Northwood Academy Charter School

Monthly Board Meeting

Date and Time

Wednesday August 16, 2023 at 5:30 PM EDT

This is a public meeting of the Board of Trustees of Northwood Academy Charter School that was properly advertised pursuant to the Pennsylvania Sunshine Act. The public meeting schedule is posted at the school and on the website.

Members of the public are invited to participate by submitting written comments via email (board@northwoodcs.org). All written testimony should include the individual's name, home address and topic. During the public comment section of the meeting, board members will read into the record short summaries of comments, grouped by topic, and will note the number of individuals submitting comments.

Please Note: In the interest of the health of our staff, board members and public and in alignment with public health guidelines regarding the COVID-19 pandemic, the Board has adjusted the way in which it holds its meetings. The meetings will be accessible to the public via Zoom and recorded.

Zoom Link to join the webinar:
https://us02web.zoom.us/j/84770355559

Agenda

		Purpose	Presenter	Time
I.	**Opening Items**			**5:30 PM**
	Opening Items			

		Purpose	Presenter	Time
A.	Call the Meeting to Order		Paul Kleschick	1 m
B.	Record Attendance and Guests		Tara Caldwell	1 m
C.	Reading of Mission Statement		Paul Kleschick	1 m
	Northwood Academy Charter School is a comprehensive learning sanctuary that educates and supports the whole child. We achieve this by working as a highly qualified team, that delivers collective knowledge, creativity, and real-world learning experiences needed for students to become successful individuals.			
D.	Resolution 081623.001: Approval of Agenda	Vote	Paul Kleschick	5 m
E.	Resolution 081623.002: Approval of Minutes	Approve Minutes	Paul Kleschick	5 m
F.	Community Comment		Paul Kleschick	5 m
II.	**Executive Session**			**5:48 PM**
A.	Legal and Personnel Issues	Discuss	Dr. Paul Kleschick	30 m
III.	**Committee Reports**			**6:18 PM**
A.	Academic Excellence Committee	Discuss	Anastasia Riley	5 m
B.	Governance Committee	Discuss	Tara Caldwell	3 m
C.	Human Resource Committee (Ad Hoc)	Discuss	Paul Kleschick	3 m
D.	Finance Committee	Discuss	Kristine Spraga	5 m
IV.	**Staff Reports**			**6:34 PM**
A.	CEO	Discuss	System Admin	3 m
B.	DOO	Discuss	Averyel Sawyer	3 m
C.	Special Education & Student Support	Discuss	Barbara Guillory	3 m
D.	Human Resources	Discuss	Tracee Hunt	3 m
E.	Principal Report	Discuss	Anastasia Riley	5 m

		Purpose	Presenter	Time
V.	**Finance**			**6:51 PM**
A.	Resolution 081623.003: Approval of Financials	Vote	Kristine Spraga	5 m
VI.	**Human Resources**			**6:56 PM**
A.	Resolution 081623.004: New Position Request: School Psychologist	Vote	Tracee Hunt	5 m
B.	Resolution 081623.005: New Position Request: Specializes Services Case Manager	Vote	Tracee Hunt	5 m
C.	HR Initiatives Timeline	Vote	Tracee Hunt	5 m
D.	Personnel (Key Performance Indicator)	Vote	Tracee Hunt	5 m
	RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby accepts and ratifies the personnel changes, modifications and additions, as presented in the attached Key Performance Indicator (KPI).			
E.	Resolution 081623.006: Employee Handbook Revised	Vote	Tracee Hunt	5 m
VII.	**New Business**			**7:21 PM**
A.	Resolution 081623.007: CBA2023.34: Ascend Math	Vote	Anastasia Riley	5 m
B.	Resolution 081623.008: CBA2023.35: Star Autism Support Software	Vote	Anastasia Riley	5 m
C.	Resolution 081623.009: CBA2023.36 HMH Into Reading	Vote	Anastasia Riley	5 m
D.	Resolution 081623.010: CBA2023.38: Student Lockers 5th-8th	Vote	Anastasia Riley	5 m
VIII.	**Closing Items**			**7:41 PM**
A.	Adjourn Meeting	Vote	Paul Kleschick	1 m

Coversheet

Resolution 081623.001: Approval of Agenda

Section:	I. Opening Items
Item:	D. Resolution 081623.001: Approval of Agenda
Purpose:	Vote
Submitted by:	
Related Material:	2023_06_21_board_meeting_agenda.pdf

Northwood Academy Charter School

Board of Trustees Monthly Meeting

Date and Time

Wednesday June 21, 2023 at 5:30 PM EDT

Location

Northwood Academy Charter School (Hybrid Meeting)

This is a public meeting of the Board of Trustees of Northwood Academy Charter School that was properly advertised pursuant to the Pennsylvania Sunshine Act. The public meeting schedule is posted at the school and on the website.

Members of the public are invited to participate by submitting written comments via email (board@northwoodcs.org). All written testimony should include the individual's name, home address and topic. During the public comment section of the meeting, board members will read into the record short summaries of comments, grouped by topic, and will note the number of individuals submitting comments.

Please Note: In the interest of the health of our staff, board members and public and in alignment with public health guidelines regarding the COVID-19 pandemic, the Board has adjusted the way in which it holds its meetings. The meetings will be accessible to the public via Zoom and recorded.

Zoom Link to join the webinar:
https://us02web.zoom.us/j/89081917722

Agenda

		Purpose	Presenter	Time
I.	**Opening Items**			**5:30 PM**
	Opening Items			
A.	Call the Meeting to Order		Paul Kleschick	1 m
B.	Record Attendance and Guests		Tara Caldwell	1 m
C.	Reading of Mission Statement		Paul Kleschick	1 m
	Northwood Academy Charter School is a comprehensive learning sanctuary that educates and supports the whole child. We achieve this by working as a highly qualified team, that delivers collective knowledge, creativity, and real-world learning experiences needed for students to become successful individuals.			
D.	Executive Session		Dr. Paul Kleschick	3 m
	The Board of Trustees of Northwood Academy met in Executive Session on April 13th, 2023 to discuss legal and personnel matters.			
E.	Resolution 062123.001: Approval of Agenda	Vote	Paul Kleschick	5 m
	RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the June 15, 2022 Agenda.			
F.	Resolution 062123.002: Approval April 19th, 2022 Board Meeting Minutes	Approve Minutes	Paul Kleschick	5 m
	RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the Minutes of the May 18, 2022 Meeting of the Northwood Academy Charter School Board of Trustees.			
G.	Graduation Resolution		Paul Kleschick	3 m
	The Board of Trustees of Northwood Academy Charter School, by virtue of the authority invested in it by the laws of the Commonwealth of Pennsylvania, and on recommendation of the faculty and staff, hereby awards diplomas for the completion of 8th grade. We wish all of our graduating students much success, joy, and fulfillment in their future.			
H.	Community Comment		Paul Kleschick	5 m
II.	**Executive Session**			**5:54 PM**
A.	Legal and Personnel Issues	Discuss	Dr. Paul Kleschick	30 m

		Purpose	Presenter	Time
III.	**Finance**			**6:24 PM**
A.	Resolution 062123.003: Approval of Financials RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the May 2022 Financial Report and all supporting documents submitted by the Business Manager, which shall be incorporated into the record of this meeting.	Vote	Kristine Spraga	5 m
B.	Resolution 6212023.04 Executive Search	Vote	Kristine Spraga	5 m
C.	Resolution 62123.05 Approval of 2023-2024 Budget	Vote	Kristine Spraga	5 m
D.	Resolution 62123.06 Updated Covid Policy	Vote	Kristine Spraga	5 m
IV.	**Committee Reports**			**6:44 PM**
A.	Academic Excellence Committee	Discuss	Dr. Lisa Knox-Brown	5 m
B.	Governance Committee	Discuss	Tara Caldwell	3 m
C.	Human Resource Committee (Ad Hoc)	Discuss	Paul Kleschick	3 m
D.	Finance Committee	Discuss	Kristine Spraga	5 m
V.	**Staff Reports**			**7:00 PM**
A.	CEO	Discuss	Theodore Boler	3 m
B.	COS	Discuss	Dr. Lisa Knox-Brown	3 m
C.	Special Education & Student Support	Discuss	Diana Abellard	3 m
D.	Human Resources	Discuss	Tracee Hunt	3 m
E.	Community Coordinator Report	Discuss	Theodore Boler	5 m
VI.	**New Business**			**7:17 PM**
A.	Resolution 061522.005: Personnel (Key Performance Indicator)	Vote	Tracee Hunt	5 m

		Purpose	Presenter	Time
	RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby accepts and ratifies the personnel changes, modifications and additions, as presented in the attached Key Performance Indicator (KPI).			
B.	Resolution 062123.007: 2023-2024 Summer Schedule	Vote	Theodore Boler	5 m
	RESOLVED, that the Board of Trustees of Northwood Academy Charter School hereby approves the 2021-22 Summer Schedule, as presented.			
C.	Resolution 062123.008: 2023-2024 Board Meeting Calendar	Vote	Paul Kleschick	5 m
	RESOLVED, the Board of Trustees of Northwood Academy Charter School hereby adopts the 2023-2024 Board Meeting Calendar, as presented.			
D.	Resolution 062123.009: Janitorial Contract (Matas Cleaning)	Vote	Theodore Boler	5 m
	RESOLVED, that the Board of Trustees of Northwood Academy Charter School accepts all supporting documentation and ratifies the contract with Matias Cleaning to provide janitorial services, at a cost not to exceed $300,000 and; FURTHER RESOLVED, that Theodore Boler, Chief Executive Officer, is directed and authorized to execute any document and delegate any task necessary to affect this resolution; and FURTHER RESOLVED, that the executed contract shall require the submission of appropriate insurance certifications and appropriate tax related information submitted and received by the Business Manager.			
E.	Displinary Hearing for Student No. 9535210	Discuss	Anastasia Riley	5 m
VII.	**Closing Items**			**7:42 PM**
A.	Adjourn Meeting	Vote	Paul Kleschick	1 m

Coversheet

Resolution 081623.002: Approval of Minutes

Section:	I. Opening Items
Item:	E. Resolution 081623.002: Approval of Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Board of Trustees Monthly Meeting on June 21, 2023 2023_06_21_board_meeting_minutes.pdf

APPROVED

Northwood Academy Charter School

Minutes

Board of Trustees Monthly Meeting

Date and Time
Wednesday June 21, 2023 at 5:30 PM

Location
Northwood Academy Charter School (Hybrid Meeting)

This is a public meeting of the Board of Trustees of Northwood Academy Charter School that was properly advertised pursuant to the Pennsylvania Sunshine Act. The public meeting schedule is posted at the school and on the website.

Members of the public are invited to participate by submitting written comments via email (board@northwoodcs.org). All written testimony should include the individual's name, home address and topic. During the public comment section of the meeting, board members will read into the record short summaries of comments, grouped by topic, and will note the number of individuals submitting comments.

Please Note: In the interest of the health of our staff, board members and public and in alignment with public health guidelines regarding the COVID-19 pandemic, the Board has adjusted the way in which it holds its meetings. The meetings will be accessible to the public via Zoom and recorded.

Zoom Link to join the webinar:
https://us02web.zoom.us/j/89081917722

Trustees Present

C. Holmes (remote), D. Hill-Hennie (remote), D. Kleschick (remote), E. Williams, K. Spraga (remote), M. McLeish (remote), T. Caldwell (remote), W. Young (remote)

Trustees Absent
V. Cofield

Trustees who arrived after the meeting opened
E. Williams

Trustees who left before the meeting adjourned
C. Holmes

Guests Present
A. Mohamad (remote), A. Riley (remote), D. Knox-Brown (remote), K. McKenna (remote), N. Snyder (remote), T. Boler (remote), T. Hunt (remote), T. Taylor (remote)

I. Opening Items

A. Call the Meeting to Order

D. Kleschick called a meeting of the board of trustees of Northwood Academy Charter School to order on Wednesday Jun 21, 2023 at 5:42 PM.

B. Record Attendance and Guests

C. Reading of Mission Statement

Presented by Paul Kelshick

D. Executive Session

E. Resolution 062123.001: Approval of Agenda

D. Kleschick made a motion to Approve.
W. Young seconded the motion.
The board **VOTED** to approve the motion.

F. Resolution 062123.002: Approval April 19th, 2023 Board Meeting Minutes

E. Williams arrived.
K. Spraga made a motion to approve the minutes from April 19th, 2023 Board of Trustees Monthly Meeting on 04-19-23.
W. Young seconded the motion.
The board **VOTED** to approve the motion.

