Personnel Policies

©2023 Atlanta Neighborhood Charter School. Approved April 2023.

Table of Contents

Attendance and Leave 3
Background Checks 4
Benefit Offerings and Eligibility 5
Cell Phone and Computer Internet Use 7
Compensation 9
Employee Conflict of Interest 13
Drug Alcohol Substance Abuse 16
Employee Evaluation 18
Employee Grievances 22
Employee Levels 24
Hiring and Evaluation of Immediate Family Members 27
Hiring 29
Employee Leave of Absence 31
Nondiscrimination 39
Confidential Personnel File 40
Professional Conduct 42
Professional Growth 44
Progressive Discipline 45
Reporting Misconduct 48
Sexual Discrimination, Harassment, and Misconduct 50
Smoke-Free School Zone 53
Weapons 54
Accident or Injury in the Workplace 56
Workplace Violence 58

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

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 sign in each day and sign out 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

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

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

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

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 (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.
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 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 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 your gross pay to TRS on your behalf. These percentages vary from year to year.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

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

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

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. 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. 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:
3. 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.
    a. 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).
    b. Do not download or install software, music, or other programs from the Internet onto a school computer.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

c. 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.
d. Abide by copyright laws.
e. 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.
f. Understand that ANCS is an educational community, and that as such our educational function is our paramount mission. Therefore, users should defer their recreational activities to times outside of academic hours.
g. 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).
h. Ask questions regarding computer procedures when unsure of how to do something.

4. 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.
5. 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.

Resources

- School-Issued Mobile Phone Guidelines

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

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. In addition to any Board-approved cost-of-living adjustments based on economic conditions, employees (other

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

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

5. 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

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

6. After the 19th year of employment at ANCS, an employee will receive either a 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.
7. 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 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 charter school law.

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.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

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.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

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 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.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

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. Teachers employed by ANCS shall not 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 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.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

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

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Drug 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.
2. Employees must perform their jobs safely and without the adverse influence of alcohol or controlled substances. ANCS prohibits all employees 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. All employees are prohibited from unlawfully possessing, using, manufacturing, dispensing, selling, distributing, or being under the influence of alcohol.
    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.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

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.
5. 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
    c. At any time during which the employee is acting in the course and scope of his or her employment with ANCS
    d. 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
6. 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.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

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 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 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).

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

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. 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.):

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

a. Observation
    i. Classroom observation
        - Informal
        - Formal
    ii. Outside-of-classroom observation
        - Professional meetings
        - Parent conferences
        - Duties
        - Information sessions, PTCA meetings, field trips, and other school-sponsored events
b. Conferences
    i. Goal-setting conferences
    ii. Pre- and/or post-observation conferences
c. 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
d. Surveys and Reflections
    i. Student survey data
    ii. Parent/guardian survey data
    iii. Student interviews
    iv. Self-evaluations

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

e. Other Sources
    i. Attendance record
    ii. Arrival and departure times
    iii. Notes and data from other colleagues

Resources

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

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

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 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.

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

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Section 3. Scope of Complaint Procedure

1. 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 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.
2. The Executive Director and 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) days of the receipt of the complaint, and the Executive Director shall prepare a written decision within five (5) days of the meeting with the employee.
3. If the resolution suggested in the complaint is not reached, the employee may appeal the Executive Director's decision by filing within ten (10) 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. Within five (5) 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.
4. 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.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

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.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

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.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

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

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

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 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, 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 the Executive Director, 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.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

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

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

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 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.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

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

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

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 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.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

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 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.

   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).

3. 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.

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

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

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, only one may access the paid benefits of this policy. Both, however, continue to be entitled to family and medical leave if eligible.

Temporary employees are not eligible for Parental Leave under this policy.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

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 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 workweeks 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

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

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) 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.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

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 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).

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

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, 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. Immediate family means husband, wife, 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.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

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

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Nondiscrimination

See Nondiscrimination in Student and Family Academic Program Policies.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

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 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 files are locked during and after normal business hours, with access limited. The Executive Director and Campus Principals 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

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

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.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

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 way.
2. Decorum by all staff should mirror teaching by example. Proper language, gestures, emotional control, and mannerisms should befit those of a role model for students and parents.

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.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

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. Breaches of confidentiality will be subject to disciplinary action.

Section 5. Dress and Appearance Standards

1. 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 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).

Resources

- "Reporting Misconduct" on page 48

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

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. 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

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

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 ANCS 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

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

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.

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.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

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 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

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

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 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.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Resources

- "Professional Conduct" on page 42

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Sexual Discrimination, Harassment, and Misconduct

Purpose

This policy governs sexual discrimination, harassment, and misconduct at ANCS.

Duration

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

Policy

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. 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:

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

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 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.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

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

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

Smoke-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, students, employees, and visitors are prohibited from smoking, vaping or using any tobacco product at ANCS facilities or ANCS-sponsored events, such as fundraisers . 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. All areas of ANCS are smoke-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.
3. Smoking is prohibited by employees while they are on duty supervising students, whether they are on or off ANCS property.
4. 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.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

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, weapons are not allowed on ANCS property, in schools, administrative offices, or at school activities. 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.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

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

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

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 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. In the case of major or life-threatening emergencies, immediately call 911 and request emergency medical assistance.
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.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

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.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

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.

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.

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

© 2023 Atlanta Neighborhood Charter School. Approved April 2023.
All rights reserved. Proprietary and confidential.