus Principal or the Executive Director.
- b. All vendor contracts of up to \$25,000 executed or renewed during the fiscal year between ANCS and outside parties must be reviewed and approved by both the Director of Finance and Operations ~~Chief Financial Officer~~ and the Executive Director, and the Executive Director is authorized to enter into any such contract on behalf of ANCS. All contracts or commitments in excess of \$25,000 and up to \$50,000 annually or cumulative contracts or commitments up to \$50,000 must be approved by the Finance and Operations Committee ~~Business Operations/Finance Committee~~. All contracts or commitments in excess of \$50,000 must be approved by the ANCS Governing Board.

Section 2. Required Solicitation of Quotations from Vendors

- a. Except for purchases qualified under "Special Purchasing Conditions" on page 50, expenditures exceeding \$25,000 for labor, equipment, supplies, or services purchased, leased, or contracted for shall be made only after receiving written quotations from at least three (3) vendors.
- b. Specific selections shall be recommended, via the Campus Principal or Executive Director, to the Director of Finance and Operations ~~Chief Financial Officer~~ for approval with written quotations attached for review.
- c. Recommendations shall be based on consideration of all applicable criteria as described under "Evaluation of Alternative Vendors" below.



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- d. Solicitations for goods and services (requests for proposals) should provide for all of the following:
 - i. A clear and accurate description of the technical requirements for the material, product or service to be procured. In competitive procurements, such a description shall not contain features that unduly restrict competition.
- e. Requirements that the bidder/offerer must fulfill and all other factors to be used in evaluating bids or proposals (see the next section, entitled "Evaluation of Alternative Vendors," for required criteria).
- f. A description, whenever practicable, of technical requirements in terms of functions to be performed or performance required, including the range of acceptable characteristics or minimum acceptable standards.
- g. The specific features of "brand name or equal" descriptions that bidders are required to meet when such items are included in the solicitations.
- h. Preference, to the extent practicable and economically feasible, for products and services that conserve natural resources, protect the environment, and are energy efficient.
- i. A description of the proper format, if any, in which proposals must be submitted.

Section 3. Evaluation of Alternative Vendors

- a. It is the policy of ANCS to request written proposals from at least three (3) vendors for all purchases that will exceed \$25,000. Alternative vendors shall be evaluated in consideration of the following criteria:
 - i. Adequacy of the proposed methodology of the vendor
 - ii. Skill and experience of key personnel
 - iii. Demonstrated company experience
 - iv. Other technical specifications (designated by department requesting proposals)
 - v. Compliance with administrative requirements of the request for proposal (format, due date, etc.)
 - vi. Vendor's financial stability
 - vii. Vendor's demonstrated commitment to the non-profit sector
 - viii. Results of communications with references supplied by vendor
 - ix. Ability/commitment to meeting time deadlines



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- x. Cost
 - xi. Minority- or women-owned and/or operated business status of vendor
 - xii. Other criteria (to be specified by department requesting proposal)
- b. Not all of the preceding criteria may apply in each purchasing scenario. However, in each situation requiring consideration of alternative vendors, the department responsible for the purchase shall establish the relative importance of each criterion prior to requesting proposals and shall evaluate each proposal on the basis of the criteria and weighting that have been determined.
- c. After a vendor has been selected and approved by the ~~Campus Principal~~ or Executive Director or designee, the final selection shall be approved by the Executive Director prior to entering into a contract.

Section 4. Special Purchasing Conditions

- a. Emergencies. Where equipment, materials, parts, and/or services are needed, quotations will not be necessary if the health, welfare, safety, etc., of staff and protection of ANCS property is involved. See "Building Maintenance and Repairs" on page 5.
- b. Single Distributor/Source. Where there is only one (1) distributor for limited merchandise needed and no other product meets the stated needs or specifications, bids will not be necessary.

Section 5. Vendor Payment Requests

- a. All vendor payment requests are to be made using a Purchase/Disbursement Request form. The Purchase/Disbursement Request form can be found in the Business Office or the Campus Principal's Office.

Section 6. Classroom/Office Supplies

- a. Stakeholders may purchase classroom or office supplies within the limit of their available budget allowance.
- b. For budgeting purposes, classroom supplies are those consumable items that are expected to be used up within the school year (e.g., markers, pencils, paper). Instructional materials are learning materials that are expected to be utilized for more than one year (e.g., manipulatives, books, etc.).



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- c. Supplies, such as pens, pencils, paper, etc., may be obtained in one of several ways:
 - i. Middle School Campus. Staff and teachers may obtain supplies from the central office supply by submitting/emailing a Purchase/Disbursement Request form to the Office Manager ~~Assistant~~, who maintains an on-hand supply and should be able to fulfill requests on a same- or next-day basis.
 - ii. Elementary School Campus. Staff and teachers may submit an approved Purchase/Disbursement Request form to the Business Office Assistant, who will process the order with Staples or Office Depot, usually with a one- to two- day turnaround.
 - iii. Requests must include a printout of the items to be purchased. This can be done by selecting items from the supplier's website, placing them in the online shopping cart, and printing the shopping cart detail.
 - iv. Staff and teachers may purchase/pay for the items themselves and follow the reimbursement process. See "Reimbursement and Disbursement" on page 54.

Section 7. Other Purchases

- a. For purchases other than supplies, a completed Purchase/Disbursement Request form is required.
- b. Circle credit/purchase card transaction or purchase requisition.
- c. Indicate the name and address of the vendor.
- d. Provide a full and complete description of the items/services to be purchased.
- e. Fill in the total amount of the purchase, account/budget to be charged, person requesting purchase, and date items/services are needed.
- f. Attach supporting documents, such as a quote from the vendor, online shopping cart of items to be purchased, or a registration form for a conference.

Section 8. Purchases Exceeding \$500

- a. Purchase requests of \$500 or more for goods or services must include a W-9 form from the vendor.
- b. This form must be attached to the Purchase/Disbursement Request form in order for payment to be issued.



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- c. Submit the purchase request form to the appropriate budget stakeholder (e.g., Content Coordinator, Campus Principal, Executive Director) for approval and forward the approved form to the Business Office.
- d. Purchases will usually be processed within a 1- to 2-day turnaround.

Section 9. Middle Campus

- a. Purchases may be made by complying with the above procedure and submitting the request to the Middle Campus Office Manager or Campus Principal's designee, who will act as an extension of the Business Office and process the order adhering to the same procedural guidelines and requirements.
- b. Purchases may be made in this manner throughout the year until April 1, at which time all remaining purchase requests are processed through the Business Office to monitor and maintain credit line and for budget availability verification.

Section 10. Capitalization Policy

- a. Capital equipment is durable equipment that has a cost that equals or exceeds a certain threshold.
- b. For accounting purposes, ANCS capitalizes assets with a unit cost of \$5,000 or more and that have a useful life of more than one year.

Section 11. Receiving Process

- a. Upon receipt of goods, verify that all ordered items have been received and sign and return the packing list or BOL to the Director of Finance and Operations ~~Chief Financial Officer~~.
- b. The Business Manager - Cash & Accounting ~~Business Assistant~~ will confirm receipt/match the receiving documentation to the invoice prior to issuing payment to the vendor.

Resources

- "Building Maintenance and Repairs" on page 5
- "Capital Assets Accounting" on page 27
- "Reimbursement and Disbursement" on page 54
- Purchase/Disbursement Request form (available in the front office at both campuses or by request)



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Approval and Review

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Reimbursement and Disbursement

Purpose

Reimbursement to employees will be allowed for reasonable and necessary expenses incurred in connection with approved travel, activities, and purchases when expenses are within budget allowances, ANCS reimbursement guidelines, supported by required documentation, and when reimbursement has not been or will not be received from other sources.

Duration

This policy is permanent.

Policy

Section 1. Required Supporting Documentation

- a. Reimbursement of purchases that employees elect to make out of pocket are subject to the availability of budgeted funds and must be supported by itemized ~~detailed~~ receipts.
- b. It is the responsibility of the employee to retain and submit receipts and supporting documentation for reimbursable school-related expenditures.
- c. All requests must have supporting documentation attached. Undocumented or unreceipted expenditures will not be processed or reimbursed.

Section 2. Non-Profit Tax-Exempt Requirement

- a. ANCS is a 501c non-profit tax-exempt organization. ANCS' tax-exempt status should always be utilized when making school-related purchases or expenditures. It is the responsibility of the purchaser to provide the vendor or retailer with the tax-exempt information.
- b. The school's tax-exempt form and number can be obtained from the Director of Finance and Operations ~~Chief Financial Officer~~ or designee ~~the Office Assistant~~.
- c. Employees are to provide this information to any vendor or retailer to prevent the vendor from assessing sales tax.
- d. While the amount may seem small for one purchase, over the course of the school year the tax can be significant and quickly adds up when making multiple or large purchases.
- e. ANCS is not responsible for reimbursing individuals for sales tax.



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- f. Copies of the Purchase/Disbursement Request form can be found in the faculty room or front office. The form may also be accessed through Google Docs and the school's Intranet.

Section 3. Travel Expenses

- a. All business travel on behalf of ANCS outside of the Atlanta metropolitan area must have the prior approval of the Campus Principal or Executive Director.
- b. Travel arrangements should be coordinated through and made by the Office Assistant.
- c. Information should be provided to the Office Assistant at least two weeks prior to travel.
- d. Transportation costs, living expenses, and incidental items (such as tips, etc.) may be reimbursable when incurred in the conduct of ANCS business.
- e. First-class air travel is not permitted; only coach or lesser class is permitted and should be arranged well in advance to procure the best price.
- f. Travel insurance is considered a personal matter, and the cost is not reimbursable.
- g. Use of personal automobiles when authorized will be reimbursed at the then- prevailing rate established by federal (IRS) guidelines.
- h. ANCS does not pay for expenses of spouses traveling with a faculty or staff member on school business. A proper separation of travel expenses must be made. Under such circumstances, ANCS will reimburse based on the amount of expense that would have been incurred by the employee traveling alone.
- i. Incidental travel expenses incurred during school travel (such as baggage handling, check-in charges, or tips to porters and bellhops) that are supported by receipts where applicable may be submitted for reimbursement.
- j. Any individual item of expense requires an original paid receipt.
- k. When employees are traveling together, reimbursable expenses for meals should be paid for and receipted separately.
 - l. Detailed receipts should be submitted for meal reimbursement, and receipts should identify the specific meal or incidental.
- m. Meal costs for food and non-alcoholic beverages are reimbursable.
- n. Tips and gratuities should not exceed 20% of the pre-tax restaurant charges.
- o. Amounts expended for personal items or services are not reimbursable expenses. Examples of such items are laundry, dry cleaning, valet service, shoe shines, haircuts, newspapers, magazines, personal entertainment, medicines, and toiletries.



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- p. Travel-related expenses may not be reimbursed through petty cash funds. All travel-related expenditures must be submitted through the check reimbursement process.
- q. Amounts reimbursed for meals will be the lesser of the receipt for the meal or incidental or the maximum amount listed in the applicable Per Diem Rate table:
 - i. Reimbursement for meals and incidentals related to in-state travel will be reimbursed in accordance with the State of Georgia Per Diem Rate table.
 - ii. Reimbursement for meals and incidentals related to out-of-state travel will be reimbursed in accordance with the GSA Per Diem Rate table.

Section 4. Entertainment Expenses

- a. Reimbursable entertainment expenses shall include only those that are necessary in connection with ANCS' business.
- b. The proper amount to be spent is a matter of good judgment in each case and must have prior written approval of the Campus Principal or Executive Director.

Section 5. Reimbursement Process

- a. Reimbursement can occur only if a completed and approved Purchase/Disbursement Request form is submitted, along with original receipts, to the Business Manager – Cash & Accounting.
- b. Only expenses that have actually been incurred in accordance with ANCS expense reimbursement policy, and that are supported by receipts, should be submitted for reimbursement.
- c. Complete this form in detail:
 - i. Circle or indicate the type of disbursement request (e.g., check request).
 - ii. Circle "order" (when requesting items be purchased by the Business Office), "advance payment" (when requesting funds be advanced to the employee for future expenses), or "reimbursement" (for expenses already incurred by the employee).
 - iii. As applicable, list what type of items were/are to be purchased (classroom supplies, instructional materials, etc.).
 - iv. Attach receipts/documentation of the expense.
- d. For travel expenses, also attach documentation of the event/conference/reason for travel.



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- e. All requests must specify which budget is to be charged. Any requests submitted by a teacher will be charged to that teacher's/team's classroom budget unless otherwise indicated.
- f. Teachers working in a content area that has an assigned Content Coordinator should submit their request form to their Content Coordinator for approval. All other faculty and staff should submit their requests to their budget stakeholder, who in most cases will be their Campus Principal, or the Executive Director for approval and then forward the approved Purchase/Disbursement Request form to the Business Manager – Cash & Accounting for processing.
- g. If a check request is to be made payable to the budget stakeholder who would normally approve the expense, the stakeholder must obtain the approval of the employee to whom they report, as stakeholders may not authorize payment to themselves.
- h. Requests without the appropriate budget stakeholder's approval will not be processed and will be returned to the initiator.

Section 6. Reimbursement Check Distribution

Checks are processed in the Business Office biweekly on Fridays and issued that following Monday. Therefore, check requesters should allow two weeks for processing and take this schedule into consideration when planning the timing for submitting their check requests.

Section 7. Charging Multiple Budgets

- a. When ordering or requesting reimbursement for purchased items, multiple classroom or department budgets may be charged on the same Purchase/Disbursement Request form if the full reimbursement is to be made payable to one staff member.
- b. However, there can be only one payee per check request, so each payee must receipt their purchases separately. For example, if two teachers are shopping together, then each teacher must separate their own classroom items and not combine them on one receipt.
- c. If the items are for separate payees, then there must be two separate receipts. For example, if one teacher is shopping for other departments as well, there may be one check request form submitted with multiple budgets charged, but it will be payable only to that one teacher.



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- d. Whenever more than one department or program is to be charged on a purchase or reimbursement request, the breakdown of amounts to be charged to each budget area must be clearly listed on the request form, and the stakeholder of each budget to be charged must have initialed by their respective charges on the form to indicate their authorization of the charges to their budget.

Section 8. Disbursement Requests

All disbursement requests must have supporting documentation and/or original receipts attached and must be approved by the budget stakeholder before submission to the Business Office.