G.

Graduation Resolution

Presented by Paul Kleschick.

H. Community Comment

Public Comment Presented.

II. Executive Session

A. Legal and Personnel Issues

D. Kleschick made a motion to Move to executive session.
K. Spraga seconded the motion.
The board **VOTED** to approve the motion.
D. Kleschick made a motion to Return to Public Session.
K. Spraga seconded the motion.
7:12pm
The board **VOTED** to approve the motion.

III. Finance

A. Resolution 062123.003: Approval of Financials

D. Kleschick made a motion to May Financials.
K. Spraga seconded the motion.
Tom Taylor commented on financials.
The board **VOTED** to approve the motion.

B. Resolution 6212023.04 Executive Search

K. Spraga made a motion to Total HR Executive Search.
C. Holmes seconded the motion.
Tara Caldwell withheld vote.
The board **VOTED** to approve the motion.

C. Resolution 62123.05 Approval of 2023-2024 Budget

K. Spraga made a motion to Approve 2023-2024 Budget.
C. Holmes seconded the motion.
The board **VOTED** to approve the motion.
Roll Call:
Paul Kleschick - Present
Krisnitna Spraga - Present
Warren Young - Present
Amanda Hill-Hennie - Present
Eric Williams - Present
Tara Caldwell - Present

D. Resolution 62123.06 Updated Covid Policy

K. Spraga made a motion to Approve Updated Covid Policy.
D. Kleschick seconded the motion.
The board **VOTED** to approve the motion.
Tom Taylor left meeting.

IV. Committee Reports

A. Academic Excellence Committee

Dr. Knox-Brown has no report for this meeting.

B. Governance Committee

Tara Caldwell has no report for this meeting.

C. Human Resource Committee (Ad Hoc)

Paul Kleschick has no report for this meeting.

D. Finance Committee

Kristine Spraga reported the updated budget.

V. Staff Reports

A. CEO

Mr. Boler presented his report.

B. COS

Dr. Knox-Brown presented her report.

C. Human Resources

Tracee Hunt presented her report.

D. Special Education & Student Support

Diana Abellard presented her report.

E. Community Coordinator Report

VI. New Business

A. Resolution 061522.005: Personnel (Key Performance Indicator)

D. Kleschick made a motion to Approve KPI.

W. Young seconded the motion.
The board **VOTED** to approve the motion.

B. Resolution 062123.007: 2023-2024 Summer Schedule

Paul Kleschick presented an amendment to Summer Schedule for 8am-2pm Monday-Thursday and work from home Friday.

Second by Spraga.

Amendment approved

C. Resolution 062123.008: 2023-2024 Board Meeting Calendar

D. Kleschick made a motion to Approve.
K. Spraga seconded the motion.
The board **VOTED** to approve the motion.
Amend the agenda to move back to the budget approval for roll call.
Spraga second.

Approved

D. Resolution 062123.009: Janitorial Contract (Matas Cleaning)

D. Kleschick made a motion to Approve.
K. Spraga seconded the motion.
The board **VOTED** to approve the motion.

E. Displinary Hearing for Student No. 9535210

Presented by Paul Kleschick.
C. Holmes left at 7:29 PM.
D. Kleschick made a motion to accept the finding of fact and conclusions of law regarding student NaDD aka student no. 9535210.
The board **VOTED** to approve the motion.

Roll Call

T. Caldwell	Aye
D. Kleschick	Aye
M. McLeish	Abstain
C. Holmes	Absent
K. Spraga	Aye
V. Cofield	Absent
E. Williams	Aye
D. Hill-Hennie	Aye
W. Young	Aye

VII. Closing Items

A. Adjourn Meeting

D. Kleschick made a motion to Adjourn meeting at 7:41 PM.
T. Caldwell seconded the motion.
The board **VOTED** to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:41 PM.

Respectfully Submitted,
D. Kleschick

DRAFT

Northwood Academy Charter School

Minutes

Board of Trustees Monthly Meeting

Date and Time
Wednesday June 21, 2023 at 5:30 PM

Location
Northwood Academy Charter School (Hybrid Meeting)

This is a public meeting of the Board of Trustees of Northwood Academy Charter School that was properly advertised pursuant to the Pennsylvania Sunshine Act. The public meeting schedule is posted at the school and on the website.

Members of the public are invited to participate by submitting written comments via email (board@northwoodcs.org). All written testimony should include the individual's name, home address and topic. During the public comment section of the meeting, board members will read into the record short summaries of comments, grouped by topic, and will note the number of individuals submitting comments.

Please Note: In the interest of the health of our staff, board members and public and in alignment with public health guidelines regarding the COVID-19 pandemic, the Board has adjusted the way in which it holds its meetings. The meetings will be accessible to the public via Zoom and recorded.

Zoom Link to join the webinar:
https://us02web.zoom.us/j/89081917722

Trustees Present

C. Holmes (remote), D. Hill-Hennie (remote), D. Kleschick (remote), E. Williams, K. Spraga (remote), M. McLeish (remote), T. Caldwell (remote), W. Young (remote)

Trustees Absent
V. Cofield

Trustees who arrived after the meeting opened
E. Williams

Trustees who left before the meeting adjourned
C. Holmes

Guests Present
A. Mohamad (remote), A. Riley (remote), D. Knox-Brown (remote), K. McKenna (remote), N. Snyder (remote), T. Boler (remote), T. Hunt (remote), T. Taylor (remote)

I. Opening Items

A. Call the Meeting to Order

D. Kleschick called a meeting of the board of trustees of Northwood Academy Charter School to order on Wednesday Jun 21, 2023 at 5:42 PM.

B. Record Attendance and Guests

C. Reading of Mission Statement

Presented by Paul Kelshick

D. Executive Session

E. Resolution 062123.001: Approval of Agenda

D. Kleschick made a motion to Approve.
W. Young seconded the motion.
The board **VOTED** to approve the motion.

F. Resolution 062123.002: Approval April 19th, 2023 Board Meeting Minutes

E. Williams arrived.
K. Spraga made a motion to approve the minutes from April 19th, 2023 Board of Trustees Monthly Meeting on 04-19-23.
W. Young seconded the motion.
The board **VOTED** to approve the motion.

G.

Graduation Resolution

Presented by Paul Kleschick.

H. Community Comment

Public Comment Presented.

II. Executive Session

A. Legal and Personnel Issues

D. Kleschick made a motion to Move to executive session.
K. Spraga seconded the motion.
The board **VOTED** to approve the motion.
D. Kleschick made a motion to Return to Public Session.
K. Spraga seconded the motion.
7:12pm
The board **VOTED** to approve the motion.

III. Finance

A. Resolution 062123.003: Approval of Financials

D. Kleschick made a motion to May Financials.
K. Spraga seconded the motion.
Tom Taylor commented on financials.
The board **VOTED** to approve the motion.

B. Resolution 6212023.04 Executive Search

K. Spraga made a motion to Total HR Executive Search.
C. Holmes seconded the motion.
Tara Caldwell withheld vote.
The board **VOTED** to approve the motion.

C. Resolution 62123.05 Approval of 2023-2024 Budget

K. Spraga made a motion to Approve 2023-2024 Budget.
C. Holmes seconded the motion.
The board **VOTED** to approve the motion.
Roll Call:
Paul Kleschick - Present
Krisnitna Spraga - Present
Warren Young - Present
Amanda Hill-Hennie - Present
Eric Williams - Present
Tara Caldwell - Present

D. Resolution 62123.06 Updated Covid Policy

K. Spraga made a motion to Approve Updated Covid Policy.
D. Kleschick seconded the motion.
The board **VOTED** to approve the motion.
Tom Taylor left meeting.

IV. Committee Reports

A. Academic Excellence Committee

Dr. Knox-Brown has no report for this meeting.

B. Governance Committee

Tara Caldwell has no report for this meeting.

C. Human Resource Committee (Ad Hoc)

Paul Kleschick has no report for this meeting.

D. Finance Committee

Kristine Spraga reported the updated budget.

V. Staff Reports

A. CEO

Mr. Boler presented his report.

B. COS

Dr. Knox-Brown presented her report.

C. Human Resources

Tracee Hunt presented her report.

D. Special Education & Student Support

Diana Abellard presented her report.

E. Community Coordinator Report

VI. New Business

A. Resolution 061522.005: Personnel (Key Performance Indicator)

D. Kleschick made a motion to Approve KPI.

W. Young seconded the motion.
The board **VOTED** to approve the motion.

B. Resolution 062123.007: 2023-2024 Summer Schedule

Paul Kleschick presented an amendment to Summer Schedule for 8am-2pm Monday-Thursday and work from home Friday.

Second by Spraga.

Amendment approved

C. Resolution 062123.008: 2023-2024 Board Meeting Calendar

D. Kleschick made a motion to Approve.
K. Spraga seconded the motion.
The board **VOTED** to approve the motion.
Amend the agenda to move back to the budget approval for roll call.
Spraga second.

Approved

D. Resolution 062123.009: Janitorial Contract (Matas Cleaning)

D. Kleschick made a motion to Approve.
K. Spraga seconded the motion.
The board **VOTED** to approve the motion.

E. Displinary Hearing for Student No. 9535210

Presented by Paul Kleschick.
C. Holmes left at 7:29 PM.
Roll Call:
Paul Kleschick - Present
Krisnitna Spraga - Present
Warren Young - Present
Amanda Hill-Hennie - Present
Eric Williams - Present
Tara Caldwell - Present

VII. Closing Items

A. Adjourn Meeting

D. Kleschick made a motion to Adjourn meeting at 7:41 PM.
T. Caldwell seconded the motion.

The board **VOTED** to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:41 PM.

Respectfully Submitted,
D. Kleschick

Coversheet

Principal Report

Section: IV. Staff Reports
Item: E. Principal Report
Purpose: Discuss
Submitted by:
Related Material: Updated August Principal Board Report.pdf

Northwood Academy Charter School

Principal Board Report

August 2023

Student Performance Data

**Note- As of August 15, 2023, student performance data from PSSA is unavailable.*

Students at Northwood Academy complete the iReady diagnostic each trimester during the school year to determine student growth in ELA and math. See attached documents

Data Analysis iReady

- In June of 2023, 78% of students completed the i-Ready Reading diagnostic test and 69% of students completed the i-Ready Math assessment.
- Grade Level Proficiency
    - Reading
        - 58% of students one or more grade levels below
        - 42% of students on or early on grade level
        - Reduced number of students performing below grade level by 5% since Winter diagnostic
        - Increased number of students performing on grade level by 9% since Winter diagnostic
    - Math
        - 27% of students on grade level
        - 74% of students below grade level
        - Reduced number of students performing below grade level by 5% since Winter diagnostic
        - Increased number of students performing on grade level by 10% since Winter diagnostic

- Academic Growth
    - Reading
        - 44% of students met typical growth expectations
        - 21% of students met stretch growth expectations
        - 82% median growth
    - Math
        - 39% of students met typical growth expectations
        - 16% of students met stretch growth expectations
        - 72% median growth

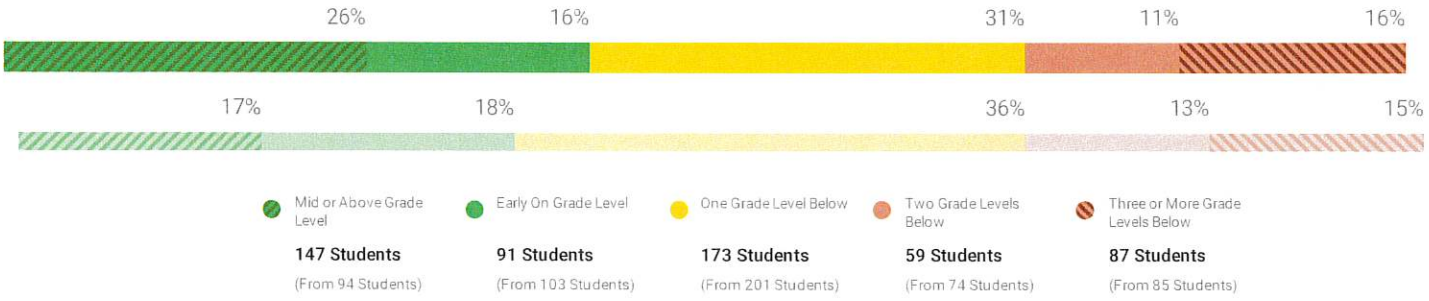
Diagnostic Results

i-Ready

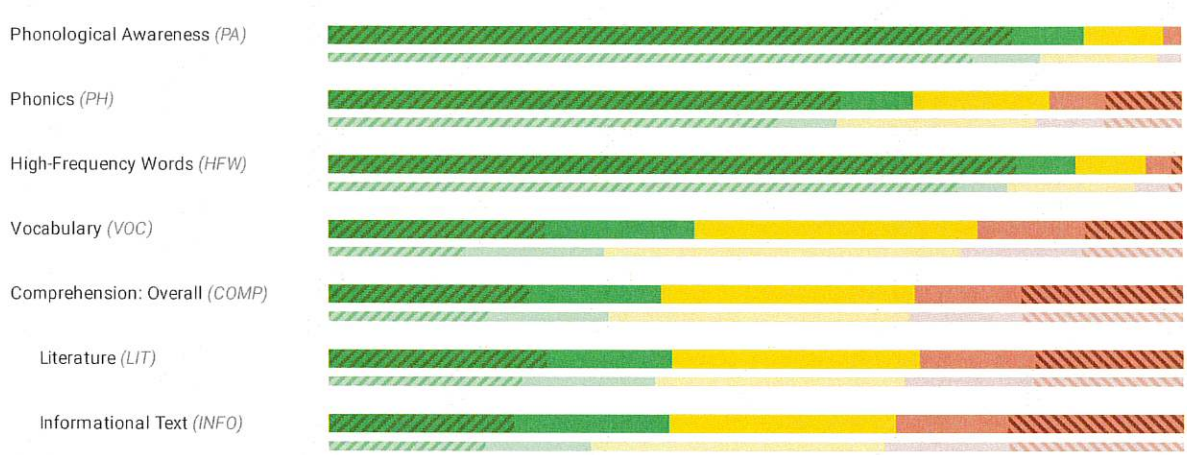
School	Northwood Academy CS
Subject	Reading
Academic Year	2022 - 2023
Diagnostic	Spring (March 2 - End of Year)
Prior Diagnostic	Winter (November 16 - March 1)

Overall Placement

Students Assessed/Total: **557/787**



Placement by Domain



Switch Table View: Placement Summary

Choose to Show Results By: Grade

Showing 9 of 9

Grade		Overall Grade-Level Placement						Students Assessed/Total
Grade K	Spring (March 2 - End of Year)		44%	32%	24%	0%	0%	71/83
	Winter (November 16 - March 1)		17%	48%	35%	0%	0%	

© Curriculum Associates, LLC, All Rights Reserved. | i-Ready.com

Powered by BoardOnTrack

Diagnostic Results

i-Ready

School Northwood Academy CS
Subject Reading
Academic Year 2022 - 2023
Diagnostic Spring (March 2 - End of Year)
Prior Diagnostic Winter (November 16 - March 1)

Grade		Overall Grade-Level Placement						Students Assessed/Total
Grade 1	Spring (March 2 - End of Year)		35%	14%	47%	4%	0%	78/89
	Winter (November 16 - March 1)		18%	12%	68%	3%	0%	
Grade 2	Spring (March 2 - End of Year)		33%	8%	48%	11%	0%	84/90
	Winter (November 16 - March 1)		20%	20%	39%	20%	0%	
Grade 3	Spring (March 2 - End of Year)		25%	29%	18%	24%	4%	79/88
	Winter (November 16 - March 1)		20%	22%	24%	24%	10%	
Grade 4	Spring (March 2 - End of Year)		11%	14%	38%	14%	24%	80/90
	Winter (November 16 - March 1)		18%	6%	46%	11%	19%	
Grade 5	Spring (March 2 - End of Year)		13%	20%	22%	17%	28%	46/89
	Winter (November 16 - March 1)		13%	13%	17%	30%	26%	
Grade 6	Spring (March 2 - End of Year)		25%	10%	22%	10%	33%	51/89
	Winter (November 16 - March 1)		20%	12%	27%	12%	29%	
Grade 7	Spring (March 2 - End of Year)		27%	5%	27%	5%	36%	44/85
	Winter (November 16 - March 1)		9%	16%	20%	9%	45%	

© Curriculum Associates, LLC, All Rights Reserved. | i-Ready.com

Powered by BoardOnTrack

Diagnostic Results

i-Ready

School	Northwood Academy CS
Subject	Reading
Academic Year	2022 - 2023
Diagnostic	Spring (March 2 - End of Year)
Prior Diagnostic	Winter (November 16 - March 1)

Grade		Overall Grade-Level Placement						Students Assessed/Total
Grade 8	Spring (March 2 - End of Year)		4%	0%	8%	8%	79%	24/84
	Winter (November 16 - March 1)		4%	8%	13%	13%	63%	



© Curriculum Associates, LLC, All Rights Reserved. | i-Ready.com

Powered by BoardOnTrack

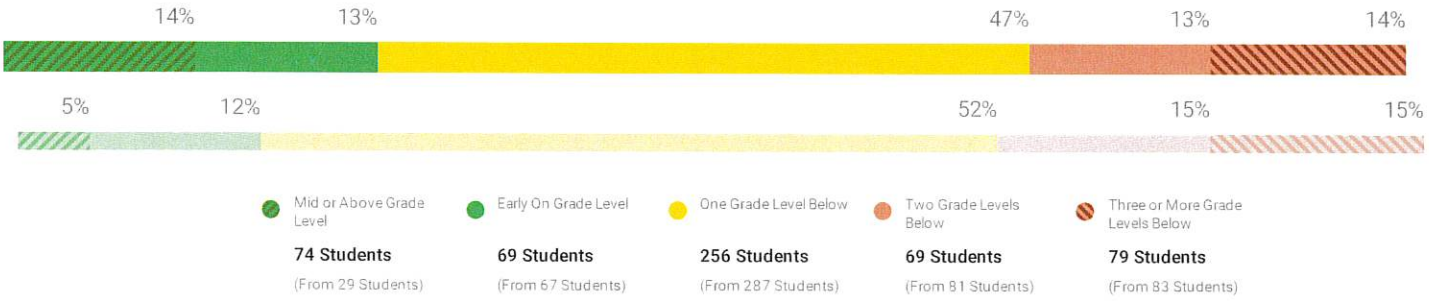
Diagnostic Results

i-Ready

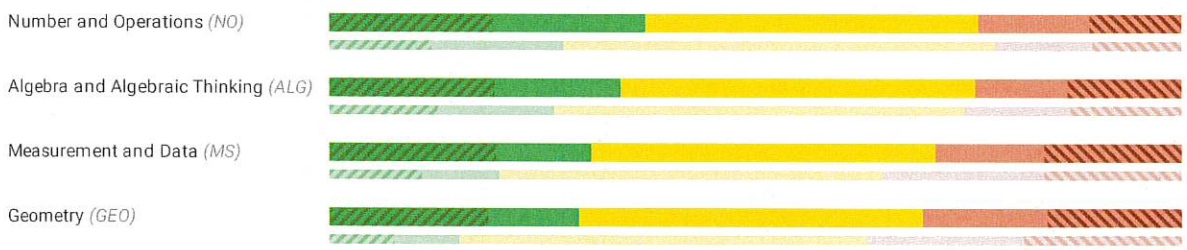
School	Northwood Academy CS
Subject	Math
Academic Year	2022 - 2023
Diagnostic	Spring (March 2 - End of Year)
Prior Diagnostic	Winter (November 16 - March 1)

Overall Placement

Students Assessed/Total: **547/787**



Placement by Domain



Switch Table View

Placement Summary

Choose to Show Results By

Grade

Showing 9 of 9

Grade		Overall Grade-Level Placement						Students Assessed/Total
Grade K	Spring (March 2 - End of Year)		22%	22%	56%	0%	0%	72/83
	Winter (November 16 - March 1)		15%	15%	69%	0%	0%	
Grade 1	Spring (March 2 - End of Year)		28%	10%	59%	3%	0%	79/89
	Winter (November 16 - March 1)		5%	16%	73%	5%	0%	

© Curriculum Associates, LLC, All Rights Reserved. | i-Ready.com

Powered by BoardOnTrack

Diagnostic Results

i-Ready

School	Northwood Academy CS
Subject	Math
Academic Year	2022 - 2023
Diagnostic	Spring (March 2 - End of Year)
Prior Diagnostic	Winter (November 16 - March 1)

Grade		Overall Grade-Level Placement						Students Assessed/Total
Grade 2	Spring (March 2 - End of Year)		10%	7%	67%	16%	0%	87/90
	Winter (November 16 - March 1)		3%	5%	71%	21%	0%	
Grade 3	Spring (March 2 - End of Year)		9%	15%	53%	18%	6%	80/88
	Winter (November 16 - March 1)		1%	10%	58%	20%	11%	
Grade 4	Spring (March 2 - End of Year)		8%	12%	37%	26%	18%	78/90
	Winter (November 16 - March 1)		4%	14%	45%	28%	9%	
Grade 5	Spring (March 2 - End of Year)		6%	10%	30%	8%	46%	50/89
	Winter (November 16 - March 1)		4%	12%	26%	16%	42%	
Grade 6	Spring (March 2 - End of Year)		4%	15%	22%	4%	56%	27/89
	Winter (November 16 - March 1)		11%	11%	15%	19%	44%	
Grade 7	Spring (March 2 - End of Year)		17%	14%	29%	24%	17%	42/85
	Winter (November 16 - March 1)		2%	24%	31%	17%	26%	
Grade 8	Spring (March 2 - End of Year)		9%	9%	22%	13%	47%	32/84
	Winter (November 16 - March 1)		3%	3%	19%	3%	72%	

Powered by BoardOnTrack

Professional Development/ Wednesday Meetings

- Northwood Academy operates by a modified schedule and students are released early each Wednesday to accommodate weekly staff professional development.
- Professional development opportunities are planned by semester and align with the calendar and provide teachers with just-in-time training to support events and prepare for deliverables throughout the school year.

School Year 2023-24 Trimester Professional Learning Priorities:

- Priority 1: Data Driven Instruction- build teacher capacity to analyze student growth and achievement data to deliver targeted, scaffolded instruction to support student mastery of grade level standards.
    - Training to be delivered via workshop and data analysis to occur during PLC
- Priority 2: PA Core Standards/ PA Academic Standards- build teacher capacity to deliver instruction that provides students with an opportunity to master grade level standards.
- Priority 3: SPEd Training-
    - General Education staff- build teacher capacity to implement modifications and accommodations in alignment with student IEP and assess students in alignment with their IEP goals
    - Special Education Staff- build teacher capacity to develop actionable IEPs that align with student evaluation.
- Priority 4: Culturally Responsive Teaching- build teacher capacity to improve and optimize student outcomes by implementing strategies that capitalize on neuroscience, relationship building and knowledge of student cultural manifestations.

Trimester 1	Wednesday PD	Weekly Planning Notes
August 30, 2023	Back to School Night planning (B2SN 9/14/2023) Social Emotional learning training IEP at a GlanceModifications & Accommodations by Guillory Gen to SPed Meeting with Casemanagers- Gen Edu teachers to receive IEP at a Glance for all students.	
September 6, 2023	Back to school Night finalizations Book Study PLC	iReady Diagnostic window I-ready intervention fidelity walkthrough all homeroom teachers to receive feedback (release Data day protocol video Sept. 6)
September 13, 2023	Data Day - Analyze diagnostic data - Plan for data-chats for students iReady diagnostic week- how to interpret and use data to plan instruction	Back to school night September 14, 2023

September 20, 2023	Committee Meetings 3rd Wednesdays iReady Small Group Instruction Training - upper school	Data chat walkthrough all homeroom teachers Data chat week for students Prepare for interim reports
September 27, 2023	Staff Differentiated PD	
October 4, 2023	Book Study PLC	Interim reports due
October 11, 2023	MTSS Child Study Meeting	Interim Reports dissemination
October 18, 2023	Committee Meetings 3rd Wednesdays	
October 25, 2023	Staff Differentiated PD	
November 1, 2023	Book Study PLC	
November 8, 2023	MTSS Child Study Meeting	
November 15, 2023	Committee Meetings 3rd Wednesdays	
November 22, 2023	Staff Differentiated PD	November 20-21, 2023 iReady Interim Assessment Math & ELA
November 29, 2023	Interim Assessment Data Analysis & Planning	

Trimester 1 School-year 23-24 Student Engagement Activities To Occur

*List is non-inclusive of teacher planned trips and events

August	Principal Pow Wow August 24, 2023
September	Student Orientation August 28, 2023 Hispanic Heritage Month HBCU Week 3rd Week of September PBIS on-campus event
October	Anti-bullying Month- October 2, 2023 Go Blue for Anti-bullying Fire Prevention Week 10/8-10/14 Story book Parade Administer School Climate Surveys (Students, Personnel and families) PBIS Trip
November	Multiplication Competition- Mr. Khamar 3rd vs. 4th PBIS on campus

Parent Engagement

Northwood Academy has begun a partnership with its Parent Engagement Organization to sponsor family engagement events at Northwood Academy. The organization is in its planning stages. The organization's first duty is supporting the upcoming Principal Pow Wow during which students will socialize with their administrators over ice cream and receive free school supplies including a backpack.