Section 9. Request for Reimbursement in Advance

In cases where an employee anticipates incurring substantial out-of-pocket costs for school-related activities, such as field day, athletic banquets, or out-of-town field trips, the employee may submit a request for an advance of cash funds to be utilized to cover these expenses.

- a. Checks are processed in the Business Office bi-weekly on Fridays and issued that following Monday. Therefore, check requesters should allow two weeks for processing and take this schedule into consideration when planning the timing for submitting advance check requests.
- b. A completed and approved Purchase/Disbursement Request form is submitted to the Director of Finance and Operations ~~Chief Financial Officer~~, along with a budget of anticipated expenses supporting the amount requested in advance. Complete this form in detail, circling or indicating "advance payment."
- c. The employee must execute an Advance Receipt form when receiving the advance check. In executing the Advance Receipt form, the employee acknowledges that they are required to submit all receipts covering the total amount of the advance and return any cash for which supporting receipts are not provided.
- d. The employee acknowledges their liability for the total amount of advance funds received and that any unreceipted advance funds remaining outstanding 45 days after the conclusion of the activity will be deducted from their pay.
- e. Upon the conclusion of the activity, a completed and approved Purchase/Disbursement Request form, along with original receipts, is submitted to the Director of Finance and Operations ~~Chief Financial Officer~~.
- f. Only expenses that have actually been incurred in accordance with ANCS expense reimbursement policy and that are supported by receipts should be submitted to satisfy the advance check requirement.



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- g. Complete this form in detail and in compliance with the general reimbursement procedures.
- h. If the attached receipts are less than the amount advanced, the cash difference should be submitted to the Business Office along with the Purchase/Disbursement Request form.
- i. Once the advance documentation requirements have been received and approved by the Director of Finance and Operations ~~Chief Financial Officer~~, the Advance Receipt form will be marked as "satisfied" and attached to the submitted receipts.

Resources

- Purchase/Disbursement Request form (available in the front office at both campuses or by request)
- Advance Receipt form (available in the front office at both campuses or by request)

Approval and Review

Approved	Effective	Last Review	Next Review
06/16/2015	07/02/2015	04/2023	09/2023



Reporting

Purpose

This policy governs the mechanisms for preparing and submitting various internal and external financial reports.

Duration

This policy is permanent.

Policy

Section 1. Internal Reporting

- a. Detailed expenditure reports are prepared by the Director of Finance and Operations ~~Chief Financial Officer~~ and issued monthly to budget stakeholders, Campus Principals, and the Executive Director.
- b. Other reports are prepared for the Executive Director as requested.
- c. A report of annual campaign activity is issued to the Annual Campaign Committee, Business Operations/Finance Committee, and Communications & Advancement ~~Fund Development~~ Chair on a monthly basis.

Section 2. ~~Business Operations/~~Finance and Operations Committee and Governing Board

- a. Both detailed and summary financial reports are prepared by the Director of Finance and Operations ~~Chief Financial Officer~~ and reviewed with the ~~Business Operations/~~Finance and Operations Committee on a monthly basis. See "Annual Operating Budget" on page 16.
- b. Supplemental reports are prepared for the ~~Business Operations/~~Finance and Operations Committee as requested.
- c. Summary financial reports as approved by the ~~Business Operations/~~Finance and Operations Committee are submitted to the Governing Board for its Governing Board meeting on a monthly basis.

Section 3. External Reporting

- a. Periodic Reporting. The ~~Office of the~~ Director of Finance and Operations ~~Chief Financial Officer~~ prepares reports and/or provides data in compliance with third-party reporting requirements.



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Third-party organizations receiving information include but are not limited to financial institutions (banking relationships, LOC, and mortgage holder), insurance providers (employee benefits and



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b. ~~1~~

commercial liability), governmental agencies (Department of Labor, Department of Education, APS, etc.), Grantors and Foundation Contributors, the school's accounting firm, and the school's external audit firm.

- c. Annual Reporting. The school's accounting firm is responsible for 1099, W-2, tax return, and 990 reporting. The Business Office is responsible for 1099s. The ANCS payroll processor is responsible for W-2s.
- d. Audited Financials are prepared and issued by the ~~our~~ external audit firm and are presented and reviewed with the ~~our~~ Board of Directors at the ~~its~~ October Governing Board meeting each year.

Resources

- "Annual Operating Budget" on page 16

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Resolution Designating Financial Institution

See Financial Resolutions in Board Governance Policies.



System of Internal Controls

Purpose

This policy outlines the internal controls used to ensure finances are maintained with the highest degree of security.

Duration

This policy is permanent.

Policy

Section 1. Budgetary Controls

- a. Department, program, and function budget stakeholders are made aware of the amount of their budget allowance that was included in the final ANCS budget as approved by the Governing Board.
- b. It is the responsibility of each budget stakeholder to monitor their expenditures and ensure that they do not exceed their budget allotment. Each stakeholder should maintain their own records of expenditures and any related receipts.
- c. Stakeholders may receive a monthly expenditure report from the Director of Finance and Operations ~~Chief Financial Officer~~ indicating what has been recorded within the financial records, which they should then compare to their records and discuss any noted discrepancies with the Director of Finance and Operations ~~Chief Financial Officer~~.
- d. The Executive Director and Campus Principals should also review and monitor the budgets of their direct report stakeholders and ensure that they are adhering to budget allowances.
- e. The Director of Finance and Operations ~~Chief Financial Officer~~ will communicate with the Executive Director and Campus Principals regarding stakeholders exceeding budget allowances.

Section 2. Expenditure Approval

- a. Stakeholders possess a great deal of discretion over the use of funds for classroom supplies (consumables like markers, folders, glue) and instructional materials (books, DVDs, etc.). However, faculty and staff expenditures must be pre-approved by the Executive Director, Campus Principals, or Content Coordinators.



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- b. Director of Finance and Operations ~~Chief Financial Officer~~ PTCA expenditures must be approved by the PTCA Co-President(s) or Treasurer.
- c. Communications & Advancement ~~Fund Development~~ expenditures must be approved by the Governing Board, ~~Communications & Advancement Fund Development~~ Chair and Executive Director.
- d. The Executive Director, Director of Finance and Operations ~~Chief Financial Officer~~, Campus Principals, and Assistant Campus Principals may authorize routine purchases and expenditures that are within the approved budget for their areas of responsibility.
- e. For expense reimbursement requests wherein the stakeholder is the submitter and the payee, the stakeholder will need to obtain the approval signature of their immediate supervisor or the Executive Director.
- f. Approvers should approve only purchase or expenditure request forms to which appropriate supporting documentation has been attached. See "Reimbursement and Disbursements" on page 35.

Section 3. Business Office Controls – Segregation of Duties

- a. Disbursement requests are pre-approved by stakeholders and their supervisors (see "Expenditure Approval" on the previous page).
- b. Receipts are prepared and submitted by individuals external to the ~~Business Office~~.
- c. All check signers are external to the Business Office, with the exception of the Director of Finance and Operations, and affirmed each fiscal year in the Financial Resolution and through a Governing Board vote.
- d. Payroll is approved by the Executive Director or designee and transmitted to a third-party processor.
- e. Bank accounts are reconciled monthly by the Director of Finance and Operations and reviewed monthly by the Executive Director. Additionally, the reconciliation will be included in the monthly financial package sent to the Finance and ~~Business~~ Operations Committee.

Section 4. Technology Controls

- a. Passwords are changed periodically.
- b. Financial reporting software applications provide an audit trail of changes to key master files.
- c. Financial software is maintained on a dedicated server.
- d. Backups are performed no less than once per week on the financial database.



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- e. Each user of a financial system should maintain their own unique login and should not be shared with any other person.



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Resources

- "Reimbursement and Disbursements" on page 35

Approval and Review

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Vendor Contracts and Purchasing Limits

See "Purchasing and Receiving" on page 48.

Approval and Review

Approved	Effective	Last Review	Next Review
06/16/2015	07/02/2015	04/2023	09/2023



Vendor and Supplier Conflict of Interest

Purpose

This policy governs the use of vendors who have a close relationship with decision makers.

Duration

This policy is permanent.

Policy

- a. Vendors and contractors (e.g., food service, enrichment program, janitorial service, etc.) who are relatives of any ANCS employee (as defined by the Hiring and Evaluation of Immediate Family Members Policy) should require careful consideration when being considered for providing a paid service to the school. Disclosure of the vendor's relationship should be discussed with the Executive Director, approved by the Finance and Operations Committee, and disclosed to the Board of Directors.
- b. If an employee, his/her relative, or a friend owns, manages, or sells for a vendor/supplier, the employee must recuse himself/herself from decisions involving that vendor/supplier and should not access related information unavailable to competing vendors/suppliers.
- c. Clear evidence of the advantages of this vendor, if recommended, should be presented to the Governing Board prior to voting to authorize the contract.

Resources

- Governing Board Member Conflict of Interest in Board Governance Policies
- Hiring and Evaluation of Immediate Family Members in Personnel Policies
- "Vendor Contracts and Purchasing Limits" on the previous page

Approval and Review

Approved	Effective	Last Review	Next Review
06/16/2015	07/02/2015	04/2023	09/2023



Food Program

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Federal Programs (Free and Reduced)

Purpose

This policy governs ANCS' responsibilities under the Federal Free and Reduced Price Meal program.

Duration

This policy is permanent.

Policy

The ANCS Nutrition Program will comply with all applicable laws and regulations governing school food service programs as adopted by the Georgia Department of Education. The Nutrition Director, who reports to the Executive Director, must follow all state and federal guidelines. The Nutrition Director and/or their designee will work with relevant staff at APS Nutrition to ensure compliance.

Approval and Review

Approved	Effective	Last Review	Next Review
06/16/2015	07/02/2015	04/2023	09/2023



Food Safety Standards Compliance

Purpose

This policy governs food labeling, HACCP Standards, certifications, and logs.

Duration

This policy is permanent, but it is subject to changes in standards, state and federal laws and local codes.

Policy

Section 1. Cleaning Chemicals

- a. Cleaning chemicals must be maintained for the dish machine and compartment sinks.
- b. A vendor must be in place to maintain chemicals and ensure machines are working properly on a regular basis.

Section 2. Food Labeling

- a. ANCS follows a system of food labeling that records the day of the week, the date, and the specific item description for every stored food item.
- b. Food labeling will be in compliance with local health codes and HACCP standards.

Section 3. FIFO

The ANCS Food Service program follows the "First In, First Out" (FIFO) rule, meaning that foods should be used in the order in which they are delivered. For instance, do not use the newest milk first if you still have two gallons that are good from your last delivery. Food should be properly dated and stored with the new food behind the old on storage shelves.

HACCP and State Compliance Audits

- a. ANCS is required to follow an HACCP plan, which is a written document that describes all of the ways in which the procedures that you follow will eliminate any potential problems from a food safety standpoint. For more information, please see HACCP.



- b. ANCS follows the required Georgia Department of Education guidelines for state audits. This audit review ensures ANCS is following the meal plan hazard analysis and is compliant in its procedures.
- c. HACCP standards focus on time and temperature, as most foodborne pathogens are introduced via time or temperature abuse.
- d. Findings from the Administrative Review are reported to the Executive Director by the Department of Education at the conclusion of the audit. ~~daily HACCP readings and the state audit must be reported to the Executive Director.~~

Section 4. ServSafe Certification

- a. In order to issue a food service permit, Fulton County requires a ServSafe-certified person on premises at all times that meals are being prepared or served.
- b. All ANCS Nutrition Staff should have ServSafe certification upon or within three months of date of hire and maintain certification throughout the duration of their employment.▪
- c. ServSafe certification is not a prerequisite for hire.

Resources

- Georgia Department of Public Health Rules for Food Service
- Georgia Department of Education Nutrition Program
- HACCP

Approval and Review

Approved	Effective	Last Review	Next Review
06/16/2015	07/02/2015	04/2023	09/2023



Food Service Vendor Management

Purpose

This policy governs vendor management for the ANCS Nutrition Program.

Duration

This policy is permanent.

Policy

The Purchasing and Receiving Policy defines the procurement process for ANCS.

- a. Expenditures exceeding \$10,000 ~~\$25,000~~ shall be made only after soliciting ~~receiving~~ written quotations from at least three (3) vendors.
- b. An exception to three vendors is procurement of farm-to-table food items. For these vendors, ANCS uses the "Local Preference in Procurement" (DJEA-R(1)) from Atlanta Public Schools (APS), which allows the school to purchase items that are available only within close geographical proximity to ANCS.

Resources

- "Vendor and Supplier Conflict of Interest" on page 67
- "Purchasing and Receiving" on page 48

Approval and Review

Approved	Effective	Last Review	Next Review
06/16/2015	07/02/2015	04/2023	09/2023



Health Inspections

Purpose

This policy governs the frequency of and expectations for health inspections.

Duration

This policy is permanent, but it is subject to revision based on changes in the food service code.

Policy

- a. ANCS is required to comply with Fulton County laws regarding health inspections.
- b. Health inspections occur annually and are unannounced.
- c. The Elementary Campus and Middle Campus are inspected separately.
- d. An "A" grade is required on all health inspections.
- e. Failure to receive an "A" is reported to the Executive Director, and immediate corrections are required.
- f. If an "A" is not received on the follow-up health inspection, the report is delivered to the Governing Board for further action.
- g. The inspection certificate shall be posted and available for review.

Approval and Review

Approved	Effective	Last Review	Next Review
06/16/2015	07/02/2015	04/2023	09/2023



Kitchen Hygiene

Purpose

This policy governs expected hygiene in the kitchens of ANCS, including glove use, handwashing, kitchen staff personal hygiene, and illness reporting.

Policy

Section 1. Glove Use

- a. ANCS will supply food-service-quality gloves for use by all food service staff.
- b. The use of cutting gloves is optional but highly recommended.
- c. Glove use protocols will be in place at all times. Protocols will govern the frequency of glove changes and the use of gloves during food service.

Section 2. Handwashing

- a. ANCS will supply handwashing stations as mandated by law.
- b. Food service staff will wash hands following standard protocols.
- c. At no time is hand sanitizer to be used as a substitute for correct handwashing.

Section 3. Personal Hygiene

- a. Food service staff are required to follow the highest standards of personal hygiene.
- b. Any cuts or abrasions are to be covered with brightly colored/high-contrast band-aids.
- c. No jewelry other than simple wedding bands is allowed during prep or service in order to eliminate sources of bacteria and pathogens.