Trimester 1 School-year 23-24 Family Engagement Activities To Occur

August	Upcoming- Principal Pow-Wow Ice Cream Social August 24, 2023 Staff & Student Orientation Kindergarten Orientation August 28- September 1, 2023 Title One School-Family Compact Completion Send Family login information (iReady, Dean's List, Dojo, Focus,) Community Check-in 3rd Wednesday of the month via Zoom 11:00-11:45 ESSA Notification of students assigned to teachers not properly certified. ESSA Notification of Professional Credentials Notice (Family Handbook)
September	Back to School Night September 14, 2023 Family Skate Night Send School Security Letter to Families Community Check-in ESSA EL Notification
October	Right to Know Letters 1st week of October Administer School Climate Surveys (Students, Personnel and families) October 4, 2023 Interim Report Due Community Check-in
November	Multiplication Competition- Mr. Khamar 3rd vs. 4th Community Check-in

Communication Channels

The primary source of school-wide communication is through Focus, our student information system. Parents are enrolled to receive messages and phone calls via the Focus application during student enrollment.

The Remind app is a secondary source of communication being used primarily by teachers to communicate with the families of the students in their classrooms. Families elect to receive messages via the Remind app.

Families receive a weekly newsletter, *The Bulldog Blast,* each Wednesday which provides the school community with weekly updates regarding the school and community.

Coversheet

Resolution 081623.003: Approval of Financials

Section: V. Finance
Item: A. Resolution 081623.003: Approval of Financials
Purpose: Vote
Submitted by:
Related Material: NACS_June_2023_Financial_Report.pdf

Northwood Academy Charter School

Financial Report

2022-2023

2022-23
Northwood Academy
Charter School
June Financial Summary

Revenues

- Budget assumed enrollment of 787 students, including 140 special ed students. The actual student count in June was 750, including 123 special ed students. This results in a 252K loss in revenue.
- Federal funding: budgeted revenue of 4.8M. Actual revenue projected at 4.0M. 800K loss in potential revenue.
- Food service: revenues higher than budgeted by 126K.

Expenses

- Benefits line shows significant savings of 728K, due to savings in medical premium, less employees in family plans, and less employees in PSERS.
- Professional services had significant overage of 967K, mostly due to need in special ed department.
- Major repairs during the year include HVAC work, moved into fixed asset account in balance sheet.

Net Income

- Budgeted net income of $1,268,879. Actual net income of $532,104.

Key Performance Indicators

- Cash balance of 8.6M. 219 days cash on hand.
- Projected debt service coverage ratio of 1.84. Must maintain a minimum of 1.2.

New Foundation Charter School
Balance Sheet
June 2023

ASSETS	June 2023
Current Assets	
Checking/Savings	
Cash	8,607,348
Accounts Receivable	29,895
Due from School District of Philadelphia	136,923
Due From Food Service	
Due From Federal	8,411
Due from Commonwealth	
Credit Cards to be Allocated	1,408
Prepaid Rent	3,909,443
Prepaid Expenses	107,793
Retainers	
Total Current Assets	12,801,221
Deferred Outflows GASB	1,541,671
Fixed Assets	
Building Improvements	3,451,456
Furniture, Software and Computers	1,039,076
Lease Rights	
Total Fixed Assets	4,490,532
TOTAL ASSETS	**18,833,424**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	142,195
Salaries & Benefits Payable	892,018
Due to SDP	
Due to Federal	-
Due to PSERS & Other Payroll Items	415,177
Due to Food Service	
Leased Equipment	-
Due to Student Activities	
Deferred Revenue	262,957
Deferred Rent	
Total Current Liabilities	1,712,347
Deferred Inflows GASB	2,616,000
Net Pension Liability	9,247,000
Lease Obligations	22,457
Total Liabilities	13,597,804
Equity	
Investment in Fixed Assets	303,821
Unrestricted	4,399,695
Net Income	532,104
Total Equity	5,235,620
TOTAL LIABILITIES & EQUITY	**$ 18,833,424.00**

Northwood Academy Charter School

	Column 1	*Column 2*	*Column 3*	
Statement of Revenues and Expenditures				
Reg Ed/Spec Ed	**647/140**			
		2022-2023	**2022-2023**	
Budgeted Enrollment	**787**	**750**		
Organization	**K-8**			
		June	**Variance**	
Fiscal Year	**2022-2023**	**2022-23**		
Fund Balance Appropriated by the BOT				
Summary by Function				
Revenues				
School District Subsidy	10,132,143	9,879,923	(252,220)	
Other Local	811,183	937,172	125,989	
State	76,042	64,712	(11,330)	
Federal	4,783,659	3,989,764	(793,895)	
Total Revenue	15,803,027	14,871,571	(931,456)	
Expenditures				
Instruction				
Regular Education	6,216,907	5,865,137	351,770	
Special Programs	2,348,517	2,285,569	62,948	
Tutoring/Summer School	0	-	-	
Support Services				
Guidance	206,097	291,281	(85,184)	
Social Worker	236,792	205,774	31,018	
Psychological Services	31,000	118,434	(87,434)	
Legal Services	135,000	246,846	(111,846)	
Office of the CEO	0	-	-	
Administrative	1,864,722	1,914,059	(49,337)	
Pupil Health	255,325	158,244	97,081	
Business	170,210	198,052	(27,842)	
Printing/Copying	0	-	0	
Building Services	1,875,948	1,867,634	8,314	
Technology	350,540	474,245	(123,705)	
Noninstructional Services				
Student Activities	340,117	172,023	168,094	
Food Service	502,974	542,169	(39,195)	
Total Expenditures	14,534,149	14,339,467	194,682	
Revenues Over (Under) Expenditures	**1,268,878**	**532,104**	**(736,774)**	
Ending Fund Balance				
Summary by Major Class				
Salaries	6,398,210	6,493,639	(95,429)	**44.02%**
Benefits	3,551,296	2,822,905	728,391	**24.43%**
Professional Services	1,257,855	2,224,948	(967,093)	**8.65%**
Building Services	1,195,019	1,175,170	19,849	**8.22%**
Other Purchased Services	1,102,739	998,218	104,521	**7.59%**
Supplies and Books	500,585	590,634	(90,049)	**3.44%**
Equipment	528,445	33,953	494,492	**3.64%**
Other				
	14,534,149	14,339,467	194,682	**100%**

1	**Fund Balance Appropriated by the BOT**				1
2					2
3	**Revenues**				3
4					4
5	**School District Subsidy**				5
6	Regular Education	6,213,648	6,048,273	(165,375)	6
7	Special Education	3,918,495	3,813,187	(105,308)	7
8	Non-Resident		18,463	18,463	8
9		10,132,143	9,879,923	(252,220)	9
10	**Other Local**				10
11	Bank Interest	15,000	20,711	5,711	11
12	Erate			-	12
13	Extended Day Fees/Summer School			-	13
14	IDEA	165,345	136,923	(28,422)	14
15	Food service	609,838	767,794	157,956	15
16	Miscellaneous/Fundraising	16,000	9,647	(6,353)	16
17	Student Fees	5,000	2,097	(2,903)	17
18		811,183	937,172	125,989	18
19	**Commonwealth**				19
20	Health Services	11,330		(11,330)	20
21	Ready to Learn Grant	64,712	64,712	-	21
22	Rental & Sinking Fund Payments			-	22
23		76,042	64,712	(11,330)	23
24	**Federal**				24
25	Federal Entitlements	973,346	918,587	(54,759)	25
26	ESSER II	1,674,251	1,580,281	(93,970)	26
27	ESSER III	2,085,754	1,456,771	(628,983)	27
28	ESSER 7% Set Aside	50,308	34,125	(16,183)	28
29		4,783,659	3,989,764	(793,895)	29
30					30
31	**Total Revenues**	15,803,027	14,871,571	(931,456)	31
32					32
33	**Expenditures**				33
34	**Instruction**				34
35	**Regular Education (1101)**				35
36	Salaries	3,702,883	3,639,121	63,762	36
37	Employee Benefits	2,242,288	1,868,072	374,216	37
38	Contracted Services	64,000	181,578	(117,578)	38
39	Travel & Conferences	1,000		1,000	39
40	Supplies	60,000	27,769	32,231	40
41	Books	0	24,162	(24,162)	41
42	Software	124,736	124,435	301	42
43	Furniture & Equipment	0		-	43
44	Technology	22,000		22,000	44
45		6,216,907	5,865,137	351,770	45
46	**Special Programs (1221-1291)**				46
47	Salaries	1,031,541	1,035,009	(3,468)	47
48	Employee Benefits	583,766	412,167	171,599	48
49	APS	550,000	293,346	256,654	49
50	Professional Services	153,210	543,671	(390,461)	50
51	Other Purchased Services			-	51
52	Supplies and Books	30,000	1,376	28,624	52
53		2,348,517	2,285,569	62,948	53
59	**Total Instruction**	**8,565,424**	**8,150,706**	**414,718**	59
60					60

61	**Support Services**				61
62	**Counseling (2122)**				62
63	Salaries	142,750	207,864	(65,114)	63
64	Employee Benefits	63,347	83,417	(20,070)	64
65		206,097	291,281	(85,184)	65
66	**Social Worker (2160)**				66
67	Salaries				67
68	Employee Benefits				68
69	Professional Services	236,792	205,774	31,018	69
70		236,792	205,774	31,018	70
71	**Psychological Services (2142)**				71
72	Salaries				72
73	Employee Benefits				73
74	Professional Services	31,000	118,434	(87,434)	74
75		31,000	118,434	(87,434)	75
96	**Legal and Audit Services (2350)**				96
97	Audit Services	35,000		35,000	97
98	Legal Services	100,000	246,846	(146,846)	98
99		135,000	246,846	(111,846)	99
104	**Administrative (2380)**				104
105	Salaries	988,024	984,221	3,803	105
106	Employee Benefits	402,253	221,240	181,013	106
107	Professional Services (HR)	209,801	440,862	(231,061)	107
108	Other Purchased Services			-	108
109	Insurance	54,244	57,058	(2,814)	109
110	Postage	2,000		2,000	110
111	Telephone		1,620	(1,620)	111
112	Advertising	45,000	9,352	35,648	112
113	Travel	7,700	16,480	(8,780)	113
114	Dues & Subscriptions	18,000	26,723	(8,723)	114
115	Other			-	115
116	Supplies	85,000	132,670	(47,670)	116
117	Meals	14,200	23,833	(9,633)	117
118	Furniture & Equipment			-	118
119	Technology	38,500		38,500	119
120		1,864,722	1,914,059	(49,337)	120