Section 4. Illness Reporting

- a. Food service staff are required to report any illness to the Nutrition Director.
- b. The Nutrition Director will determine whether the staff member is cleared to continue food service work for the duration of the illness.
- c. ANCS reserves the right to ask ill staff to supply a doctor's clearance before returning to work.



Food Program

Approval and Review

Approved	Effective	Last Review	Next Review
06/16/2015	07/02/2015	04/2023	09/2023



504 Medical Plan Accommodation

Purpose

This policy governs 504 Medical Plan accommodations for meals.

Duration

This policy is permanent.

Policy

504 Medical Plan accommodations are handled on a case-by-case basis. The ANCS Nutrition Program team will attend 504 meetings with the Student Success Team (SST) Coordinator as needed to ensure appropriate accommodations are put in place.

Approval and Review

Approved	Effective	Last Review	Next Review
06/16/2015	07/02/2015	04/2023	09/2023



Transportation

Transportation

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Transportation Rentals

Purpose

This policy governs renting buses for student transportation.

Duration

This policy is permanent.

Policy

- a. To request transportation, fill out the Atlanta Public Schools Field Trip Request Form and provide it to the Campus Principal, along with the Field Trip Approval Form. See Field Trips.
- b. The APS Transportation Department must receive the paperwork at least two weeks before the date of the trip.
- c. The day before the field trip, call the APS Transportation Department at (404) 802-5500 or (404) 802-5512 to confirm.
- d. ~~Parents/guardians are prohibited from riding on buses with students unless a special exemption has been requested by a member of ANCS leadership and submitted for approval to APS.~~

Resources

- Field Trips in Student and Family Academic Program Policies

Approval and Review

Approved	Effective	Last Review	Next Review
06/16/2015	07/02/2015	04/2023	09/2023



Use of Personal Vehicles to Transport Students

Purpose

This policy provides guidance for when parents/guardians drive small groups of students to/from sports games or field trips.

Duration

This policy is permanent.

Policy

- a. Any parent/guardian who wants to transport students to/from sports games or field trips must complete the Adult Transportation of Students by Personal Vehicle to ANCS-Sponsored Activities form.
- b. As part of this form, applicants must provide a copy of their driver's license and a copy of their proof of insurance.
- c. Forms are to be returned to the ANCS staff member organizing the activity, who will review the paperwork and provide it to the appropriate school Campus Principal to keep on file for the duration of the school year.
- d. No one may transport students in their personal vehicles without submitting the required paperwork and documentation before the start of the event.

Resources

- Adult Transportation of Student by Personal Vehicle form

Approval and Review

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06/16/2015	07/02/2015	04/2023	09/2023



Personnel Policies

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Attendance and Leave

Purpose

This policy governs attendance and leave for ANCS personnel.

Duration

This policy is permanent, but it is subject to revisions.

Policy

Section 1. Attendance and Leave

1. All staff members are expected to adhere to the school's stated policies ~~for attendance and leave. It is important that each staff member clock sign in each day and clock sign out each day. if he/she leaves the building before the end of the school day (and sign back in if returning before the end of the school day). An accurate sign in/sign out sheet is necessary in the event of an emergency or school evacuation.~~
2. All employees are required to work according to the schedule and dates stated in their employment agreement.

Section 2. Professional Duties and Events Outside of School Hours

1. Teachers are required to participate in programs related to their professional duties that may be outside of school hours. These days include teacher in-service sessions conducted within the regular work hours, staff meetings, and parent-teacher-student conferences.
2. All employees are encouraged to attend school functions and events that occur after hours to maintain an integrated presence in the school community. Employees will be notified of those functions they are required to attend.

Resources

- Attendance, Scheduling, and Use of Substitutes (Personnel Handbook)
- Inclement Weather in Student and Family Academic Program Policies



Background Checks

Purpose

ANCS wishes to create a safe learning environment for students to ensure student success. Therefore, ANCS employs individuals who act as role models for students and who demonstrate the highest level of integrity.

Duration

This policy is permanent, but it is subject to revisions.

Policy

Section 1. Fingerprinting and Criminal Record Checks Prior to Employment

1. In accordance with O.C.G.A. § 20-2-211(e)(1), all personnel, certificated as well as non-certificated, employed by ANCS shall be fingerprinted and have a criminal record check.
2. The fingerprinting and record checks shall be initiated by ANCS at the appropriate time.
3. ~~Substitute teachers will be responsible for paying the associated fee.~~
4. Criminal record checks of non-certificated personnel continued in employment at ANCS shall occur every fifth year of employment.
5. The Campus Principal / Executive Director is authorized to develop regulations to implement this policy.

Section 2. Verification of Employment

All employees of ANCS shall fill out the federal I-9 form at the time of employment.

Section 3. Transcript and Diploma Verification

Each employee of ANCS will provide an official copy of her/his transcript(s) for inclusion in the employee's personnel records.

Resources

- "Confidential Personnel File" on page 40



Benefit Offerings and Eligibility

Purpose

This policy governs benefits offerings and eligibility for ANCS employees.

Duration

This policy is permanent, but it is subject to revisions.

Policy

Section 1. Benefit Eligibility

1. Employees who are employed at a rate of .5 FTE (50%) or greater are eligible to participate in the health benefit programs. Current employees who did not elect to participate in health benefits at the time of hire may later do so during an annual Open Enrollment period. Newly hired employees are eligible to enroll to participate in benefit programs during the first 30 days of employment.
2. For new faculty members (including those who are 191, 200, 214 or 241 ~~191~~-day contracted employees), benefits become effective on the first of the month following 60 days after their contract date, ~~which for most new faculty means that their benefits would become effective September 1 (60 days after their contract date of July 1).~~ For new staff members, benefits become effective 30 days following their date of hire. Faculty members who join mid year will have their benefits effective within 30 days.
3. The benefits offered by ANCS may change at any time at the sole discretion of ANCS.

Section 2. Benefit Cost

1. ANCS covers at least 75% of the premium cost of health benefit program ~~medical, life, and dental and vision~~ coverages for plan participants. The employee's share of the premium cost is automatically deducted from each paycheck on a pre-tax basis.
2. All qualifying employees participate in the Teachers Retirement System (TRS), and a percentage of gross pay is withheld on a pre-tax basis as a retirement contribution. Additionally, ANCS contributes a percentage of employee's ~~your~~ gross pay to TRS on ~~your~~ behalf of employees. These percentages vary from year to year.



3. Employees pay the full costs of optional coverages, such as 403b or supplemental insurance plans.

Resources

- Benefits Administration in Finance and Operations Policies
- Payroll in Finance and Operations Policies



Cell Phone and Computer Internet Use

Purpose

The purpose of this policy is to ensure that users utilize computer/Internet access in a manner consistent with the purpose of providing this Internet service.

Duration

This policy is permanent, but it is subject to revisions.

Policy

Section 1. Cell Phone Use

Staff members should exercise discretion when using a cell phone for communications related to their job while in the presence of students. Staff members should not engage in cell phone use for non-school-related communications ~~while in the presence of students~~ if it interferes with their teaching responsibilities and duties. Staff may use their cell phones in the faculty lounge if they are on a break or off active duty while children are out of the classroom. ¶

This includes texting, emailing, application use, etc., as well as talking.

Section 2. Computer and Internet Use

1. ANCS offers the use of school computers to staff, including Internet access. Users of these computers are expected to exercise care and follow all operating instructions, safety standards, and guidelines for their use as described in the Technology Use Agreement signed by employees during onboarding. Any damage to or loss of a school computer caused by an individual user may be that user's responsibility to fix, including and up to paying for the replacement of the computer.
2. All users must abide by the following when using school-issued computers and technology:
 - a. Respect the privacy, safety, and confidentiality of others by neither disclosing nor disseminating personal information on the Internet. This shall include email, chat rooms, and all forms of direct Internet communications.
 - b. Respect computer and network equipment. Equipment may not be altered, nor can access to computer or network configurations be made without the knowledge and consent of the Network Administrator(s).
 - c. Do not download or install software, music, or other programs from the Internet onto a



school computer.



- d. Understand that software piracy is a federal offense, and that ANCS' network may not be used for copying, downloading, distributing, or storing commercial software not licensed by ANCS.
 - e. Abide by copyright laws.
 - f. Understand individual users are responsible for all activity on their accounts, even if they are not the one behind the keyboard; for this reason, users should keep their accounts secure and not share their passwords with anyone else.
 - g. Understand that ANCS is an educational community, and that as such our educational function is our paramount mission. School issued computers should not be used for personal or recreational activities. ~~Therefore, users should defer their recreational activities to times outside of academic hours.~~
 - h. Abstain from accessing inappropriate web sites or computer games that include pornography, as well as images or language that are obscene or that are considered harmful to minors as defined by the Children's Internet Protection Act (aka CIPA).
 - i. Ask questions regarding computer procedures when unsure of how to do something.
3. It should be further understood that users of ANCS computing and networking resources cannot assume privacy. ~~Users should expect that network connections will be monitored, and computer files may be inspected.~~
 4. ANCS staff members are expected to use school resources responsibly, ethically, and lawfully to provide instructional support. Using electronic technology is a privilege, not a right, that ANCS may discontinue at any time. ANCS reserves the right to examine electronic mail messages, files of all types on ANCS computers, web browsers, cache files, web browser bookmarks, logs of websites visited, and other information stored on or passing through ANCS networks or standalone systems. This right of access ensures compliance with policies, assists with internal investigations, and assists in the management of ANCS information systems. Therefore, ANCS employees or persons using ANCS electronic resources should have NO expectation of privacy while using any ANCS network or standalone system. Users should expect that network connections will be monitored, and computer files may be inspected.

Resources

- School-Issued Mobile Phone Guidelines



Compensation

Purpose

ANCS aims to attract, retain, and motivate a high-quality and competent workforce at all levels with a comprehensive, competitive compensation program designed to compensate employees for their skills, abilities, performance, and years of experience.

Duration

This policy is permanent, but it is subject to revisions.

Policy

Section 1. Authorization for Salary and Compensation Administration

The Executive Director is authorized to maintain and administer the compensation plan adopted by the Board and to develop regulations for administering that plan.

Section 2. Compensation Plan and Salary Schedule

The compensation plan shall be fair, externally comparable, internally consistent, and within the resources available to ANCS. Salaries of all employees shall be in accordance with Board policy.

1. Salary ranges for all positions will be proposed annually by the Executive Director to the Finance & Operations Committee then brought to the ANCS Governing Board for adoption. Schedules and changes will be guided by (but will not necessarily replicate) other metro Atlanta public charter schools' and districts' salary schedules, education, experience, and cost-of-living adjustments based on economic conditions.
2. The initial starting salary for all ANCS employees will be determined by the Executive Director.
3. The Executive Director is authorized to offer a one-time signing bonus as additional compensation for hard-to-staff positions. The positions for which signing bonuses are offered and the total amount of each signing bonus must be approved by the Finance & Operations Committee.
4. Additional longer-term responsibilities taken on outside of contractual responsibilities may be compensated with a stipend as determined by the Executive Director.
5. In addition to any Board-approved cost-of-living adjustments based on economic conditions, employees (other ¶)



ff

6. ff

than the Executive Director) whose contracts are renewed established by the ANCS Board. These tenure bonuses are awarded not only to acknowledge and reward and will ~~may~~ also receive a lump sum bonus at certain points in their tenure at ANCS according to the schedule below employee's longevity and sustained performance at ANCS, but also to encourage the employee to continue his or her employment with ANCS.

7. Tenure bonuses will be paid out to eligible employees by September 30th of each school year based on the availability of funding as determined by the Board. Any employees on an improvement plan at the start of a new contract period will not be eligible for a tenure bonus unless otherwise determined by the Executive Director (see Employee Evaluation).

~~The tenure bonus program will be implemented starting with the 2017–2018 school year and will not be applied retroactively; therefore, the first tenure bonuses will not be paid until the start of the 2018–2019 school year. (For example, if Teacher A has six years of experience with ANCS coming into the 2017–2018 school year, that year would be her seventh and she would therefore be eligible for a \$3,500 bonus to be paid by September 30 of the 2018–2019 school year. If Teacher B has three years of experience with ANCS coming into the 2017–2018 school year, that year would be her fourth and the 2018–2019 school year would be her fifth. She would then be eligible for a \$2,500 bonus to be paid by September 30 of the 2019–2020 school year.)~~

Tenure at ANCS	Tenure Bonus Amount
After completion of 5 years	\$2,500
After completion of 7 years	\$3,500
After completion of 10 years	\$5,000
After completion of 12 years	\$6,000
After completion of 15 years	\$7,500
After completion of 18 years	\$9,000
After completion of 20 years	\$10,000



8. After the 20th year of employment at ANCS, an employee will receive either an additional 1% salary increase or a Board-approved cost-of-living salary increase (whichever is greater) annually for the remainder of the employee's employment at ANCS in addition to any other salary bonus the staff receives as a whole. ▫
9. As noted above, the tenure bonus program is in part intended to provide an incentive for an employee to remain at ANCS. Nevertheless, an employee who retires from ANCS at the end of a contract period in which the employee would be eligible for a tenure bonus will receive an additional 1% annually for every year worked after 20 years ~~the bonus~~ provided that the employee (1) officially retires in accordance with the rules of the Teachers Retirement System of Georgia and (2) satisfies the other criteria of this policy.

Section 3. Salary for Higher Certificates and Advanced Degrees

The salary track for improved certificates and relevant advanced degrees will be adjusted in the following school year. Faculty should submit the improved certificates or advanced degrees prior to the issuance of contracts. A teacher who earns the improved certificate or advanced degree prior to the first pay period of an annual contract may petition for the salary increase to be effective in that contract year. A determination of whether an advanced degree is relevant to an employee's position will be at the discretion of the Executive Director.

Section 4. Certificates and Licenses

Each certificated employee will hold the appropriate certificate or license for his/her assignment as required by the charter and all applicable ~~charter school~~ laws.

Section 5. Salary for Prior Service

1. The Executive Director will grant newly employed employees steps on the salary schedule for equivalent and/or relevant prior experience as verified and approved by the Executive Director and/or Campus Principals. A determination of whether prior experience is equivalent and/or relevant will be at the discretion of the Executive Director.
2. Pay will be retroactive if verification of acceptable prior service is received within 90 days of the employment start date.

Section 6. Pay Periods

1. ANCS personnel are paid on a twelve-month basis.
2. Paychecks are issued on the 5th and the 20th of the month.
3. Direct deposit is available and encouraged.