121	**Pupil Health (2446)**				121
122	Salaries	74,671	82,250	(7,579)	122
123	Employee Benefits	35,284	33,801	1,483	123
124	Professional Services	114,900	38,613	76,287	124
125	Supplies	30,470	3,580	26,890	125
126		255,325	158,244	97,081	126
127	**Business (2511)**				127
128	Business Services	170,210	185,208	(14,998)	128
129	Payroll Services		12,844	(12,844)	129
130	Other				130
131	Software Hosting and Amortization				131
132		170,210	198,052	(27,842)	132
138	**Building Operations (2620)**				138
139	Salaries	62,620	292,120	(229,500)	139
140	Employee Benefits	46,113	63,197	(17,084)	140
141	Professional Services		167,605	(167,605)	141
142	Property Services			-	142
143	Custodial	275,640	275,640	-	143
144	Rent	631,710	631,710	-	144
145	Utilities	146,508	143,865	2,643	145
146	Maintenance & Repairs	85,435	76,506	8,929	146
147	Landscaping/Snow Removal	32,960	17,428	15,532	147
148	Waste Removal	22,766	30,021	(7,255)	148
149	Insurance	49,251	88,017	(38,766)	149
150	Supplies	55,000	47,572	7,428	150
151	Capital Improvements	422,605		422,605	151
152	Furniture & Equipment	45,340	33,953	11,387	152
153		1,875,948	1,867,634	8,314	153
154	**Central Information Technology (2840)**				154
155	Salaries	144,022	163,230	(19,208)	155
156	Benefits	104,988	111,966	(6,978)	156
157	Professional Services	61,602	48,896	12,706	157
158	Internet Services		41,167	(41,167)	158
159	Supplies	15,000	50,684	(35,684)	159
160	Software	24,928	58,302	(33,374)	160
161		350,540	474,245	(123,705)	161
162					162
163	**Total Support Services**	**5,125,633**	**5,474,569**	**(348,935)**	163
164					164
165	**Food Service**				165
166	Salaries	56,960	23,594	33,366	166
167	Employee Benefits	9,219	3,273	5,946	167
168	Professional Services	424,795	515,278	(90,483)	168
169	Supplies	12,000	24	11,976	169
170		502,974	542,169	(39,195)	170
171					171

172	**Non Instructional Activities**				172
173	**After School Programs/Extra Curricular**				173
174	Salaries	194,739	66,230	128,509	174
175	Employee Benefits	64,038	25,772	38,266	175
176	Professional Services	81,340	47,461	33,879	176
177	Other Purchased Services		24,350	(24,350)	177
178	Supplies		8,210	(8,210)	178
179		340,117	172,023	168,094	179
180					180
181	**Non Instructional Activities**	843,091	714,192	128,899	181
182					182
183	**Total Expenditures**	**14,534,148**	**14,339,467**	**194,682**	183
184					184
185	**Excess of Revenue over Expenditures**	1,268,879	532,104	(736,775)	185
186					186
187	**Contribution to Reserve**				187
188					188
189	**Excess of Revenue over Expenditures**	**1,268,879**	**532,104**	**(736,775)**	189
190					190

Northwood Academy Charter School
Disbursements Listing
6/30/23

Check Numb	Check Date	Vendor Name	Description	Check Amount
1513	06/06/2023	Linton's Managed Services	Food service management	36,012.46
1514	06/20/2023	Linton's Managed Services	Food service management	67,112.99
1919	06/01/2023	Leandros Pizzeria	Student events	714.50
1920	06/06/2023	Philly Pretzel Factory	Student events	400.00
1921	06/06/2023	Jason's Jumpers	Student events	591.20
1922	06/06/2023	Shoo Shim	Student Activities	1,100.00
10033	06/14/2023	Emily Watto.	Reimbursement	47.49
10034	06/14/2023	Judith Deshields.	Reimbursement	7.33
10035	06/14/2023	S & S Worldwide	Instructional supplies	396.49
10036	06/06/2023	ACS Consultants, Inc	SPED Services	7,848.50
10037	06/06/2023	Alyssia Sims	Student Activities	825.00
10038	06/06/2023	Amazon Business	Instructional supplies	954.31
10039	06/06/2023	Cenacle Leadership Group, LLC	Instructional subs	6,570.00
10040	06/06/2023	Frogtummy	Administrative software	360.00
10041	06/06/2023	Gemma Services	SPED Services	240.35
10042	06/06/2023	Kaleidoscope Education Solutions	SPED Services	18,982.50
10043	06/06/2023	Laura Smith.	Retirement	107.96
10044	06/06/2023	Matas Cleaning Services	Custodial Services	2,528.00
10045	06/06/2023	Repice & Taylor, Inc.	Business mnagement services	14,184.00
10046	06/06/2023	Total HR Solutions	HR Services	18,507.00
10047	06/06/2023	W.B Mason	Administrative supplies	940.02
10048	06/06/2023	Waste Management- South	Waste removal	2,203.98
10049	06/06/2023	Wells Fargo Financial Leasing	Copier lease	2,943.80
10050	06/06/2023	Alyssia Sims	Student Activities	825.00
10051	06/21/2023	Ashley Carlson.	Student activity supplies	21.20
10052	06/21/2023	Asset Panda, LLC	Administrative software	3,610.56

10053	06/21/2023	Cardinal Point Security Group, Inc	Security Services	9,750.00
10054	06/21/2023	Delaware Valley Friends School	Approved Private School	14,000.00
10055	06/21/2023	Education Law Partnes, P.C.	Legal services	4,500.00
10056	06/21/2023	Frogtummy	Administrative software	360.00
10057	06/21/2023	Frontline Technologies Group, LLC	Administrative software	6,642.47
10058	06/21/2023	Ida Brophy	Nursing services	500.00
10059	06/21/2023	Intelafunds	E-rate services	2,498.00
10060	06/21/2023	J.C. Ehrlich., Inc.	Extermination services	484.27
10061	06/21/2023	Kaleidoscope Education Solutions	Voided check	0.00
10062	06/21/2023	Matas Cleaning Services	Custodial Services	24,425.00
10063	06/21/2023	Nyman Associates, Inc	SPED Services	33,777.75
10064	06/21/2023	Office Basics, Inc	Administrative supplies	228.48
10065	06/21/2023	Patricia Chirinos		300.00
10066	06/21/2023	PenServ Plan Services, Inc.	Retirement fees	1,550.11
10067	06/21/2023	Susanin Widman & Brennan, PC	Legal services	12,889.50
10068	06/21/2023	United Rentals-DBA Reliable Onsite Servic	Administrative supplies	299.00
10069	06/21/2023	Verizon-2545	Technological service	552.00
10070	06/21/2023	W.B Mason	Administrative supplies	179.80
10071	06/20/2023	The Advocacy Alliance	Settlement payout	12,000.00
10072	06/21/2023	Koller Law LLC	Legal services	33,600.00
10073	06/20/2023	ACS Consultants, Inc	SPED Services	17,181.47
10074	06/20/2023	Amazon Business	Administrative supplies	182.34
10075	06/20/2023	American Express	Credit Card Charges	2,261.99
10076	06/20/2023	Anastasia Riley.	Reimbursement	113.63
10077	06/20/2023	Antheil Maslow & MacMinn,LLP	Legal services	5,472.00
10078	06/20/2023	Cardinal Point Security Group, Inc	Security Services	5,340.00
10079	06/20/2023	Cenacle Leadership Group, LLC	Instructional subs	5,115.00
10080	06/20/2023	CORA Services	Psychological services	5,120.00
10081	06/20/2023	Excel Elevator & Escalator	Repairs and maintenance	299.25

10082	06/20/2023	Govan Technology	Tech remote support	3,700.00
10083	06/20/2023	Home Depot Credit Services	Maintenance supplies	487.13
10084	06/20/2023	HopDial, LLC	Phone system	1,638.45
10085	06/20/2023	Kaleidoscope Education Solutions	SPED Services	36,507.00
10086	06/20/2023	Liminex, Inc	Instructional software	10,851.86
10087	06/20/2023	McKenna Synder LLC	Legal services	8,936.50
10088	06/20/2023	PHMC Intergrated	SPED Services	5,090.58
10089	06/20/2023	SchoolLife,a division of Image Stuff	Instructional supplies	120.25
10090	06/20/2023	The Advocacy Alliance	Dues and Fees	9.86
10091	06/20/2023	Therapy Source, Inc.	SPED Services	6,015.00
10092	06/20/2023	Verizon Wireless	Technological service	1,640.43
10093	06/29/2023	ACS Consultants, Inc	SPED Services	6,828.50
10094	06/29/2023	Ashley Carlson.	Student Activities	850.00
10095	06/29/2023	Comcast Cable-7180	Voided check	0.00
10096	06/29/2023	Repice & Taylor, Inc.	Business mnagement services	15,000.00
10097	06/29/2023	Smartsheet, Inc	Administrative software	969.93
10098	06/29/2023	John Coleman.	Voided check	0.00
10100	06/30/2023	Total HR Solutions	Candidate search installments	53,600.00
20977	06/09/2023	Barbara Guillory	Manual paycheck	2,667.69
20978	06/09/2023	Jamysha Rogers	Manual paycheck	1,178.93
20979	06/09/2023	Jamysha Rogers	Manual paycheck	1,037.57
20980	06/09/2023	AXA Equitable	Retirement	365.00
20981	06/09/2023	Lincoln Investment Planning	Retirement	625.00
20982	06/23/2023	Jamysha Rogers	Manual paycheck	1,037.58
20983	06/23/2023	Cindy Carey	Settlement payout	37,811.18
20984	06/23/2023	Michael McLeish	Manual paycheck	1,967.13
20985	06/23/2023	AXA Equitable	Retirement	365.00
20986	06/23/2023	Lincoln Investment Planning	Retirement	625.00
ACH	06/01/2023	Keystone Health Plan East	Medical Insurance	107,180.90

ACH	06/05/2023	Univest Bank	Loan repayment	44,015.92
ACH	06/05/2023	Univest Bank	Loan repayment	8,626.55
Ach	06/09/2023	Water Revenue Bureau-04636-001	Utilities	66.70
ACH	06/09/2023	MG Trust	PenServ retirement	19,747.84
ACH	06/09/2023	PSERS	PSERS employee	11,134.19
ACH	06/12/2023	Univest Bank	Bank Fees	25.00
ACH	06/14/2023	PGW Nw Academy 2 (8202)	Utilities	621.11
ach	06/16/2023	Water Revenue Bureau - 04621-003	Utilities	1,307.34
ACH	06/21/2023	Water Revenue Bureau-04601-001	Utilities	41.63
ACH	06/23/2023	MG Trust	PenServ retirement	16,515.76
ACH	06/23/2023	PSERS (EMPLOYER)	PSERS employer	199,212.11
ACH	06/06/2023	Bancorp	FSA	50.00
ACH	06/07/2023	Bancorp	FSA	50.00
ACH	06/08/2023	Bancorp	FSA	77.00
ACH	06/15/2023	Bancorp	FSA	166.00
ACH	06/20/2023	Bancorp	FSA	72.15
ACH	06/22/2023	Bancorp	FSA	30.00
ACH	06/26/2023	Bancorp	FSA	50.00
ACH	06/27/2023	Bancorp	FSA	115.00
ACH	06/30/2023	Bancorp	FSA	30.00
			Total Disbursements	**996,717.47**

Northwood Academy Charter School
Disbursements Listing
7/31/23

Check Numb	Check Date	Vendor Name	Description	Check Amount
10101	07/10/2023	Delta-T Group Inc.	SPED Services	337.50
10102	07/10/2023	Frontline Technologies Group, LLC	Administrative Software	3,927.43
10103	07/10/2023	The Home Depot Pro	Maintenance supplies	7,215.30
10104	07/10/2023	Ida Brophy	Nuring services	900.00
10105	07/10/2023	ESGI	Instructional software	3,744.00
10106	07/10/2023	Nyman Associates, Inc	SPED Services	11,956.00
10107	07/10/2023	Roxanne Tinari	Consulting	1,520.00
10108	07/10/2023	Total HR Solutions	Human Resources	18,507.00
10109	07/10/2023	TCI	Instructional supplies	2,013.90
10110	07/10/2023	Diana Abbelard	Reimbursement	67.16
10111	07/10/2023	Standard Supply Center	Printing supplies	1,563.65
10112	07/13/2023	Keystone Health Plan East	Medical Insurance	107,180.90
10113	07/13/2023	W.B Mason	Administrative Supplies	259.52
10114	07/13/2023	HopDial, LLC	Intercom pager	41,543.98
10115	07/13/2023	Amazon Business	Administrative Supplies	511.94
10116	07/13/2023	Vision Benefits American	Medical Insurance	568.84
10117	07/13/2023	The Hartford	Special risk accident insurance	3,207.60
10118	07/13/2023	Matas Cleaning Services	Custodial Services	24,425.00
10119	07/13/2023	Quadient Finance USA, Inc	Telecommunications	128.82
10120	07/13/2023	Excel Elevator & Escalator	Elevator maintenance	511.03
10121	07/13/2023	Cybersoft Technologies, Inc	Administrative Software	1,685.00
10122	07/13/2023	Oliver Sprinkler Company	Building maintenance	795.00
10123	07/13/2023	American Express	Credit Card Charges	1,407.74
10124	07/13/2023	City of Philadelphia Code Violation Enfor	Building maintenance	175.00
10125	07/13/2023	Wells Fargo Financial Leasing	Copier Lease	2,943.80
10126	07/13/2023	Omega Security Systems, Inc.	Building maintenance	290.85
10127	07/13/2023	Ida Brophy	Nuring services	325.00
10128	07/13/2023	Sherwin-Williams	Maintenance supplies	1,475.70
10129	07/13/2023	National School Forms	Administrative Supplies	387.83

10130	07/18/2023	Kaleidoscope Education Solutions	SPED Services	20,115.66
10131	07/18/2023	John Coleman.	Tuition Reimbursement	2,000.00
10132	07/25/2023	Keystone Health Plan East	Medical Insurance	93,010.04
10133	07/25/2023	W.B Mason	Administrative Supplies	731.27
10134	07/25/2023	Linton's Managed Services	Food Services	15,861.26
10135	07/25/2023	Gemma Services	SPED Services	413.25
10136	07/25/2023	Hardenbergh Insurance Group	Liability Insurance	115,628.00
10137	07/25/2023	Omega Security Systems, Inc.		25,430.00
10138	07/25/2023	Cardinal Point Security Group, Inc	Security services	1,170.00
10139	07/25/2023	HopDial, LLC	Intercom pager	1,638.45
10140	07/25/2023	Cricket Ventures	Building equipment	10,990.00
10141	07/25/2023	City of Philadelphia Code Violation Enfor	Building maintenance	75.00
10142	07/25/2023	Kaleidoscope Education Solutions	SPED Services	516.50
10143	07/25/2023	DeansList	Administrative Software	6,200.00
10144	07/25/2023	Verizon Wireless	Telecommunications	517.25
10145	07/25/2023	Standard Digital Imaging, Inc	Equipment lease	3,224.87
10146	07/25/2023	Fenningham, Dempster & Coval.LLP	Legal services	1,475.85
10147	07/25/2023	Chester County Intermediate	SPED Services	3,000.00
10148	07/25/2023	PHMC Intergrated	SPED Services	10,600.91
10149	07/25/2023	City of Philadelphia Parking	Building maintenance	101.00
10150	07/31/2023	Waste Management	Waste removal	1,937.75
10151	07/31/2023	W.B Mason	Instructional supplies	2,573.67
10152	07/31/2023	Vision Benefits American	Medical Insurance	618.67
10153	07/31/2023	ODP Business Solutions, LLC	Instructional supplies	1,302.86
10154	07/31/2023	MetLife	Life/disability insurance	15,697.57
10155	07/31/2023	Excel Elevator & Escalator	Building maintenance	511.03
10156	07/31/2023	Antheil Maslow & MacMinn,LLP	Legal services	1,615.00
10157	07/31/2023	Amazon Business	Instructional supplies	3,480.74
10158	07/31/2023	Omega Security Systems, Inc.	Building maintenance	582.50
10159	07/31/2023	Total HR Solutions	Human Resources	13,750.00
10160	07/31/2023	Patricia Chirinos	Reimbursement	57.80

10161	07/31/2023	Metropolitan Philadelphia Athletic Association	Athletic Fees	7,000.00
10162	07/31/2023	PHMC Intergrated	SPED Services	461.00
10163	07/31/2023	Govan Technology	Tech support	3,700.00
10164	07/31/2023	WRNB-FM	Advertising	1,300.00
10165	07/31/2023	WPPZ-FM	Advertising	800.00
10166	07/31/2023	Kaleidoscope Education Solutions	SPED Services	5,744.00
10167	07/31/2023	City of Philadelphia Code Violation Enfor	Building maintenance	150.00
10168	07/31/2023	Verizon-2545	Telecommunications	545.92
10169	07/31/2023	United Rentals-DBA Reliable Onsite Servic	Administrative Supplies	299.00
10170	07/31/2023	Focus Holdings	Administrative Software	8,768.00
10171	07/31/2023	Home Depot Credit Services	Maintenance supplies	764.83
10172	07/31/2023	PA Dept. of Labor & Industry - E	Building maintenance	489.70
ACH	07/03/2023	PECO - Pkg Lot	Utilities	37.65
ACH	07/03/2023	Peco-53000	Utilities	34.53
ACH	07/03/2023	PECO - Castor Ave-56110	Utilities	4,874.17
ACH	07/08/2023	Water Revenue Bureau-04636-001	Utilities	66.70
ACH	07/10/2023	Water Revenue Bureau-01000-002	Utilities	161.48
			Disbursement Totals	**629,599.37**

Coversheet

Resolution 081623.004: New Position Request: School Psychologist

Section:	VI. Human Resources
Item:	A. Resolution 081623.004: New Position Request: School Psychologist
Purpose:	Vote
Submitted by:	
Related Material:	Pyschologist CBA (2).pdf NACS_School_Psychologist_Rationale_2023 (1).pdf NACS_School_Psychologist_JD_v2_072123 (1).pdf NACS_New_Position_Request_Form_-_School_Psychologist_ (1).pdf

NORTHWOOD ACADEMY CHARTER SCHOOL
A Learning Sanctuary

COST / BENEFIT ANALYSIS

CBA# 2023.37
Date: August 9, 2023
Budget Category:
Prepared By: Anastasia Riley
Request: School Psychologist

Overview of the Project:

- Northwood finds itself in need of a school psychologist to evaluate students to determine if they are eligible for specialized services. The school psychologist intended to be a full-time position.

Projected Cost: $106,800

Cost Details:

- Salary of $72,000.00 with a total cost calculated at $106,800. $118,000.00 is currently allocated in the budget for professional services. Some professional services will still be needed (estimated at $25,000) but significantly less than originally budgeted. The net difference between budgeted and actual costs is projected at a $13,800 increase.

Benefits:

- Employing a psychologist will positively impact the school by increasing the number of evaluations completed for students to determine eligibility for specialized services. The school will have a dedicated psychologist on site, ensuring students are in compliance and the school is receiving a special ed subsidy rate on a more timely basis.

Northwood Position Rationale

Position	Rationale
School Psychologist	Northwood Academy finds itself in need of a School Psychologist as its former provider ended its contact with the organization. The School Psychologist is a key member of the instructional team with the critical role of evaluating students to determine if they are eligible for specialized services. Previously, the School Psychologist services were contracted. The contractor worked at Northwood two days per week. Previously a request for funds to increase contracted services was made. A NACS employed School Psychologist will benefit the organization by performing their primary function solely for Northwood Academy under the direction of the Director of Special Education. Currently, Northwood Academy has a need for a School Psychologist to conduct evaluations in cue from the 22-23 school year to maintain compliance with PA SPED laws and regulations.

Northwood Academy Charter School

POSITION DESCRIPTION

Position: **School Psychologist**

Department: **Education**

Reports To: **Director of Special Education**

FLSA Status: **Full-Time**

Direct Reports: **None**

Last Revised: **7/18/2023**

Position Summary:

Northwood Charter Academy School Psychologist is responsible for providing services to students in grades Pre-K through High School.

Essential Accountabilities:

- Screens, assesses, and evaluates students using appropriate tests and assessment instruments.
- Plans and provides appropriate specialized therapy techniques through individual and/or group sessions designed to meet the educational needs of the student, consistent with the goals contained in the Individual Education Plans (IEP).
- Participates in multi-disciplinary meetings to develop IEPs.
- Collaborates with classroom teachers to plan and implement classroom-based activities.
- Collaborates with parents in the therapy program of their child.
- Compiles, maintains, and files all reports, records, and other documents required in accordance with federal and state law, State Board of Education rules, and school policy to include documentation of the need for equipment and materials.
- Other relevant duties as established by CEO.

Education/Experience:

- Degree in Psychology; Master's degree Preferred.
- PA-- Psychologist State Licensure/Certification.
- PA Certified School Psychologist (Required).
- 2 – 3 years' experience as a School Psychologist or related field.

Qualifications:

- Ability to maintain student, teacher, and parent confidentiality as mandated by state regulations.
- Knowledge and compliance of local, state, and federal policies, regulations, and laws affecting areas of responsibility.
- Trained in positive behavioral strategies used to prevent or de-escalate behavior
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to perform the essential duties and responsibilities of the position.

Working Conditions:

Employees may be subject to work environments that have exposure to weather or interiors with extremes of heat and/or cold, wet and/or humid conditions, high noise levels, and various work-related hazards.

Physical Requirements:

There are physical aspects of this position to successfully carry out essential job functions such as the ability to lift or carry supplies and equipment up to 30 pounds. The employee must have the ability to carry out non-violent crisis intervention strategies. Employees must be able to sit, stand, bend, pull, see, hear, and speak daily. Reasonable accommodations may be made to enable a person with a disability to perform the essential job duties.

New Position Request Form

Position Requested:	School Psychologist
Position Requested By:	Anastasia Riley, Principal
Date of Request:	July 17, 2023
Submission for Board Meeting on:	August 16, 2023
Supporting Documentation Submitted:	Job Description Rationale
Requested Grade and Salary:	Salary Grade 9NI, $72,000
Salary Justification:	At a salary grade 9NI, this will bring the position to a compa ratio of 0.86 of the mid-point of the salary grade range. This is based upon current market data. However, the position is slotted within the 2021 compensation structure. It is in line with Northwood's compensation philosophy for non-instructional staff.

Prepared by Total HR Solutions, LLC for NACS - All Rights Reserved

Coversheet

Resolution 081623.005: New Position Request: Specializes Services Case Manager

Section: VI. Human Resources
Item: B. Resolution 081623.005: New Position Request: Specializes Services Case Manager
Purpose: Vote
Submitted by:
Related Material:
Specialized_Services_Case_Manager_JD_-_072823 (1).pdf
NACS_Specialized_Services_Case_Manager_Rationale_2023 (1).pdf
NACS_New_Position_Request_Form_-_Specialized_Serv_Case_Manager__2023_.pdf
Case Manager (1).pdf

Northwood Academy Charter School

POSITION DESCRIPTION

Position: **Specialized Services Case Manager**

Department: **Special Education**

Reports To: **Director of Special Education**

FLSA Status: **Exempt**

Direct Reports: **None**

Last Revised: **07/2023**

Northwood Academy Charter School (NACS) Special Education department is responsible for instructing students and creating relevant learning experiences in a supportive K-8 environment. The Special Education department provides a rigorous academic program and classroom built upon the school's core values of high expectations and meaningful relationships.

Additionally, the Special Education department uses knowledge, competency, and a positive nature to provide students with a strong foundation for future educational and social opportunities.

Position Summary:

The Specialized Services Case Manager ensures that students receiving special education services, Section 504 accommodations, and English Language Development Services achieve academic success.

Essential Accountabilities:

- Specialized Services Case Manager (SSCM) will be responsible for implementing resources to individual children, assist in determining special education placements, services, and supplemental supports, and providing managerial oversight of the implementation of the IEPs for assigned children.

- SSCM will facilitate weekly meetings for the CM team, which focuses on sharing updates from the Director, provides training in essential duties, and creates a positive environment to share and receive feedback with other team members.
- SSCM will collaborate with the Special Education Director, Program Specialist, and Community Agency Reps regularly and will attend designated leadership team meetings.
- SSCM will provide mentorship and assistance to CMs that struggle with mastering essential job duties or functions as needed.
- SSCM will assist in providing informational resources during the orienting of new families to Early Intervention.
- SSCM will write IEP's utilizing knowledge of federal, state and local mandates and regulations, recommendations from service therapists and family members, and analysis of any data gathered for the IEP of child needs.
- SSCM will coordinate, develop and write initial and annual IEPs.
- SSCM will manage the special education placement and supplemental services and supports utilizing knowledge of federal, state and local mandates and regulations.
- SSCM will add and remove service providers at the direction of the Special Education Director from the IEP team as necessary to ensure child is making meaningful educational progress.
- SSCM will schedule the accurate interpretation and implementation of evaluation instruments and assessment techniques used in Early Childhood programs, at the guidance of the School Psychologist, through the review of assessment reports in accordance with best practices and industry standards.
- SSCM will monitor ongoing progress monitoring activities to ensure meaningful educational progress is maintained.
- SCCM will collect any outside evaluations/IEPs/School Records related to the child's needs to ensure that the IEP team and service delivery teams have all pertinent information in planning for appropriate services for the child.
- SSCM will also maintain data, follow-up, and seek to resolve or escalate any parent complaints regarding a CMs, and step in as Sped teacher, when necessary.
- SSCM will maintain electronic data systems, including but not limited to data entry of demographic information relative to students and specialized services data fields in order to ensure accurate and reliable compliance information.
- SSCM will work with families, team members, agency personnel and other service coordinators to coordinate, and facilitate smooth, positive transitions when families enter or leave the service programs.
- SSCM will attend various outreach meetings, such as transition to kindergarten, for families, if needed.
- SSCM will ensure that biennial and triennial reevaluation procedures are completed according to state guidelines.
- SSCM will serve as primary contact between administrators, educators, and family for services.