Section 7. Stipends

1. Stipends are in addition to an employee's salary, defined in his/her contract. They are awarded for duties outside of the normal job description of faculty or staff. They are representative of a specific short-term or part-time need that is clearly defined by the Executive Director. Roles with stipends are advertised like all other vacancies. Any existing employee who meets the posted qualifications may express interest to the Executive Director in assuming the role in addition to their defined responsibilities in their existing contract.
2. The exact amount and duration of the stipend is commensurate with the level of time, effort, and specialized knowledge required for the duties. Stipends are defined by an addendum to the school contract and last, at the longest, for one year. For roles that are repetitive or extend beyond one year, a new contract will be presented for approval and offered either to the same employee or another defined for the role.



Employee Conflict of Interest

Purpose

The purpose of this policy is to ensure that ANCS employees' private financial interests and relationships do not conflict with their obligations to act objectively and with integrity as school employees.

Duration

This policy is permanent, but it is subject to revisions.

Policy

1. Beyond the list of guidelines below, it is the good judgment of employees that offers the best protection against potential conflicts of interest. Employees who have questions about a potential conflict of interest should discuss the situation with the Executive Director, Director of Finance and Operations, and/or the Campus Principal.
 - a. Each employee has a duty to act in the best interests of the students and the school.
 - b. No ANCS employee shall use his or her influence or authority as an ANCS official to sell or effect a sale, directly or indirectly, for personal gain, to the school or to any ANCS employee.
 - c. No ANCS employee shall disclose confidential information concerning the school's intentions, its investments, its property development, sale, acquisition, or its purchasing or contracting activities.
 - d. No ANCS employee shall receive any gift valued at over \$100. ~~No ANCS employee shall solicit, accept, or agree to accept gifts, loans, gratuities, entertainment, transportation, lodging, meals, any ticket of admission, discounts, payment, or service, except those of nominal value (less than \$50.00), from any employee, student, parent, person, firm, or corporation that to his or her knowledge is interested directly or indirectly in any manner whatsoever in business dealings with the school; provided, however, that an elected official who is a candidate for public office may accept campaign contributions and services in connection with any campaign.~~
 - e. If an employee accepts items or services of nominal value, the gift must be disclosed to the Campus Principal. Advertising items and instructional products that are widely distributed may be accepted. Expressions of goodwill from the community as a token of retirement or a job well done may be accepted.



- f. No ANCS employee shall accept outside employment or business activity with obligations that may conflict, or appear to conflict, with the interests of ANCS, nor shall the employee conduct activities related to outside employment during the school/business day.
 - g. ~~Employees at Teachers employed by ANCS shall not shall not be compensated for teaching or coaching any student during the regular school day teach or coach for pay any ANCS student during the regular school day. Teachers shall not tutor for pay any ANCS students they directly teach.~~
 - h. No ANCS employee shall advertise business or professional services or use system resources for personal or commercial enterprise.
 - i. No ANCS employee shall use his/her influence or authority as an ANCS official to affect the employment of a relative as defined herein, including hourly employees, contractors, and vendors. Such influence and/or authority includes participation in decisions regarding hiring, reappointment, placement, evaluation, rate of pay, salary increases, promotion, tenure, monetary awards, and/or discipline, even when the related employees are not in the same line of supervision or authority (Hiring and Evaluation of Immediate Family Members, Vendor and Supplier Conflict of Interest).
 - j. No ANCS employee shall use his/her influence or authority as an ANCS official to affect the employment of an individual with whom he/she is engaged in a dating or romantic relationship, including hourly employees, contractors, and vendors. Such influence and/or authority includes participation in decisions regarding hiring, reappointment, placement, evaluation, rate of pay, salary increases, promotion, tenure, monetary awards, and/or discipline, even when the employees are not in the same line of supervision or authority.
 - k. No ANCS employee may occupy a position in the same line of authority as a relative as defined herein.
2. For the purposes of this policy, a member of the immediate family is defined as individuals who are relatev by blood, marriage, or adoption, including but not limited to include spouses, domestic partners, parents, children, adopted children, brothers, sisters, brothers-in-law, sisters-in-law, father-in-law, mother-in-law, step-parents, step-siblings, half-siblings, step-children, any other relative living in the household of the employee, orand a person who is engaged to be married to the employee or who otherwise holds himself/herself out as, or is generally known as, the person whom the employee intends to marry or with whom the employee intends to form a household.~~For the purpose of this policy, relatives are defined as individuals who are related by blood, marriage, or adoption, including but not limited to the following relationships: spouse, child, stepchild, parent, step parent, grandparent, grandchild,~~



~~sibling, step-sibling, half-sibling, aunt, uncle, niece, nephew, parent-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, any other relative living in the household of the employee, a person who is engaged to be married to the employee or who otherwise holds himself/herself out as, or is generally known as, the person whom the employee intends to marry or with whom the employee intends to form a household, or any other natural person having the same legal residence as the employee.~~



3. Consultants or temporary employees who are retained by ANCS shall be subject to this policy.
4. In the event that a potential conflict of interest situation arises, the employee who suspects the conflict should notify the Executive Director and Campus Principal. Employees who perform this reporting function in good faith will not be subject to any reprisal. Any employee who violates the policy shall be subject to discipline up to and including termination of employment. Any contract or subcontract made in violation of this policy may be voided and subject to termination. "Reporting Misconduct" on page 48.

Resources

- "Hiring and Evaluation of Immediate Family Members" on page 27
- "Reporting Misconduct" on page 48
- Vendor and Supplier Conflict of Interest in Finance and Operations Policies



Drug and Alcohol Substance Abuse

Purpose

This policy governs employee abuse of drugs, alcohol, and other controlled substances.

Duration

This policy is permanent, but it is subject to revisions.

Policy

1. ANCS complies with all laws that regulate or prohibit the possession, use, or distribution of alcohol, illicit drugs, and controlled substances. The unlawful manufacture, distribution, dispensing, possession, or use of alcohol or a controlled substance, marijuana, or dangerous drug is prohibited at ANCS and at ANCS sponsored activities at all times for all ANCS employees, in accordance with the Drug Free Schools and Communities Act Amendments of 1989 and Drug Free Workplace Act of 1988, O.C.G.A. 34-9-410, and the Georgia Drug Free Public Work Force Act of 1990 on school grounds and in accordance with all applicable laws. All illegal drugs and alcohol are prohibited at ANCS-sponsored activities where children are present.
2. Employees must perform their jobs safely and without the adverse influence of alcohol or controlled substances. ANCS prohibits all employees. All employees are prohibited from possessing, using, manufacturing, dispensing, selling, distributing, or being under the influence of illegal drugs or unauthorized prescription drugs, and from the use, sale, distribution, or possession of drug paraphernalia alcohol while at work. ANCS prohibits All employees are prohibited from unlawfully possessing, using, manufacturing, dispensing, selling, distributing, or being under the influence of alcohol. from possessing, using, manufacturing, dispensing, selling, distributing, or being under the influence of illegal drugs or unauthorized prescription drugs, and from the use, sale, distribution, or possession of drug paraphernalia.
 - a. "Illegal drugs" or "illicit drugs" mean any controlled substance or imitation controlled substance whose unauthorized manufacture, distribution, dispensation, possession, consumption, use, or sale is prohibited by federal or state law.
 - b. "Unauthorized use of prescription drugs" means use of a drug by anyone other than the person for whom the drug was prescribed, or in any manner that is prohibited by federal or state laws.



3. The actions prohibited by this policy do not include the lawful and proper use of drugs prescribed by a physician or over-the-counter medications that are taken as directed. However, no employee shall report to work or attempt to engage in normal duties if he or she is knowingly impaired by drugs that are prescribed by a physician or by over-the-counter drugs.

4. Compliance with this policy is mandatory for all ANCS employees. ANCS has a zero-tolerance policy for violations of this policy, which means violators will be addressed through ANCS, through prosecution in the courts, or both. Employees who violate this policy will be subject to personnel and appropriate disciplinary actions, which may include termination of employment, counseling, referral to an appropriate treatment or rehabilitation program, a warning, placement on strict probation, unpaid suspension from employment, conditional continuation of employment, expulsion, discharge, and referral to the proper law enforcement authorities. Consideration may be given as to whether treatment or rehabilitation will be offered to employees who have self-identified and/or have provided appropriate documentation to substantiate difficulty with drugs or alcohol, so that they may meet the standards and requirements set forth by the policy.

~~This policy applies at the following times:¶~~

- ~~a. During school hours or as a part of any of its business activities¶~~
- ~~b. While on any property owned or leased by ANCS¶~~

~~At any time during which the employee is acting in the course and scope of his or her employment with ANCS¶~~

~~At any other time that the employee's violation of this policy has a direct and adverse effect on the performance of his or her job~~

5. An employee shall notify his or her supervisor of any charge, conviction (or plea of guilty, no contest, or "nolo contendere") of any criminal drug or alcohol statute no later than the next business day after any such charge, conviction, or plea.



Employee Evaluation

Purpose

This policy governs employee evaluations for ANCS personnel.

Duration

This policy is permanent, but it is subject to revisions.

Policy

Section 1. Employee Evaluation Systems

Under Georgia law, all teachers and school leaders must be evaluated using the state's Teacher Keys (TKES) or Leader Keys (LKES) evaluation systems. For all such employees, the state requirements of TKES or LKES will be followed. All other (non-TKES/LKES) employees will be evaluated by the process described in the sections that follow.

Section 2. Employee Evaluation Cycles

1. The process of evaluation at ANCS is one that is ultimately focused on giving clear and actionable feedback to support employees in the development of their practice and acknowledging professional growth.
2. Employees are formally evaluated by their supervisors via TKES or LKES as a part of evaluation cycles:
 - a. Level 1 employees are involved in an evaluation cycle at least twice each year.
 - b. Level 2 and 3 employees are involved in at least one evaluation cycle each year.
 - c. For each employee, at least one evaluation cycle must be completed prior to the issuance of a new/renewed contract.
3. At a minimum, an evaluation cycle consists of the following:
 - a. A pre-conference between the supervisor and employee.
 - b. An evaluation of a reasonable amount of the employee's work by the supervisor using multiple sources of data (including the observation of at least one full class session for all teachers and associate teachers).



- c. A written evaluation report with information from data sources containing commendations and recommendations and an overall rating of "Unsatisfactory", "Progressing", "Proficient", or "Exemplary."
4. At the start of the school year, each employee will meet with his/her supervisor by the end of September to review the criteria on which he/she will be evaluated and establish goals for the school year.

Section 3. Employee Evaluation Reports

1. All evaluation reports will be signed by the employee, the employee's supervisor, and a Campus Principal or the Executive Director. An employee's evaluation reports will be kept confidential in the employee's personnel file. An employee may submit a written reply to any evaluation report, and the reply will be attached to the report and placed in the personnel file (Confidential Personnel File).
2. If an employee's performance has been rated "Unsatisfactory," the Executive Director or Campus Principal (in consultation with the employee's supervisor) may require that the employee be placed on an improvement plan. An improvement plan will outline the following:
 - a. The specific criteria to be met
 - b. Indicators of satisfactory performance
 - c. Support the employee will receive, when appropriate, in meeting these criteria
 - d. The time that will be allowed for improvement
 - e. The date by which another evaluation report will be completed
3. The employee, supervisor, and Executive Director or Campus Principal must review the improvement plan prior to it going into effect. Also, upon being placed on an improvement plan, the employee will receive a written warning that if his/her performance remains "Unsatisfactory" at the end of the evaluation cycle, he/she may be dismissed from his or her position.
4. In order to provide a more comprehensive picture of employee performance, multiple sources of data will be used in the process of evaluating employees as well as to target areas for specific professional development and improvement. Staff will be evaluated according to Georgia state standards when applicable, or in-house evaluation tools. ~~The following sources of data may be used in relation to the performance criteria as part of the support and evaluation process (Note: not all sources of data are applicable to all positions.):~~



~~a. Observation¶¶~~

~~i. Classroom observation¶¶~~

~~o Informal¶¶~~

~~o Formal¶¶~~

~~ii. Outside of classroom observation¶¶~~

~~o Professional meetings¶¶~~

~~o Parent conferences¶¶~~

~~o Duties¶¶~~

~~b. Information sessions, PTGA meetings, field trips, and other school sponsored events~~

~~c. Conferences¶¶~~

~~i. Goal setting conferences¶¶~~

~~ii. Pre and/or post observation conferences¶¶~~

~~d. Teacher and Student Work Artifacts¶¶~~

~~i. Student work samples, including feedback given on work¶¶~~

~~ii. Student standardized test data¶¶~~

~~iii. Lesson and unit plans¶¶~~

~~iv. Assignment/unit overviews and rubrics¶¶~~

~~v. Progress and end of term reports¶¶~~

~~vi. Communications sent home to parents/guardians¶¶~~

~~vii. Discipline referrals¶¶~~

~~e. Surveys and Reflections¶¶~~

~~i. Student survey data¶¶~~

~~f. Parent/guardian survey data¶¶~~

~~i. Student interviews¶¶~~

~~Self-evaluations~~



- a. ~~Other Sources~~
 - ii. ~~Attendance record~~
 - iii. ~~Arrival and departure times~~
- b. ~~Notes and data from other colleagues~~

Resources

- "Confidential Personnel File" on page 40
- "Employee Levels" on page 24



Employee Grievances

Purpose

This policy governs the handling of employee grievances.

Duration

This policy is permanent, but it is subject to revisions.

Policy

Section 1. Employee Grievances

1. As is natural, there are times when disputes arise between employees or between an employee and the school administration. Consistent with the philosophy behind the Charter, it is expected that during any dispute, all employees will model the conflict resolution skills that they encourage in ~~advance to~~ ANCS students. Should it become necessary, this procedure is intended to provide a simple, expeditious, and fair process for resolving employee complaints at the lowest possible level and with a minimum of conflict and formal proceedings.
2. No employee will be subject to reprisal as a result of filing a complaint under this procedure.

Section 2. Scope of Complaint Procedure

1. Any current employee may file a complaint concerning his or her employment or the implementation of the personnel policies. The complaint should be in writing, and every attempt should have been made to settle the issue with individual conversations before bringing formal grievance.

Exclusions

This procedure may not be used to complain about the following:

1. Performance ratings contained in the employee's personnel evaluations
2. The employee's job performance
3. Termination, non-renewal, demotion, suspension, or reprimand of employee
4. Revocation, suspension, or denial of certificates to all certified employees
5. Alleged misconduct, as that term is defined in the Reporting Misconduct Policy, unless the employee has already followed the reporting procedures therein and remains dissatisfied.