Education/Experience:

- Bachelor's degree in Special Education required; Master's degree in Special Education preferred.
- Certification in Special Education PK-12, PK-6, or 7-12.
- 3 or more years directly working with special education students.
- Active valid PA and Federal clearances and credentials.

Qualifications:

- Strong knowledge of instructional strategies and documentation of plans for students with disabilities.
- Familiar with best practices in working with students with specialized needs.
- Strong knowledge of state/federal special education regulations and compliance policies/procedures.
- Familiar with the Danielson Framework Instructional Model.
- Results-oriented and data-driven individual.
- Detail-oriented and highly organized with strong analytical writing skills.
- Experienced a high level of measurable success working with urban youth.
- Knowledge of PA Academic Standards for Charter and District Schools.
- Familiar with functional behavioral assessments, reevaluations, and manifestation determinations.

Working Conditions: Works in the school office setting, prolonged periods of sitting looking at a computer monitor, using a keyboard and mouse, typing, and/or standing throughout the workday.

Physical Requirements: Ability to physically perform the duties and to work in the environmental conditions required, such as maneuvering in classrooms and office space, reaching file cabinets, filing, faxing, scanning, coping, typing, mailing, and making phone calls.

Northwood Position Rationale

Position	Rationale
Specialized Services Case Manager	As the Special Education Dept at Northwood Academy Charter School expands its programs and the Director's role is continuously expanding, the responsibility as program analyst, developer, leader, manager, supervisor, evaluator of all specialized services' programs and educational/instructional needs for students with disabilities aged 3 to 15, and legal representative for NACS, the director's role has become quite an extensive feat. The Specialized Services Case Manager will be needed as the manager and department's liaison, answering and filtering questions, providing guidance, and supporting the members of the Special Education Teams. This person will play the important role of liaison and LEA Designee between and for the Director and staff, along with the inside/outside agencies and parents/guardians.

New Position Request Form

Position Requested:	Specialized Services Case Manager
Position Requested By:	Barbara Guillory
Date of Request:	August 1, 2023
Submission for Board Meeting on:	August 16, 2023
Supporting Documentation Submitted:	Job Description Position Rationale
Requested Grade and Salary:	Salary Grade 7NI, $52,000 - $56,000
Salary Justification:	At a salary grade 7NI, this will bring the position to a compa ratio of 1.05 - 1.13 of the mid-point of the salary grade range. This is based upon current market data. However, the position is slotted within the 2021 compensation structure. It is in line with Northwood's compensation philosophy for non-instructional staff.

Prepared by Total HR Solutions, LLC for NACS - All Rights Reserved

NORTHWOOD ACADEMY CHARTER SCHOOL
A Learning Sanctuary

COST / BENEFIT ANALYSIS

CBA# 2023.38
Date: August 11, 2023
Budget Category: Operating
Prepared By: Anastasia Riley
Request: Specialized Service Case Manager

Overview of the Project:

- Northwood is in need of a special education case manager. The position will provide classroom instruction and ensure service and supports are in place, as determined by student's IEPs.

Projected Cost: $87,840

Cost Details:

- Salary of $56,000.00 with a total cost calculated at $87,840.

Benefits:

- Northwood must continue to stay in compliance with student's IEPs, as mandated by State requirements. The position will not only provide much needed classroom instruction but will also serve as a support role to the Director of Special Education in meeting the necessary services outlined in individual IEPs. The position should limit legal fees, settlement costs, and the potential need for an approved private school.

Coversheet

HR Initiatives Timeline

Section: VI. Human Resources
Item: C. HR Initiatives Timeline
Purpose: Vote
Submitted by:
Related Material: NACS_HR_Initiatives_Timeline_as_of_073123 (1).pdf

Northwood Academy Charter School

as of July 31, 2023

Note: The projects listed in this consultation timeline are in support of the achievement of Northwood's overall mission as it relates to ensuring sound human capital strategies, processes and procedures.

HR Initiatives Completed To Date:

Conducted Comprehensive HR Audit
Established Formal FMLA Policy
Conducted Exemption Review
Completed 1st Phase - Review to ensure appropriate and confidential
Ensured all Labor Posters are current and appropriately posted
Conducted Formal Compensation Market Study
Created and/or refined all JD's organization-wide
Revised Employee Handbook
Established Comprehensive KPI's for Internal Use and Subset for Board Review
Established New Performance Eval Process for Instructional and Non-Instructional Staff
Review current contracts and offer letter administration
Completed Initial Talent Review Process with supporting documentation
Provide support for succession planning efforts.
Rolled out Core Competency Training
Established compliant/formal recruitment process
Conducted training on compliant recruiting process, and interview and selection training for all involved in hiring processes
Established Formal "Who To Call" Directory
Carry-over workstreams from Strategic Plan (i.e., Decision Rights Matrix)
Provided HR Support for employee contract administration
Carry-over workstreams from Compensation Project
Revised COVID Policy due to State of Emergency ending
Created new COVID guidelines for employees
Facilitated CEO evaluation process inclusive of 360 feedback and talent review
Developed Non-Harassment/Diversity Equity & Inclusion Training
Transitioned TIMS responsibilities to HR
Reviewed current contracts and offer letter administration
Developed formal orientation presentation
Conducted Change Management Training for Leadership
Supported 3rd Party File Audit at the direction of Repice & Taylor
Finalized performance evaluation forms for Administration and non-instructional staff
Conducted Phase II Talent Review Process - complete with IDP's and Talent Grids
Created COVID-19 Handbook/Guidelines for roll-out at August PD
Developed formal orientation presentation and refine onboarding processes
Rolled out Mandated COVID Vaccination Policy
Conducted Formal Employee Engagement Survey w/follow-up Spring Survey
Converted Application to PDF
Provided COVID-19 Supports and Protocols

HR Initiative	Primary Purpose	Responsible	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
On-Site Weekly HR Generalist Support	To provide ongoing support for HR administrative tasks including but not limited to Act 48 tracking & submission; employment verification, recruiting & tracking; certification database oversee & follow-up; open enrollment; employee database updates; FMLA, workers' compensation, and unemployment.	Najaah							
Maintain File Compliance	To ensure ongoing compliance	Najaah with support as needed							
Provide ongoing employee relations & support and HR consultation to CEO and NACS Board	Ensure appropriate levels of HR support remain present and consistent for improved outcomes.	Najaah/Tracee							
Support Recruitment efforts as required	Based upon staffing needs of the organization ensure a smooth, timely and efficient.	Alethia/Najaah			Created Indeed Northwood page. Najaah and Alethia continue to work on best practices for hiring				
Create compliant HR tools and forms (i.e., application, I-9, vol. self ID, interview questionnaires, etc.)	Ensure overall compliance and mitigate risk on an ongoing basis.	Najaah/Tracee	Research Employee/ Education Verification Vendor						
Work with NACS Leadership to refine Core Competency Framework to be incorporated into all Performance Evals	Ensure NACS begins to drive a deliberate culture that is supported through accountability to a set of core competencies across all levels in the organization.	Admin/Tracee			TBD with New CEO	TBD with New CEO	TBD with New CEO		
Further refine Performance Evaluation for Teachers	Drive increased accountability and alignment to overall school objectives and core competencies beyond the Danielson.	Anastasia/ Tracee/Union			TBD Board in Union Negotiations	TBD Board in Union Negotiations	TBD Board in Union Negotiations		
Annual Review of Employee Handbook	Ensure overall compliance, mitigate risk, and operate in HR best practices.	Najaah/Tracee			Reviewed and updated handbook needs to be approved by board / Union				
Roll-out Non-Harassment/Diversity Equity and Inclusion Training to staff	Ensure awareness and compliance with current laws and practices.	Tracee			TBD with Leadership as a PD				

HR Initiative	Primary Purpose	Responsible	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
Review and refine orientation process, ongoing as needed	Ensure overall compliance, mitigate risk, and to begin driving a more deliberate culture.	Najaah/Tracee							
Establish Annual Goals for administration/non bargaining unit employee	To ensure sound talent management exists as well as to ensure performance is aligned with organizational goals and objectives.	Admin/Najaah and Tracee	Delayed by Administration						
Support all Bargaining Unit activities and negotiations on an ongoing basis	To support good-faith bargaining and the creation of a mutually beneficial bargaining agreement.	Tracee							
Support mid-year performance evaluation processes for administration / non- bargaining unit employees	To ensure sound talent management exists as well as to ensure performance is aligned with organizational goals and objectives.	CEO/ Najaah/Tracee							Preliminary discussions for January
Conduct semi-annual trainings - topics to be agreed upon with final dates	Ensure overall compliance, mitigate risk, while placing focus on talent management beyond standard PD's.	Admin/Tracee			Admin to participate in Leadership 2040				
Vendor Contract Review (i.e. temp staffing) when provided by Leadership	Ongoing to ensure appropriate language from an HR perspective, though legal may still need to review.	Tracee							
HRIS research/procurement	Streamline HR Administration Processes.	Admin/Tracee		HR, DSBO and designated Admin to review potential HRIS system					
Benefits Review and Marketing Efforts	Ensure competitiveness and overall benefits strategy.	Tracee/CEO	Complete for 2023-2024	Open Enrollment Complete					
Employee Communication	To ensure an open line of communication between HR and staff.	Admin/HR							

Coversheet

Personnel (Key Performance Indicator)

Section: VI. Human Resources
Item: D. Personnel (Key Performance Indicator)
Purpose: Vote
Submitted by:
Related Material: NACS_HR_KPI_-_Summary_for_the_Board_August_2023.pdf

NACS HR Key Performance Indicators Board Summary

As of July 31, 2023

	May-23	Jun-23	Jul-23	Net Change from Prior	FY 2021 YTD Totals	Actions/Explanations
HEADCOUNT						
Total Actual Headcount	88(88 + 1 FT Director of Special Education - 1 FT Music Teacher)	86(88 - 1 FT 6th Grade Teacher - 1 FT Nurse -1 FT Compliance Coordinator - 1 FT SPED Security + 1 FT Compliance coordinator +1 FT Director of School Business)	87(86 + 1 FT Director of Operations)	1		June: -Separated 1 FT 6th Grade Teacher - Separated 1 FT Nurse - Separated 1 FT Compliance Coordinator -Separated 1 FT SPED Secretary - Hired 1 FT Compliance Coordinator -Hired 1 FT Director of School Business July: - Hired 1 FT Director of Operations
Total Budgeted (FTE)	104	104	104			**No Change to report**
Actual FTE's	87.5 (87.5 + 1 FT Director of Special Education - 1 FT Music Teacher)	85.5(87.5- 1 FT 6th Grade Teacher - 1 FT Nurse -1 FT Compliance Coordinator - 1 FT SPED Secretary + 1 FT Compliance coordinator +1 FT Director of School Business)	86.5(85.5 + 1 FT Director of Operations)	-1		June: -Separated 1 FT 6th Grade Teacher - Separated 1 FT Nurse - Separated 1 FT Compliance Coordinator - Separated 1 FT SPED Secretary - Hired 1 FT Compliance coordinator -Hired 1 FT Director of School Business July: - Hired 1 FT Director of Operations
Administration	10	11	12	1		June: -Hired 1 FT Director of School Business July: - Hired 1 FT Director of Operations
Operations	11.5	9.5	9.5	0		June: - Separated 1 FT Nurse - Separated 1 FT Compliance Coordinator - Separated 1 FT SPED Secretary - Hired 1 FT Compliance Coordinator July: No change to report
Instructional	58	57	57	0		June: - Separated 1 FT 6th Grade Math Teacher July: No changes to report
Non-Instructional	8	8	8	0		**No changes to report**
NEW HIRES						
Total New Hires	1	2	1			June: - Hired 1 FT Compliance coordinator -Hired 1 FT Director of School Business July: - Hired 1 FT Director of Operations
New Hire Breakdown by Dept.:						
Administration	1	1	1			June: -Hired 1 FT Director of School Business July: - Hired 1 FT Director of Operations
Operations	0	1	0			June: -Hired 1 FT Compliance Coordinator
Instructional	2	0	0			**No changes to report**
Non-Instructional	0	0	0			**No changes to report**
Stay Interviews	0	0	0			**No changes to report**
SEPARATIONS						
Total Separations	1	4	0			June: -Separated 1 FT 6th Grade Teacher - Separated 1 FT Nurse - Separated 1 FT Compliance Coordinator - Separated 1 FT SPED Secretary
Monthly Turnover Breakdown:						
Voluntary	0	4	0			June: -Separated 1 FT 6th Grade Teacher - Separated 1 FT Nurse - Separated 1 FT Compliance Coordinator - Separated 1 FT SPED Secretary
Involuntary	1	0	0			**No Changes to report**
Non-Specified	0	0	0			**No Changes to report**
By Dept.:						
Administration	0	0	0			**No changes to report**
Operations	0	3	0			June: - Separated 1 FT Nurse - Separated 1 FT Compliance Coordinator - Separated 1 FT SPED Secretary
Instructional	1	1	0			June: -Separated 1 FT 6th Grade Teacher
Non-Instructional	0	0	0			**No changes to report**
Exit Interviews Conducted	0	0	0			**No changes to report**