Section 3. ~~Steps Scope of Complaint Procedure Steps~~

1. Step One: Informal Discussion. An employee having a grievance hereunder shall make a good-faith effort to resolve the matter through informal discussions with the individual(s) involved in the matter and/or with the employee's direct supervisor, within five (5) working days of the occurrence or cause of such matter.
2. Step Two: Administrative Review. If the matter cannot be resolved through informal discussion, the aggrieved employee ~~After a good faith effort with the Campus Principal to thoroughly resolve the dispute, all employees~~ may submit their complaint, in writing, to the Campus Principal or immediate supervisor within ten (10) days after the most recent event upon which the complaint is based. The written complaint should include identification of the problem, a description of the efforts undertaken to informally resolve the dispute, and a proposed resolution. The Principal will make every reasonable effort to schedule a meeting to occur within five (5) working days of receipt of the complaint with the Principal and any other person(s) whose actions or decisions give rise to the matter. At such meeting, each party will have the opportunity to be heard and to request relief. Within three (3) working days or as soon thereafter as is reasonably practicable, the Principal will issue a written recommendation as to how the matter should be resolved. All parties present at the meeting shall receive copies of the written recommendation.
3. Step Three: Review by Executive Director. If the aggrieved employee remains dissatisfied after administrative review, the employee may, within ten (10) working days of receipt of the Principal's written recommendation, submit the complaint to the Executive Director. ¶
4. ~~The Executive Director and an HR manager~~ ~~a third party who is not involved with the grievance~~ will meet with the employee to go over the complaint and for a discussion of the complaint with all parties involved. This meeting shall take place within ten (10) working days of the Executive Director's receipt of the complaint, or as soon thereafter as is reasonably practicable given the circumstances. ~~and~~ The Executive Director shall make every reasonable effort to prepare a written decision within five (5) working days of the meeting with the employee. All parties present at the meeting shall receive copies of the written decision.
5. Step Four: Review by the Board or a Committee thereof. If the aggrieved employee remains dissatisfied after review by the Executive Director, ~~if the resolution suggested in the complaint is not reached,~~ the employee may appeal the Executive Director's decision by filing within ten (10) working days of the decision, with the Chair of the Governance Committee, the original complaint, and a written explanation of why he or she disagrees with the decision of the Executive Director. A written decision will be issued by the Board or their designee as soon as is reasonably



practicable, but no later than five (5) working days after the next meeting of the Board. In its discretion, the Board may delegate any such review to a Committee of the Board or other delegate and/or hold a hearing where appropriate. If a hearing is held, it will be in closed session to the extent permitted by law. ~~Within five (5) working days of receipt of the appeal, the Chair of the Governance Committee shall schedule a hearing to hear from all parties. The Chair shall excuse themselves from the hearing if they have a conflict of interest in the subject of the hearing. A decision will then be rendered by the Chair of the Governance Committee within five (5) days of the completion of the hearing. Any such proceedings shall be conducted in closed session.~~ Board members who are interested parties shall excuse themselves from the hearing if such members have a conflict of interest in the subject of the appeal.

~~The employee may appeal the decision of the Chair of the Governance Committee to the Board of Directors, which may review and modify the decision of the Chair of the Governance Committee if it finds that the Chair or the Campus Principal/ Executive Director failed to properly follow the grievance procedure. A request for an appeal must be submitted to the Chair of the Board within five (5) days of the decision of the Chair of the Governance Committee. The Chair of the Board shall schedule a meeting to consider the appeal as soon as is practical. Board members who are interested parties shall excuse themselves from the hearing if such members have a conflict of interest in the subject of the appeal. Any such proceedings shall be conducted in closed session and a decision will be rendered by a majority vote of the Board of Directors within five (5) days of the meeting.~~

Mediation

At any time in the process, the employee may elect to proceed to mediation and the time frames specified in this policy will be suspended. If mediation fails to resolve the complaint, this procedure will resume where it left off prior to the mediation.



Employee Levels

Purpose

This policy provides an overview of career development at ANCS by defining the process through which readiness for expanded responsibilities is determined and the types of support and evaluation provided for employees at various stages of their career.



To view employee evaluation schedules based on level, see "Employee Evaluation" on page 18.

Duration

This policy is permanent, but it is subject to revisions.

Policy

Section 1. Level 1 Employees

1. Level 1 employees may be new to ANCS or simply new to the positions they are in at ANCS. Their level of responsibility takes into account their accumulated experience previous to ANCS, but this level is intended to support employees new to the school and/or their positions as they acclimate to ANCS and work to establish and demonstrate effective practices consistent with the school's philosophy and performance expectations. Level 1 employees have a focused set of responsibilities centered primarily on the criteria of their specific position. ~~They may, for example, be permitted to not take part in certain activities such as K-8 committees or lunch/recess duties as determined by the Executive Director and Campus Principals.~~ All employees new to ANCS will participate in a yearlong induction program that includes mentorship from another employee during that year and possibly beyond.
2. Any employees new to ANCS or new to their position or employees on an improvement plan will be categorized as level 1 employees in their positions unless otherwise determined by the Executive Director or Campus Principal.▪



Section 2. Level 2 Employees

1. Level 2 employees are those employees whose performance on the criteria specified for their position as a level 1 employee is proficient. With position responsibilities capably handled, level 2 employees are expected to take part in all regular faculty and staff activities.
2. An employee may be hired at level 2 as determined by the Executive Director and Campus Principals as long as he/she:
 - a. Has at least two years of experience in a similar position or its equivalent.
 - b. Has demonstrated proficiency in his/her practice as outlined in the performance criteria for the position.

Section 3. Level 3 Employees

Level 3 employees are those employees whose performance over time on the criteria specified for their positions is determined to be exemplary. Level 3 employees may remain full time in their positions with the expectation that they serve as models and advisors for other employees, and they also are eligible for leadership roles within the school and oversight of special projects as determined by the Executive Director and Campus Principals. These additional roles and responsibilities may change from one year to the next.

Section 4. Movement Through the Levels

All employees begin at ANCS as either level 1 or level 2 employees. From that point forward, movement through the levels follows the process described below.

Movement from Level 1 to Level 2

1. An employee may move from level 1 to level 2 status in the contract period immediately following at least two evaluations with ratings of "Proficient."
2. A level 1 employee whose evaluation rating has not reached "Proficient" after one contract period may be placed on an improvement plan or dismissed from the position.

Movement from Level 2 to Level 3

1. An employee may move from level 2 to level 3 status in the contract period immediately following at least two evaluations with ratings of "Exemplary." A level 2 employee must be at ANCS at least two years prior to moving to level 3.



2. Movement from one level to the next is formally approved by the Executive Director based upon the recommendations of an employee's supervisor.

Resources

- "Employee Evaluation" on page 18



Hiring and Evaluation of Immediate Family Members

Purpose

This policy intends to avoid any situation wherein a conflict of interest might arise on the part of a Board member or a member of the staff of ANCS without unnecessarily excluding qualified immediate family members from seeking employment opportunities with ANCS.

Duration

This policy is permanent, but it is subject to revisions.

Policy

Section 1. Definitions

For the purposes of this policy, a member of the immediate family is defined as individuals who are relative by blood, marriage, or adoption, including but not limited to ~~include~~ spouses, domestic partners, parents, children, adopted children, brothers, sisters, brothers-in-law, sisters-in-law, father-in-law, mother-in-law, step-parents, step-siblings, half-siblings, step-children, any other relative living in the household of the employee, ~~and~~ a person who is engaged to be married to the employee or who otherwise holds himself/herself out as, or is generally known as, the person whom the employee intends to marry or with whom the employee intends to form a household.

Section 2. Hiring of a Family Member

1. In any instance in which a member of a current employee's immediate family ("family member") applies for employment at the school, the employee shall remove himself/herself from the hiring process. ~~to the extent such that no favoritism on the part of the employee will influence the hiring for the position for which the employee's family member is applying.~~ It is the responsibility of the employee to notify the Campus Principal if a family member is applying for employment at the school ~~or if a marriage will create the potential for a conflict of interest among current employees.~~ In the case of a Campus Principal's family member applying for employment at the school, it is his/her responsibility to notify the Executive Director. In the case of the Executive Director's family member applying for employment at the school, it is his/her responsibility to notify the chairs of the Governing Board and the Governance Committee. ~~if a family member is applying for employment at the school.~~
2. The Board Chair shall confirm compliance with this policy. Also, any staff member may notify the Executive Director and, in the case of a conflict related to the Executive Director, the Board



Chair and the Chair of the Governance Committee if he/she feels this policy is not being followed.



3. Prior to approval of the contract by the Governing Board, the family relationship must be disclosed at a public meeting.

Section 3. Evaluation of a Family Member

The Campus Principal and Executive Director shall make every effort to ensure that the family member is not supervised or evaluated by an immediate family member. If possible, the Campus Principal and/or Executive Director shall designate another appropriate supervisor for the family member. There will be circumstances in which the related employee's supervision and evaluation of the family member cannot be entirely avoided (e.g., terms of contract, related employee is the Campus Principal or Executive Director). Both parents/guardians and staff members may report any evidence of a conflict of interest or violation of this policy to the Campus Principal and/or Executive Director. Any evaluations conducted of the employee will be reviewed and signed by both the supervisor and the Executive Director.

Resources

- "Hiring" on the next page



Hiring

Purpose

This policy governs hiring at ANCS.

Duration

This policy is permanent, but it is subject to revisions.

Policy

Section 1. Vacancies

1. As ANCS is an equal opportunity employer, vacancies are open to all qualified applicants without regard to race, gender, disability, age, religion, sexual orientation, gender expression, or national origin. All vacancies will be posted and/or advertised publicly.
2. ANCS encourages promotion from within. When positions become vacant, notice will be posted publicly; current, qualified employees are encouraged to apply. All internal candidates will be interviewed.

Section 2. Steps for Filling a Position

1. Before the vacancy is posted, the Campus Principal in conjunction with the HR manager will draft the following reference documents:
 - a. Job description
 - b. Criteria of eligibility
 - c. Schedule and protocol concerning the job posting
 - d. Text of the job posting
2. The position shall be posted on the ANCS website. The position may also be posted on the U.S. Charter Schools website, the Atlanta Journal-Constitution website, at local facilities that may include universities with education programs (GSU, Clark Atlanta, etc.) or on their websites, or on any other website or facility deemed appropriate by the Campus Principal or Executive Director.
3. The Campus Principal or Executive Director will review complete applications and select the most qualified applicants for interviews.



4. Each time an opening occurs, an ad hoc committee will be formed. This committee shall be charged with interviewing the most qualified applicants as selected by the Campus Principal or Executive Director. The ad hoc committee shall consist of the Campus Principal or Executive Director of ANCS, at least one peer (e.g., a current second-grade teacher for a second-grade lead teacher position opening), and potentially others as deemed appropriate.
5. The interview shall contain questions calling upon direct experience as well as hypothetical scenarios. All candidates for the same position shall be interviewed with an identical set of questions. Committee member notes from each interview will be collected and kept on file for one year by the Campus Principal / Executive Director.
6. An interview panel, when appropriate, will interview candidates until consensus has been reached on the most suitable candidate. Before an offer is extended to the candidate of choice, ~~all~~ references must be checked and determined to be satisfactory. Notes from reference calls must be kept in the candidate's employment file. Once a candidate has accepted the position and signed a contract, the other interviewees for that position will be notified by email of the decision. New hires must submit to a background check and fingerprinting within 30 days of the offer.

Resources

- "Hiring and Evaluation of Immediate Family Members" on page 27



Employee Leave of Absence

Purpose

This policy governs leave for ANCS employees.

Duration

This policy is permanent, but it is subject to revisions.

Policy

Section 1. Leave

Each member of the ANCS staff is entitled to leave as defined in this policy. Forms to request leave can be obtained online in Google Drive. ~~from the office or the faculty room.~~

Section 2. Jury Duty or Witness Leave

ANCS is committed to allowing faculty and staff to fulfill their civic duty by providing leave for jury and witness duty.

1. An employee may be absent without loss of pay and without charge to any other category of leave when attending court as a juror or when subpoenaed to testify.
2. The employee must notify his or her immediate supervisor as soon as possible after the employee has been served with the summons for jury duty or a subpoena to appear in a case and provide a copy of the documentation to the employee's immediate supervisor. The employee may retain any compensation he/she receives for serving as a juror or as a witness.

Section 3. Per Diem Leave

1. Per diem leave is leave that is related to illness, health-related issues, or family-related health issues. Per diem leave shall be accumulated based on the following formula:
 - a. Staff members who have less than 10 years of experience accrue days at a rate of 1.25 days per month worked.
 - b. Staff members who have 10 years or more years of experience accrue days at a rate of 2.25 days per month worked.



- c. Part-time staff members accrue the per-month rate according to the fraction of time worked.
 - d. Unused per diem days may be carried forward to subsequent school years. A staff member may accumulate up to 120 days of per diem leave.
2. An employee who is **retiring** from ANCS has two ~~three~~ options with respect to accrued per diem leave:
- a. ~~The employee can choose to be reimbursed for up to 120 days of accrued leave at the rate of \$41 per day.~~
 - b. If the employee has a minimum of 60 days of accrued leave, the employee can choose to apply the accrued leave days to establish sick leave credit with her/his Teachers Retirement System of Georgia (TRS) account. The policy concerning the establishment of sick leave credit with TRS is governed by TRS and is subject to its rules (see Teachers Retirement System of Georgia). Consistent with TRS policy, the employee may not be reimbursed for any days that are used to establish sick leave credit with TRS. Creditable sick leave for TRS accumulates at a maximum rate of 1.25 days per month. For teachers who have earned sick leave at a rate of over 1.25 days per month (ANCS employees with over 10 years of ~~teaching~~ experience), the earned total for purposes of establishment of sick leave with TRS will be reduced to meet this standard of 1.25 days per month. This reduction of leave is governed by TRS and occurs only when an employee wishes to use his or her accrued leave to establish sick leave credit with TRS. TRS rules are available: <https://www.trsga.com/employer/unused-sick-leave-credit-at-retirement/>
 - c. The employee can apply some of her or his accrued leave to establish sick leave credit with TRS and request reimbursement at the rate of \$41/day for the remainder of the accrued leave (assuming the employee has a minimum of 60 days of accrued leave).
 - d. ¶
- ~~3.~~ 3. If an employee leaves ANCS they may transfer their banked days to their new school system or bank them with TRS.
4. ANCS will not pay cash for unused leave.
 5. ANCS employees are permitted to accrue per diem leave in addition to 120 days, but any accrued per diem days over 120 days will be placed in a TRS overage account. These additional days cannot be used as per diem leave during employment but can be applied to establish sick leave credit toward TRS when an employee reaches retirement, consistent with TRS policy and rules.



6. Per diem leave may not be taken to extend a school holiday without documentation from a medical professional.



Section 4. Personal Leave

1. Personal leave is leave that is used to conduct business that cannot be handled outside of the school day. Personal leave may be taken for any purpose.
2. Each staff member is allocated three (3) personal days per year. Personal days do not carry over from one year to the next.
3. The Campus Principal or a designee should be notified at least one week in advance of a staff member requesting a personal day.
4. Personal leave may not be taken to extend a school holiday without approval of the Campus Principal.

Section 5. Parental Leave

~~Maternity/paternity/adoption leave ("Parental Leave")~~ under this policy is a paid leave associated with the birth of an employee's child or the placement of a child with the employee in connection with adoption or foster care. The purpose of Parental Leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. To be eligible, the employee must have completed the equivalent of one semester (90 instructional days) of continuous employment at Atlanta Neighborhood Charter School immediately prior to the leave.

The amount of paid Parental Leave days is determined by the employee's election from among the following options:

- Twelve weeks of paid leave at 33% of salary;
- Eight weeks of paid leave at 50% of salary; or
- Four weeks of paid leave at 100% of salary.

All Parental Leave must be taken consecutively, without any suspension. The full amount of Parental Leave must be taken within the first 12 months of the date of birth of the employee's child or the date of placement of a child with the employee in connection with adoption or foster care. In no case will an employee receive more than one Parental Leave period (whatever the selected duration) in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month timeframe. ~~If both parents are Atlanta Neighborhood Charter School employees, they both only one may access the paid benefits of this policy. Both, however, continue to be entitled to family and medical leave if eligible.~~

Temporary and part-time employees are not eligible for Parental Leave under this policy.



Continuation of Benefits

Health insurance benefits will continue to be provided during the paid Parental Leave under this policy at the same rate as in effect before the leave was taken regardless of the employee's length of service. Paid leave benefits will continue to accrue.

Requirements for Obtaining Parental Leave

The employee must provide to the HR manager ~~employee's department head~~ 30 days' notice of the requested leave (or as much notice as practicable if the leave is not foreseeable), complete the necessary forms and file them with the human resource department either in person or by email.

After the elected period of Parental Leave has been exhausted, subsequent leave will be covered under appropriate policies. The Family and Medical Leave Act (FMLA) allows eligible employees up to 12 work weeks of unpaid leave annually. Paid leave under this policy will run concurrently with any available FMLA leave. After paid Parental Leave is exhausted, the employee is required to apply any other available paid leave, which will also run concurrently with FMLA leave.

Employees not eligible for FMLA leave should refer to the Leave of Absence Policy after the elected period of paid Parental Leave and any other paid leave have been exhausted regarding continuation of insurance coverage for employees on unpaid leave of absence.

Pay Back Requirement

If an employee, after taking Parental Leave, resigns from employment with Atlanta Neighborhood Charter School without finishing the remainder of the academic year in which the Parental Leave was taken, the school at its option may elect to require the employee to pay back an amount, up to the total sum value of benefits received.

Upon termination of the employee's employment with the school, the employee will not be paid for any unused Parental Leave for which the employee was eligible.

Section 6. Federal Family and Medical Leave Act/Long-Term Leave

1. Long-term leave is defined as leave for issues beyond the allocated leave time. It may be used for pregnancy, post-childbirth maternity or paternity, adoption, employee long-term illness, and any other reasons required by law. Long-term or family leave is not paid leave. The school may require certification from a qualified medical professional to document the reason for the leave and/or to verify the employee's ability to return to work. Long-term leave may qualify under the Family Medical Leave Act (FMLA), which is a federal law that gives eligible employees the right to take up to 12 weeks (or up to 26 weeks in the case of military



caregiver leave) of job-protected leave for family or medical reasons. To be eligible for FMLA, an employee must have worked for ANCS full time for at least 12 months totaling 1250 hours.

2. The FMLA does not require employers to provide paid FMLA leave, but it does allow employers to charge FMLA absences simultaneously against any available paid leave as well as the FMLA. Therefore, an employee's available sick, personal, and per diem leave and vacation days will be applied to any FMLA leave taken for a reason covered by those provisions.

Reasons for Leave

The FMLA allows eligible employees to take leave for the following reasons:

- To care for the employee's child during the first year following the birth, adoption, or foster care placement of the child;
- To care for the employee's spouse, child, or parent who has a serious health condition;
- Because of the employee's own serious or extended health condition (including pregnancy, childbirth, and related medical conditions, as well as mental health conditions) that makes the employee unable to perform his/her job;
- Any qualifying exigency arising from the fact that the employee's family member is a covered service member and is on covered active duty; or
- To care for a covered family member who is a covered service member and who suffers from a serious injury or illness incurred in the line of duty on active duty.

Length of FMLA Leave

No more than 12 weeks of FMLA leave may be taken in any rolling 12-month period. Leave will be counted based on a rolling 12-month period measured backward from the date that the employee's FMLA or per diem leave begins.

Advance Notice

Employees are required to provide advance notice of FMLA leave as follows:

- When the need for FMLA leave is foreseeable, notice is required 30 days in advance.
- When the need for leave is not foreseeable, the employee must provide notice as soon as practical. The taking of leave may be denied or postponed if these notice requirements are not met.



Medical Certification

1. When the leave of absence is occasioned by the employee's own serious health condition or that of a family member, the employee will be required to submit medical certification on the appropriate form.
2. When the leave is over 30 days in length, recertification may be required at 30-day intervals throughout the leave. Recertification may also be required when the employee requests an extension of leave, when the medical situation changes, or when the Executive Director receives information that casts doubt on the continuing validity of an earlier certification.

Approval of FMLA Leave

Campus Principals and the HR manager will be responsible for reviewing leave requests. Approval of the leave will be given in writing and will specify an expected return date. If an extension of leave is needed, the employee must submit a new request and medical certification to the Campus Principal before the end of the original leave period. Leave taken without approval, as required under this policy, will be treated as unauthorized leave and may result in disciplinary action up to and including termination.

Reinstatement

The FMLA entitles an employee to return to the same or an equivalent position at the conclusion of the leave. Certain restrictions apply to instructional employees whose return from leave would occur near the end of the semester. Under certain circumstances, these employees may be required to extend their leave through the end of the semester to avoid disruption of the education process.

Health Insurance

Employees on approved FMLA leave remain covered under the school's health insurance. Premium payments must be made within the time periods required. ANCS will continue to pay their portion of the premium; the employee is also responsible for their portion of the premium.

Section 7. Military Leave

The military leave policy is defined by O.C.G.A. § 38-2-279:

1. An ANCS employee who receives orders for active military duty will be entitled to a leave of absence with pay for the period of such ordered military duty, and while going to and returning from such duty, not to exceed a total of eighteen (18) work days in any one (1) federal fiscal year (October 1–September 30).



2. After an employee has exhausted this period of paid military leave, ANCS may pay the employee for his or her accumulated per diem and personal leave. Following the maximum paid leave time, continued absence by the employee will be considered military leave without pay. The employee will be required to submit a copy of his or her orders to active military duty.
3. In the event that the governor declares an emergency and orders an employee to active duty as a member of the National Guard, the employee will be paid his or her salary or other compensation as an employee for a period not to exceed thirty (30) days in any one (1) federal fiscal year.

Section 8. Bereavement Leave

1. In the case of the death of a member of the immediate family (defined in the Hiring and Evaluation of Immediate Family Members section), or of any relative living in the same home, the employee's administrator may grant the use of per diem or personal leave or, in some cases when an employee does not have available per diem or personal leave, a leave of absence for as many as five (5) work days at full pay.
2. See definition of immediate family in the Hiring and Evaluation of Immediate Family Members Policy above. ~~means husband, wife, partner, father, mother, son, daughter, brother, sister, grandparents, and these relatives in law.~~
3. The administrator may adjust the length of such leave to the distance traveled. A leave of one day or less may be granted by the administrator upon the death of relatives not in the immediate family.

Section 9. Leave to Pursue Education Goals

1. ANCS wishes to support the advancement of learning for all staff. Therefore, the Board authorizes that regular full-time employees who have completed their probationary period may apply in writing to the Campus Principal / Executive Director for a leave of absence for study that is directly related to their ANCS area of work or for such other types of study as may be approved by the Campus Principal / Executive Director. The request for leave shall not exceed one year. Such leave may be granted without pay upon the recommendation of the Campus Principal / Executive Director and with the approval of the Board of Directors.
2. An employee who completes a period of leave to pursue educational goals will not be guaranteed their original position upon return, but they will be offered the same or equivalent (comparable or similar) position with equivalent employment benefits, pay, and other terms if such a position is available.



3. If an employee is granted leave for education reasons, a temporary replacement will be hired during the employee's absence.

Resources

- U.S. Department of Labor



Nondiscrimination

See Nondiscrimination in Student and Family Academic Program Policies.



Confidential Personnel File

Purpose

This policy governs confidential personnel files for ANCS employees.

Duration

This policy is permanent, but it is subject to revisions.

Policy

Section 1. Maintaining Confidential Personnel Files

1. ANCS shall maintain a confidential personnel file for each employee.
2. The personnel file will contain evaluation documents and any other employment-related documents or correspondence. Personal data on all employees, including current address, contact phone numbers, relevant medical information, emergency contact numbers, and next of kin, will be included in the employee's personnel file.
3. All documents will be placed in the personnel file ~~will have been signed by all concerned parties.~~
4. Personnel files will be maintained by the Business Management Office. These digital and hard copy files will be secured ~~are locked during and after normal business hours,~~ with limited access ~~limited.~~ The Executive Director, ~~and~~ Campus Principals and HR manager will be the only individuals with a key to these files.

Section 2. Updating Employee Personal Data

1. Employees shall promptly notify the Executive Director and Campus Principal in writing of any changes in personal data that may impact their employment.
2. Personal mailing addresses, telephone numbers, dependent information, emergency contact information, and other status changes must be accurate and current at all times.

Section 3. Reviewing Confidential Personnel Files

1. Personnel files are the property of ANCS, and access to the information contained therein is restricted except as may be required by state or federal laws or the judicial process.
2. Only authorized representatives of the school, the employee, or the employee's designated representative with a legitimate reason to review information in a file are allowed to do so. With reasonable advance notice, an employee may review material and/or request a copy of



any or all of the materials at the employee's cost in the employee's file, but only in the presence of the Executive Director or the designated file custodian. With written authorization from the employee, the employee's representative may review and/or request copies of file contents.



Professional Conduct

Purpose

This policy governs professional conduct by ANCS employees.

Duration

This policy is permanent, but it is subject to revisions.

Policy

Section 1. Decorum

1. ANCS expects all employees to maintain the highest standards of conduct and act in a mature and responsible manner at all times. Each staff member is expected at all times to perform the responsibilities of her/his position to the best of her/his ability. Employees shall not engage in activities that violate federal, state, or local laws or that diminish ANCS in ~~any~~
- ~~2.~~ any way.
3. Decorum by all staff should mirror teaching by example. Appropriate ~~Proper~~ language, gestures, emotional control, and mannerisms should befit those of a role model for students and parents and align with ANCS core values.

Section 2. Ethics and Conduct

1. All staff members are reminded that the welfare of the child is the very first concern of our school. It is the responsibility of all staff members to support programs and activities when in public. When a staff member criticizes colleagues, families, or school programs, these criticisms should be discussed in instructional teams and all criticisms should be constructive and made in a professional manner. Any criticisms should be directed to the Campus Principal / Executive Director.

Section 3. Communicable Diseases

1. If your medical condition poses a substantial health or safety risk to the school students and staff, you must leave the premises until your attendance on duty no longer poses a threat.
2. ANCS relies upon public health and medical experts' written documentation to determine whether to require your removal and when to permit your return to work.



Section 4. Confidentiality

1. Professional communication by ANCS employees requires no discussion of individual students, families, or colleagues and their problems in non-professional situations. The faculty lounge and public places are inappropriate locations for these discussions. This also includes on-line forums, social media updates and other postings on websites. Breaches of confidentiality will be subject to disciplinary action.

Section 5. Dress and Appearance Standards

1. Employees should dress in business casual attire unless otherwise stated by their manager. Employees are expected to abstain from wearing any clothing with inappropriate words or imagery. Clothing should not be revealing or make others feel uncomfortable. ~~ANCS recognizes that professional attire helps set the tone of an educational system. Faculty and staff are expected to dress professionally as befits their teaching activity (e.g., business casual) and should be in keeping with expectations held for students. Dressing in an appropriate manner for student learning and as a model for all students does not include the wearing of sweatpants or t-shirts with statements on them (unless an ANCS shirt or t-shirt otherwise approved for all staff use).~~

Resources

- "Reporting Misconduct" on page 48



Professional Growth

Purpose

This policy governs professional growth for ANCS personnel.

Duration

This policy is permanent, but it is subject to revisions.

Policy

Section 1. Supporting Professional Growth

1. In addition to the support and feedback gained through the evaluation process, the school also seeks to invest in the ongoing learning and development of employees.

Section 2. Individual Professional Development Funds

1. An employee may request funds for an individual professional development opportunity by submitting a short, written proposal to his/her supervisor, who will review proposals, keeping in mind school and individual professional goals. Upon approval by the supervisor, the supervisor will formally request final approval from the Campus Principal or Executive Director. Final approval of requests for professional development is at the Campus Principal's sole discretion. Campus Principals may request funds for professional development from the Executive Director. Final approval of a Campus Principal's request for professional development is within the Executive Director's sole discretion. The Executive Director may request funds for professional development from the Chair of the Finance and Operations Committee.
2. Upon returning from the professional development experience, the employee will complete a short, written reflection and/or presentation to appropriate faculty/staff members.
3. Individual professional development funds may only be used for the direct expenses related to the opportunity.

Resources

- "Employee Evaluation" on page 18



Progressive Discipline

Purpose

This policy governs disciplinary procedures for ANCS staff.

Duration

This policy is permanent, but it is subject to revisions.

Policy

Section 1. Expectations

1. ANCS expects all employees to maintain the highest standards of conduct and act in a mature and responsible manner at all times. Each staff member is expected at all times to perform the responsibilities of her/his position to the best of her/his ability. Employees shall not engage in activities that violate federal, state, or local laws or that diminish the ANCS reputation/brand in any way. Key in the success of this task is effective communication of those responsibilities and any concerns about the performance of those responsibilities. (See "Professional Conduct" on page 42.)

Section 2. Inappropriate Behaviors and Activities

1. ANCS expects employees to act in a responsible and mature way at all times. Supervisors shall answer any questions concerning any work or safety rule. Inappropriate behaviors include but are not limited to poor work performance and class management, tardiness and attendance issues, and insubordination. These types of inappropriate conduct may be addressed through a Professional Development Plan for the employee. Other inappropriate conduct may be addressed in accordance with the Professional Conduct policy and the employee's employment agreement, as determined within a supervisor's discretion.

Section 3. Progressive Discipline Procedure

1. Under the following framework, open and productive communication will assist all employees in improving their job performance and/or correcting any inappropriate behavior.
2. The Campus Principal/ Executive Director, at his/her discretion, may combine or skip steps depending on the particulars of each situation, up to and including immediate termination. The level of disciplinary intervention may also vary; factors that will be considered may



include but are not limited to whether an offense is repeated despite counseling or training, the employee's performance record, and the impact of the performance/conduct issues on ANCS. Any behavior that violates the rules set forth by the Professional Standards Commission or state or federal law are subject to immediate termination.

Warning	Type	Discussion	Filed With	Response Time	Required Result
First	Verbal Warning with Written Meeting Summary	Principal/ Executive Director and Employee	Personnel Folder	2 weeks to enter response	Improved performance
Second	Written	Principal/ Executive Director and Employee	Personnel Folder	2 weeks to enter response	Improved performance
Third and Final	Written	Principal/ Executive Director and Employee	Personnel Folder; copies to Board Chair	Not applicable	Termination

3. For all warnings, the signature of the Campus Principal/Executive Director is required and the signature of the employee is requested.

First Warning – Verbal with Written Summary

1. Staff member will be given a verbal warning concerning the poor job performance or behavior. The warning will be given in private by the Campus Principal and Executive Director, stating that it is a first warning outlining the issue, the corrective actions to be taken, and the time frame for these actions to be implemented. The warning will also outline that if the issue is not resolved, further disciplinary action will be taken, including but not limited to termination.
2. Following this warning, a written memo will be sent to the employee summarizing the discussion. A copy of this memo will be filed in the personnel file of the employee . The employee will have the option of placing a responsive memo in his or her personnel file within 2 weeks of the issuance of the warning.



Second Warning – Written

1. Staff member will be given a written warning concerning the poor job performance or behavior. The warning will be given in private by the Campus Principal and Executive Director, clearly stating that it is a second warning, outlining the issue, corrective actions to be taken, and the time frame for these actions to be implemented. The warning will also outline that if the issue is not resolved, further disciplinary action will be taken, including but not limited to termination.
2. The principal or Executive Director will sign it and the employee will be asked to sign; however, they have the option to refuse to sign. A copy of this memo will be filed in the personnel file of the employee . The employee will have the option of placing a responsive memo in his or her personnel file within 2 weeks of the issuance of the warning.

Third and Final Warning – Written with Action

1. In the event that the staff member does not correct the poor performance or behavior in the manner stated in the second warning, the Campus Principal/ Executive Director will meet with the staff member, provide a third and final written summary, and inform the employee that he or she will be terminated.

Resources

- "Professional Conduct" on page 42



Reporting Misconduct

Purpose

This policy governs defining, identifying, and reporting procedures for misconduct.

Duration

This policy is permanent, but it is subject to revisions.

Policy



For purposes of this policy, the term "employee" includes all staff, independent contractors, and volunteers.

Section 1. Reporting

1. ANCS ~~expects~~ ~~encourages~~ all ANCS employees to report misconduct to their immediate supervisor or, if their immediate supervisor is involved in the alleged misconduct, to the Campus Principal.
 - a. If the Campus Principal of their Campus is involved in the alleged misconduct, employees may report the misconduct to the Executive Director.
 - b. If the Executive Director is involved in the alleged misconduct, employees may report the misconduct to the Board Chair. ANCS is committed to protecting employees who report suspected misconduct. ANCS will not tolerate retaliation against employees who make good-faith reports of misconduct.

Section 2. Confidentiality

ANCS will try to prevent disclosure of the identity of the employee reporting alleged misconduct. However, the identity of an employee may become obvious to others due to the nature of the information. The employee's identity will be disclosed to the following, where necessary:

1. Law enforcement agency investigating the matter.
2. ANCS employees assigned to investigate the matter.



Resources

- "Professional Conduct" on page 42



Sexual Discrimination, Harassment Policy, and Misconduct

Purpose

This policy applies to allegations of sexual harassment made by and against students or employees. The intent of this policy is to comply with the Title IX federal regulations concerning sexual harassment. If the Title IX federal regulations are revised, Atlanta Neighborhood Charter School ("ANCS" or "the School") shall comply with any revised requirements. ~~This policy governs sexual discrimination, harassment, and misconduct at ANCS.~~

Duration

This policy is permanent, but it is subject to revisions.

Policy

While the procedures for Title IX complaints involving students or employees are largely the same, some important distinctions exist. Primarily, if a student is involved as either the complainant or the accused, then Atlanta Public School (APS)'s Title IX policy applies, and ANCS will ensure that APS is contacted regarding the complaint.

DEFINITIONS

Actual knowledge means notice of sexual harassment or allegations of sexual harassment to ANCS's Title IX Coordinator or to any official or employee of ANCS. This notice requirement is not met when the only ANCS official or employee with actual knowledge is the respondent.

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Days for the purpose of this policy means "school days."

Deliberately indifferent means a response to sexual harassment that is clearly unreasonable in light of the known circumstances.

Formal complaint means a document filed by a complainant or signed by the Title IX Coordinator (whether the APS Title IX Coordinator or ANCS's Title IX Coordinator) alleging sexual harassment against a respondent and requesting that ANCS (and/or APS) investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in ANCS education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information listed



for the Title IX Coordinator in ANCS's nondiscrimination notice posted on its website^[BHV1]. As used in this policy, the phrase "document filed by a complainant" means a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy.

Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of ANCS conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to ANCS's education program or activity; or
3. "Sexual assault"- an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation; or

"Dating Violence"- sex-based violence committed by a person-

(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and

(B) where the existence of such a relationship shall be determined based on a consideration of the following factors:

(i) The length of the relationship.

(ii) The type of relationship.

(iii) The frequency of interaction between the persons involved in the relationship; or

"Domestic Violence"- sex-based violence which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or

"Sex-based Stalking" - engaging in a course of conduct directed at a specific person that would cause a reasonable person to-

(A) fear for his or her safety or the safety of others; or



(B) suffer substantial emotional distress.

Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or ANCS's educational environment, or deter sexual harassment. ANCS shall presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. The grievance process will be followed before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. ANCS shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of ANCS to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

NONDISCRIMINATION POLICY

It is the policy of ANCS to comply fully with the requirements of state law, Title IX and its accompanying regulations.

ANCS prohibits discrimination based on sex and sexual harassment of employees by other employees, board members, students, volunteers, or others over whom ANCS has authority in any ANCS education program or activity. Education program or activity includes locations, events, or circumstances over which ANCS exercises substantial control over both the respondent and the context in which the sexual harassment occurs.

ANCS shall respond promptly in a manner that is not deliberately indifferent when it has actual knowledge of sexual harassment against a person in an education program or activity.

ANCS shall require that any individual designated and authorized as a Title IX Coordinator, investigator, decision-maker, or any person designated to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. ANCS shall ensure that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, will receive training on the definition of sexual harassment, the scope of ANCS 's education program or activity, how to conduct an investigation and grievance process including questioning, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. ANCS shall ensure that decision-makers receive training on any technology to be used during questioning, and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual



behavior are not relevant. ANCS also shall ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

Reports or complaints made to ANCS regarding alleged sexual harassment in violation of Title IX shall be processed in accordance with the following process:

GRIEVANCE PROCESS

1. Reports or complaints may be verbal or written and may be made at any time (including during non-business hours), in person, by mail, by telephone, or by electronic mail using the contact information posted on the ANCS website. If a ANCS student is either the complainant or the accused, APS's Title IX Coordinator for Student Matters will be involved, and APS's policies will be followed. ANCS will notify the Executive Directors of APS's Office of Charter and Partner Schools in such a scenario. While ANCS's Title IX policy largely mirrors APS's Title IX policy, to the extent any conflicts between the two exist, APS's policy will be followed.
2. Any employee, applicant for employment, or other person wishing to report or file a complaint alleging a violation as described above shall promptly notify either the Executive Director or the Title IX Coordinator designated and authorized by ANCS. Any employee who receives information alleging sexual harassment of an employee shall report it to the Executive Director or Title IX Coordinator. If the alleged offending individual is the Executive Director, the report or complaint should be made by the complainant to the Title IX Coordinator.
3. The Title IX Coordinator shall promptly contact the complainant to discuss the availability of supportive measures as defined in this policy, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint. ANCS shall treat complainants and respondents equitably by following this grievance process before punishing the respondent or providing remedies to the complainant. Remedies will be designed to restore or preserve equal access to ANCS 's education program or activity. Such remedies may include the same individualized services described as "supportive measures." However, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.
4. **Formal Complaint.** Upon receipt of a formal complaint, ANCS shall within 10 days provide the following written notice to the parties who are known:
 - (A) Notice of ANCS's grievance process;
 - (B) Notice of the allegations potentially constituting sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice shall (i) include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process; (i) inform the parties that they may have an advisor of their choice, who may be, but is not



required to be, an attorney, and may inspect and review evidence; (iii) inform the parties of any the consequences of making false statements or knowingly submitting false information during the grievance process, or any policies addressing the same; and (iv) describe potential disciplinary sanctions and remedies that ANCS may implement following any determination of responsibility.

(C) If, in the course of an investigation, ANCS decides to investigate allegations about the complainant or respondent not included in the notice provided pursuant to paragraph (4)(B), ANCS shall provide notice of the additional allegations to the parties whose identities are known.

5. Dismissal of a formal complaint. ANCS shall investigate the allegations in a formal complaint. If the conduct alleged in the formal complaint would not constitute sexual harassment as defined herein even if proved or did not occur in ANCS's education program or activity or in the United States, then ANCS shall dismiss the formal complaint with regard to that conduct for purposes of sexual harassment under Title IX; such a dismissal does not preclude action under another provision of ANCS's policies.

(A) ANCS may dismiss the formal complaint or any allegations therein, if at any time during the investigation: A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer employed by or attends ANCS; or specific circumstances prevent ANCS from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

(B) Upon a dismissal required or permitted pursuant to paragraph (5), ANCS shall promptly send written notice of and reason(s) for the dismissal simultaneously to the parties.

6. Consolidation of formal complaints. ANCS may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

7. Investigation of a formal complaint. After providing written notice to the parties of the receipt of a formal complaint, ANCS shall have 15 days to investigate. When investigating a formal complaint and throughout the grievance process, ANCS shall—

(A) Assume the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility and not place such burdens on the parties provided that ANCS cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless ANCS obtains that party's voluntary, written consent to do so;

(B) Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;

(C) Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;



- (D) Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, ANCS may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;
- (E) Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate;
- (F) Provide both parties an equal opportunity to inspect and review any non-privileged evidence obtained as part of the investigation directly related to the allegations raised in a formal complaint, including the evidence upon which ANCS does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completing the investigative report, ANCS shall send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties shall have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report. ANCS shall make all such evidence subject to the parties' inspection and review available at any meeting to give each party equal opportunity to refer to such evidence during the meeting, including for purposes of cross-examination; and
- (G) After providing both parties the opportunity to review the evidence as described above, and at least 10 days before a determination regarding responsibility, ANCS will create an investigative report that fairly summarizes relevant evidence. The report will be sent to each party and the party's advisor, if any, in an electronic format or a hard copy, for their review and written response.
- (H) Reported sexual harassment determined not to be sexual harassment as defined under Title IX may be investigated in accordance with other applicable ANCS policies.

8. Questions. After ANCS has sent the investigative report to the parties and before reaching a determination regarding responsibility, the decision-maker(s) shall afford a 10-day period for each party to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. The complainant's sexual predisposition or prior sexual behavior are not relevant unless offered to prove that someone other than the respondent committed the alleged conduct or if specific incidents of the complainant's prior sexual behavior with respect to the respondent are offered to prove consent. Questions or evidence that seek disclosure of information protected under a legally recognized privilege shall not be permitted unless the privilege has been waived. The decision-maker(s) shall explain to the party proposing the questions any decision to exclude a question as not relevant.

9. Determination regarding responsibility. The decision-maker(s), who cannot be the same person(s) as the Title IX Coordinator or the investigator(s), shall, within 10 days after the end of the question and answer period, issue a written determination regarding responsibility. ANCS shall apply the



preponderance of the evidence standard to all complaints.

The written determination shall include—

- (A) Identification of the allegations potentially constituting sexual harassment as defined in this policy;
- (B) A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
- (C) Findings of fact supporting the determination;
- (D) Conclusions regarding the application of ANCS's policies to the facts;
- (E) A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions ANCS imposes on the respondent, and whether remedies designed to restore or preserve equal access to ANCS's education program or activity will be provided by ANCS to the complainant; and
- (F) ANCS's procedures and permissible bases for the complainant and respondent to appeal.

ANCS shall provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that ANCS provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

The Title IX Coordinator is responsible for effective implementation of any remedies.

10. Appeals. ANCS shall offer both parties 10 days after a decision for an appeal from a determination regarding responsibility, and from ANCS's dismissal of a formal complaint or any allegations therein, on the following bases:

- (A) Procedural irregularity that affected the outcome of the matter;
- (B) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- (C) The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

For all appeals, ANCS shall:

- (i) Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
- (ii) Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s)



that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;

(iii) Ensure that the decision-maker(s) for the appeal complies with the training standards set forth in this policy;

(iv) Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

(v) Issue a written decision describing the result of the appeal and the rationale for the result; and

(vi) Provide the written decision simultaneously to both parties within 10 days of the receipt of the appeal.

11. Informal resolution. Informal resolution is a less formal process such as mediation that does not involve a full investigation and adjudication. It may be used in lieu of the process above, where both the complainant and respondent consent to the informal process. However, (a) it may not be used where a student alleges sexual harassment by an employee; (b) ANCS shall not require it as a condition of employment or enjoyment of any other right, and shall not require the parties to participate in an informal resolution process unless a formal complaint is filed. Informal resolution may be used if ANCS:

(A) Provides to the parties a written notice disclosing: The allegations, the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

(B) Obtains the parties' voluntary, written consent to the informal resolution process.

12. Confidentiality. ANCS shall keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by federal or state law or regulations, or to carry out the purposes of Title IX requirements, including the conduct of any investigation or judicial proceeding arising thereunder.

13. Retaliation Prohibited.

(a) No person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation or proceeding under Title IX. Intimidation, threats, coercion, or discrimination, including charges against an individual for employee code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex



discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

Complaints alleging retaliation may be filed in accordance with the ANCS grievance process.

(b) The exercise of rights protected under the First Amendment does not constitute retaliation prohibited under subparagraph (a).

(c) Charging an individual with an employee code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy does not constitute retaliation prohibited under subparagraph (a); provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

14. Time Frame.

ANCS shall allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

NOTICE: ANCS does not discriminate on the basis of sex in the operation of its education programs or activities, including admissions and employment.

Contact information for ANCS's Title IX Coordinator is located on its website and in its Non-Discrimination Statement. Inquiries about Title IX and its implementing regulations may be referred to ANCS's Title IX Coordinator, to the Assistant Secretary of the U.S. Department of Education, or both.

~~Section 1. Prohibition of Sexual Harassment¶¶~~

- ~~1. Sexual harassment is a form of sex discrimination that undermines the integrity of the educational and employment environment and violates Title VII of the Civil Rights Act of 1964, as amended, and Title IX of the Education Amendments of 1972. Accordingly, sexual misconduct perpetuated against or by employees is prohibited at ANCS. It is the policy of ANCS that all individuals shall learn and work in an environment free of all forms of discrimination, including sex discrimination.¶¶~~
- ~~2. ANCS will investigate all complaints, formal or informal, verbal or written, of alleged improper sexual conduct and will discipline any individual who, in the course of his or her education, employment, or involvement with ANCS, exposes another person to improper sexual conduct.¶¶~~

~~Section 2. Definitions of Misconduct¶¶~~

- ~~1. Sexual misconduct refers to any unwelcome or unlawful sexual act; any solicitation of any~~



~~unlawful sexual act, whether written, verbal, or physical; any act of child abuse, as defined by law; any solicitation, encouragement, or consummation of a romantic or physical relationship with a student; or any sexual contact with a student or any student of any age currently enrolled in a secondary school. The definition of the term "romantic relationship" includes dating a student or otherwise being involved in an inappropriate social relationship or any act of unlawful sexual harassment as defined by law.¶¶~~

- ~~2. Sexual harassment is a specific form of sexual misconduct. As defined by the Equal Employment Opportunity Commission (EEOC) and the Office for Civil Rights (OCR), sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:¶¶~~



- a. ~~Submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, educational opportunities, or other benefits provided by ANCS;¶~~
 - b. ~~An individual's submission to, or rejection of, such conduct or communication is used as a factor in decisions affecting that individual's employment, educational opportunities, or other benefits provided by ANCS; or¶~~
 - c. ~~Such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment, or creating an intimidating, hostile, or offensive working or learning environment.¶~~
3. ~~Sexual harassment may consist of exposure to a pattern of objectionable sexual behavior or exposure to a single, serious act. Sexual harassment exists when such conduct is unwelcome, offensive to both the recipient and to a reasonable person, and severe or pervasive. Even if never acted upon, threats or suggestions of preferential or adverse treatment with regard to an individual's employment or educational status constitute sexual harassment when made by a person in a supervisory position.¶~~

~~Section 3. Complaint Resolution Process¶~~

~~Any employee (full time, part time, hourly), contractor, or consultant who believes that he or she has been exposed to unwelcome sexual misconduct should immediately report the alleged act to their immediate supervisor or, if their immediate supervisor is involved in the alleged misconduct, to the Campus Principal of their Campus. If the Campus Principal of their Campus is involved in the alleged misconduct, employees may report the misconduct to the Executive Director. If the Executive Director is involved in the alleged misconduct, employees may should report the misconduct to the Board Chair. In addition, in the case of a conflict of interest, an employee may report the alleged act to the Board Chair. The resolution will then proceed as outlined in the ANCS Grievance Procedure in "Employee Grievances" on page 22.¶~~

~~Section 4. Sanctions¶~~

~~Appropriate disciplinary actions will be taken against persons found to have violated this policy. These actions shall include sanctions authorized by law and Board policy. These actions shall also include other measures designed to end sexual misconduct and to prevent its recurrence. Due process rights shall be afforded to all affected persons, where appropriate.¶~~

~~Section 5. Appeals Process¶~~

~~See "Employee Grievances" on page 22.¶~~



~~Section 6. Prohibitions~~

~~ANCS prohibits retaliation, intentional false reporting, and hindering an investigation.~~

~~Retaliation~~

- ~~1. Retaliation against individuals who file complaints of alleged sexual misconduct is expressly prohibited. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.~~
- ~~2. Appropriate disciplinary action up to and including termination shall be imposed for verified acts of retaliation.~~

~~Intentional False Reporting~~

~~Persons who knowingly fabricate allegations of sexual misconduct shall be subject to disciplinary action up to and including termination.~~

~~Hindering an Investigation~~

~~Individuals who withhold information, purposely provide inaccurate facts, violate privacy and confidentiality rules, or otherwise hinder an investigation of sexual misconduct shall be subject to disciplinary action up to and including termination.~~

~~Section 7. Notice~~

~~This policy shall be available at the school and online on the school's website.~~

~~Section 8. Right to Alternate Dispute Resolution Procedures~~

~~These procedures do not deny the right of any individual to pursue other avenues of recourse.~~

Resources

- "Employee Grievances" on page 22



Smoke- and Vape-Free School Zone

Purpose

This policy governs the use of tobacco products on ANCS grounds.

Duration

This policy is permanent, but it is subject to revisions.

Policy

Section 1. Scope of Policy

1. As part of ANCS' commitment to providing a healthy and safe environment for its community, all areas of ANCS are smoke- and vape-free without exception. This includes but is not limited to private, enclosed offices; conference and meeting rooms; cafeterias/lunchrooms; employee break areas; playing/athletic fields; entrances and exits to buildings; and parking lots. ANCS prohibits the use of any tobacco product, including but not limited to cigarettes, cigars, cigarillos, small cigars, pipes, hookah, smokeless tobacco (otherwise known as dip, chew, snuff, spit, and snus), electronic cigarettes, and other smokeless products.
2. ~~students, employees, and visitors are prohibited from smoking, vaping or using any tobacco product at off-campus ANCS facilities or ANCS-sponsored events, such as fundraisers where children are present. ANCS prohibits the use of any tobacco product, including but not limited to cigarettes, cigars, cigarillos, small cigars, pipes, hookah, smokeless tobacco (otherwise known as dip, chew, snuff, spit, and snus), electronic cigarettes, and other smokeless products.~~
3. ~~All areas of ANCS are smoke- and vape free without exception. This includes but is not limited to private, enclosed offices; conference and meeting rooms; cafeterias/lunchrooms; employee break areas; playing/athletic fields; entrances and exits to buildings; and parking lots.~~
4. Smoking is prohibited by employees while they are on duty supervising students, whether they are on or off ANCS property.
5. The Campus Principal / Executive Director is authorized to develop regulations to implement this policy.

Section 2. Notification of Policy to Prospective Employees

In accordance with O.C.G.A. § 31-12A-5, all prospective employees are to be notified of this no-



smoking policy upon their application for employment.



Weapons

Purpose

This policy governs weapons on ANCS property and ANCS-sponsored trips and activities.

Duration

This policy is permanent, but it is subject to revisions.

Policy

Section 1. Prohibition of Weapons

1. ANCS is committed to maintaining a safe and secure working and learning environment to ensure student success. ANCS prohibits the possession of weapons of any type on school property, on school-sponsored trips, in the school safety zone, and at school-sponsored activities. Anyone violating this policy shall be subject to disciplinary action up to and including termination and, potentially, prosecution under the provisions of law.
2. ~~In response to recent changes made to state statute O.C.G.A. § 16-11-127.1, w~~Weapons are not allowed on ANCS property, in schools, administrative offices, or at school activities, or on any bus or other transportation provided by ANCS. Trained police officers and ANCS-employed/contracted security personnel are the only individuals who may carry weapons on ANCS property (schools and administrative offices), school safety zones, and at activities. Security personnel employed or contracted by ANCS are required to maintain appropriate certifications and licenses to safely carry firearms. Lapse in certification may result in termination.

Section 2. Definition of "Weapon"

The term "weapon" means and includes those items listed in O.C.G.A. § 16-11-127.1 and other applicable laws. However, regardless of the definitions and specific instruments defined in said laws, ANCS prohibits the possession of knives of any type on school property, in the school safety zone, and at school-sponsored activities, if any such knife can be used to inflict bodily harm, with the exception of knives used by the school's kitchen staff for food preparation in accordance with safety guidelines and policies.



Resources

- O.C.G.A. § 16-11-127.1 Carrying Weapons Within School Safety Zones, at School Functions, or on a Bus or Other Transportation Furnished by a School



Accident or Injury in the Workplace

Purpose

This policy instructs staff on action to take if there is an accident or injury in the workplace.

Duration

This policy is permanent, but it is subject to revisions.

Policy

Section 1. Immediate Procedure

1. All employee injuries that occur on ANCS premises should immediately be reported to the Campus Principal and HR manager where the injury occurred and/or the immediate supervisor of the employee.
2. Upon observation or notification of an employee injury, the Campus Principal or supervisor should take action to assess the level of medical emergency and immediately obtain the appropriate medical care.
3. Any employee aware ~~In the case of~~ major or life-threatening emergencies, ~~the campus principal or designee should~~ immediately call 911 and request emergency medical assistance and should then immediately contact the campus principal or designee who will apprise the school community that 911 has been called so as to prevent multiple calls..
4. In the case of minor or non-life-threatening injuries, provide first aid or medical treatment through the School Nurse, as available.

Section 2. Incident Report

1. Once the employee's injuries have been addressed, the Campus Principal or supervisor should complete an Incident Report detailing the following:
 - a. The employee involved
 - b. Others present
 - c. The date, time, location, and description of the accident
2. The Incident Report should be forwarded to the Executive Director, who will then initiate a claim with ANCS's Workers' Compensation carrier.



Section 3. Additional Medical Treatment

1. Should the employee need additional medical treatment, they should be directed to select one of the Workers' Compensation medical providers listed on the Official Notice of Georgia Workers' Compensation Law, which is posted in the teachers' lounge.
2. A Workers' Compensation claim representative will be assigned to provide the injured employee with further instructions regarding their medical care.



Workplace Violence

Purpose

This describes workplace violence policy at ANCS.

Duration

This policy is permanent, but it is subject to revisions.

Policy

Section 1. Scope

1. ANCS strives to have a workplace that is free from acts or threats of physical violence, harassment, intimidation, or other threatening and/or disruptive behavior that takes place on ANCS grounds or offsite at an ANCS-related activity. To this end, ANCS seeks to provide a safe work environment for all employees to the full extent of the law. This statement shall not be construed to create an obligation on the part of ANCS to take action beyond what is required by law.
2. ANCS has a zero-tolerance policy regarding workplace violence. Violations of this policy will lead to disciplinary and/or legal action as appropriate.
3. Employees are expected to refrain from conduct that may be dangerous to others. Conduct that intimidates, threatens, or intimidates another employee, student, or visitor will not be tolerated.
4. ANCS resources may not be used to threaten, harass, or stalk anyone, whether on or off ANCS grounds.
5. ANCS treats threats stemming from a personal relationship as it does other forms of violence.



Section 2. Reporting and Investigating Workplace Violence

1. All indirect or direct threats of violence, incidents of actual violence, or suspicious individuals or activities should be reported as soon as possible to a direct supervisor or, if the direct supervisor is involved in the alleged misconduct, to the Campus Principal. If the Campus Principal is involved in the alleged activity, employees may report the activity to the Executive Director. If the Executive Director is involved in the alleged misconduct, employees may report the misconduct to the Board Chair.
2. ANCS will thoroughly and promptly investigate all reports of threats or incidents of violence and of suspicious individuals or activities. The identity of the person making the report will be protected as much as possible. ANCS will not retaliate against employees who make good-faith reports of violence, threats, or suspicious individuals or activities. To maintain workplace safety and the integrity of its investigation, the school may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending the results of its investigation.

Resources

- "Professional Conduct" on page 42
- Student Discipline in Student and Family Academic Program Policies

Coversheet

Governance Committee: New Officer Selection Process

Section: III. Committee Updates
Item: F. Governance Committee: New Officer Selection Process
Purpose: Vote
Submitted by:
Related Material: New officer_committee chair nomination procedure.pdf

ANCS Board annual officer and chair nomination procedure

Each year, there are 4 open officer positions and 4 open committee chair positions. Typically, the same person fills the Treasurer and Finance & Operations Chair positions. This ensures streamlined communication between the school and Board on financial matters.

Per the Board bylaws, new officers shall be elected no later than the April meeting for the following school year.

By laws do not specify timing of new committee chairs; however, for the new school year to run smoothly, new committee chairs should be selected no later than the May meeting for the following school year.

The process for selecting new officers and committee chairs shall be:

- By March 15, the Chair of the Governance Committee (or designee) should send an email to all continuing board members opening nominations for officers and committee chairs. All Board Members are strongly encouraged to nominate at least 1 person for all office and committee chair positions: <https://forms.gle/oKYifSVEavkkheQJ7>
- By April 1, all nominations should be submitted via a Google Form, including self-nominations and nominations of other individuals.
- If there are committee chair positions for which no nominations are received, the Chair/Co-Chairs of the New Board Member Task Force should nominate an incoming Board Member for the position(s).
- The list of nominated individuals will be shared with the full Board. Any nominated individual interested in continuing the process should complete a Google Form (<https://forms.gle/TwhR6rF4ma5PyVNb8>) specifying their reasons for interest in <700 characters. Responses will be made available to the Board at least 1 week prior to the April board meeting.
- All candidates interested in serving as officers will be announced and voted on at the April Board meeting.
- All candidates interested in serving as a committee chair will be announced and voted on at the May Board meeting.

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