	May-23	Jun-23	Jul-23	Net Change from Prior	FY 2021 YTD Totals	Actions/Explanations
POSITIONS BEING REQUESTED FOR BOARD APPROVAL						
By Dept.:						
Administration	0	0	0			**No changes to report**
Operations	0	0	0			**No changes to report**
Instructional	0	0	0			**No changes to report**
Non-Instructional	0	0	0			**No changes to report**
STATUS CHANGES						
Total All Status Changes (i.e., FT to PT)	0	0	0			**No changes to report**
Promotions/Transfers	0	0	0			**No changes to report**
Pay Grade Changes	0	0	0			**No changes to report**
Talent Management						
Performance Evaluations to be completed						**No changes to report**
Instructional	57	57	0			**Classroom Evaluations only were conducted**
Non-Instructional						**CEO not due for review. No reviews were completed for Non- instructional**
TRAINING						
Total Oriented/Onboarded	1	2	1	-1		**June:** - Hired 1 FT Compliance Coordinator -Hired 1 FT School of Business Operations **July:** - Hired 1 FT Director of Operations
# of PDs Conducted	1	0	0			**No Information to report**
Instructional Attendees	47	0	0			**No Information to report**
Non-Instructional Attendees	5	0	0			**No Information to report**
HEALTH & WELFARE						
Actual Enrollment	66	66	64	-2		**July:** - Removed 1 FT 6th grade teacher - Removed 1 FT compliance coordinator
Employee Only	28	28	27			**July:** Removed- 1 FT Compliance Coordinator Added - 1 FT Director of Operations
Two Person (Employee/Spouse)	3	3	3			**No Change to report**
Employee/Child	5	5	5			**No Change to report**
Employee/Children	5	5	5			**No Change to report**
Family	25	25	24			**July:** Removed-1 FT 6th Grade Math Teacher
Opt-Out	22	22	22			**No Change to report**
Actual Pension Enrollment						
Number Enrolled - PSERS	27	27	27			**No Change to report**
Number Enrolled - 403(b) - Penn Serv	61	61	61			**No Change to report**
UNEMPLOYMENT						
Total Chargeable Liability	0	2703.63	7348.43			
Total Claimants	0	3	4			
Average Cost Per Claim	0	901.21	1837.11			
LEAVE OF ABSENCE						
Total FMLA	2	2	2	0		**June:** -2 FT Teachers **July:** -2 FT Teachers
FMLA by Dept:						
Administration	0	0	0			**no changes to report**
Operations	0	0	0			
Instructional	2	2	2	0		**June:** -2 FT Teachers **July:** - 2 FT Teachers
Non-Instructional	0	0	0			**No Changes to Report**
EMPLOYEE RELATIONS						
Employee Consultation\ Inquiries	76	6	30			**June:** Payroll questions, , PTO, Tuition Reimbursement, Resignation, New Hires, Salary and retention bonuses **July:** W-4 forms, Taxes and Payroll questions, New Hires, Verification of Employment, Resignation, Open enrollment
by Dept.:						
Administration	5	0	2			
Operations	10	1	2			
Instructional	44	5	17			
Non-Instructional	17	0	9			
Verbal Warnings	0	0	0			
Written Warnings	0	0	0			
Final Warnings	0	0	0			
PIP's	0	0	0			
Suspension	0	0	0			

Report Submitted for review to August 2023 Board Meeting

Submission Will be Further Refined by the Next Board Meeting

Acknowledged and Approved by the Board on _____

Coversheet

Resolution 081623.006: Employee Handbook Revised

Section:	VI. Human Resources
Item:	E. Resolution 081623.006: Employee Handbook Revised
Purpose:	Vote
Submitted by:	
Related Material:	NACS_2023-2024_Employee_Handbook._Revised_11AUG2023 (1).pdf

Northwood Academy Charter School

Employee Handbook

August 2023-2024

Table of Contents

EMPLOYEE HANDBOOK ACKNOWLEDGMENT **7**

WELCOME **8**

ABOUT YOUR HANDBOOK **9**

MISSION AND VISION STATEMENT **10**

NORTHWOOD ACADEMY CHARTER SCHOOL CORE COMPETENCIES **11**

NORTHWOOD ACADEMY CHARTER SCHOOL'S ORGANIZATIONAL CHART **12**

EMPLOYEE RELATIONS **13**

- At Will 13
- People Oriented 13
- Equal Employment Opportunity 13
- Diversity in The Workplace 14
- Diversity, Equity and Inclusion: Gender Identity & Affirmation 14
- Harassment 15
- Sexual Harassment 16
- Non-Discrimination 16
- PA's Code of Professional Practice and Conduct for Educators **17**
  - Mission 17
  - Introduction 17
  - Purpose 17
  - Practices 18
  - Conduct 19
  - Legal Obligations 19
  - Civil Rights 19
  - Improper Personal or Financial Gain 19
  - Relationships with Students 20
  - Professional Relationships 20
- Title IX Policy Educator's Code 21
  - Reporting 21
  - Confidentiality 23
  - Retaliation 23
  - Definitions 23
  - Title X Coordinator 24
  - Disciplinary Consequences 25
  - Making A Complaint 25
  - Complaint Procedures 26
  - Procedures for Investigating & Resolving Complaints 27

Click to return to Table of Contents

Abuse or Molestation Training Policy 30
Abuse or Molestation Training-Act 126 Training Policy 31
Abuse Prevention Policy 31
HIV Related Discrimination 33
What to do If You Have Been Subjected to Unlawful Discrimination 33
All Complaints Investigated 33
Mandatory Reporting of Educator 34
Northwood Instructions for Reporting Abuse 34
Child Abuse Reporting 42
Physical Contact Policy 42
One-on-One Interactions 43
Tutoring/Private Coaching: 43
Off-Site Contact 44
Sanctions for Violations of Northwood's Equal Employment Opportunity Policies 44
Retaliation Prohibited 44
Workplace Violence 45
Workplace Bullying 46
Anti-Corporal Punishment Policy 47
Act 48 47
Arrests and Convictions 48
Whistleblower Policy 48
Cooperation with Legal Authorities 48
Disability Accommodation 48
Business Ethics, Conduct and Right to Privacy 49
Overview of HIPAA Compliance 50
Immigration Law Compliance 50
Hiring of Relatives 51
Conflicts of Interest 51
Confidentiality 52
Outside Employment 52

EMPLOYMENT PRACTICES 53
Employment Guidelines 53
Requirements for Employment 53
Certification 54
False Information and Employment 54
Our Expectations and Your Responsibilities 54
Performance Development and Reviews 55
Instructional Staff and Administrators 55
Non-Instructional Staff 56
Working in a Remote Capacity 56

Click to return to Table of Contents

Personal Appearance and Dress Code 57
Absence and Lateness 57
Employee Performance Improvement Plans 57
Performance Counseling 58
Examples of Summary Offenses 59
Problem Resolution 62
Personal Property 63
Drug, Smoke, Alcohol Free Workplace 63
Alcohol & Smoking 63
Alcohol, Drug & Substance Abuse Policy 63
Solicitation 65
Proselytizing/Political Advocacy 65
Employment Categories 65
Employment References and Loan Verification Checks 66
Access to Personnel Files 66
Personal Data Changes 67
Employment Termination 67
Appeals Process 67
Re-employment 68

EMPLOYEE BENEFIT PROGRAMS 68
Eligibility 68
Medical, Prescription, Dental, Disability, and Life Insurance 68
Change of Status 69
Continuation Coverage Rights under COBRA 69
Introduction 69
What is COBRA Continuation Coverage? 69
You Must Give Notice of Some Qualifying Events 70
Paid Time Off (PTO) 70
PTO for 10- Month Employees 70
PTO for 12-Month Employees 70
PTO Payout 71
10- and 12-Month Employees 71
Philadelphia Sick Leave Policy (PSL) 72
Holidays 72
Recognized Holidays 73
Paid Maternity and Paternity Leave 73
Workers' Compensation Insurance Program 74
Unemployment Insurance Program 75
Tuition Reimbursement 75
Professional Development 76

Click to return to Table of Contents

COMPENSATION **77**
Compensation Philosophy 77
Paydays 77
Overtime 77
Extracurricular Clubs and Compensation 78
Professional Learning Community (PLC) 79
Administrative Pay Corrections 80
Pay Deductions 80

LEAVES OF ABSENCE **80**
Family and Medical Leave 80
Unpaid Leave and Accommodation for Pregnancy, Childbirth or Related Medical Condition 84
Military Leave and Benefit Rights Under USERRA and PA Military Leave of Absence Law 87
COVID-19 Pandemic Paid Sick Leave/Public Health Emergency Leave 89
Victim Leave - City of Philadelphia 90
Crime Victim Leave 91
Domestic or Sexual Violence Leave (DSV) 91
Bereavement Leave 93
Jury Duty 93

WORKPLACE SAFETY **94**
Inclement Weather Closings 94
Critical Incident Management Plan 94
Safety Procedures 95
First Aid 95
Inclement Weather Days 95
Safety 95
Emergency Procedures 96
Lockdown Procedure 96
Shelter in Place 97
Reverse Evacuation 97
Emergency Closing Procedures 98
Local, State or National Emergencies 98
Fire or Bomb Threat 99
Infectious Disease Preparedness and Response Policy 100

Use of Phone System **101**

Cellular Phones/Smart Devices **101**

Computers, Internet, Electronic Mail and Voice Mail Usage **101**

Click to return to Table of Contents 5

Usage of Equipment and Materials **103**

Employee Parking **104**

Small Appliances **104**

COMMUNICATION **104**

Guidelines for Positive and Productive Communication 104

Open Door Policy 106

Social Networking 106

Employee Communication Protocol 108

Media and Public Contacts 110

Click to return to Table of Contents

NORTHWOOD ACADEMY CHARTER SCHOOL

EMPLOYEE HANDBOOK ACKNOWLEDGMENT

I have received a copy of the Northwood Academy Charter School's Employee Handbook ("Handbook").

I understand that I am responsible for knowing the contents of this Handbook and for complying with the procedures and operational standards of Northwood, including its confidentiality policy. It is my responsibility to ask Northwood's Administrator or CEO for an explanation of anything that is not clear to me.

Our intent is to keep you up to date on all aspects of your employment. Accordingly, we will make every effort to communicate any changes or modifications to this Handbook to you as quickly as possible.

HOWEVER, THIS HANDBOOK DOES NOT CONSTITUTE ANY PART OF AN EMPLOYMENT CONTRACT AND IS MERELY A STATEMENT OF CURRENT POLICIES AND A DESCRIPTION OF BENEFITS THAT MAY BE CHANGED AT ANY GIVEN TIME, WITHOUT NOTICE.

FURTHERMORE, THE INFORMATION PROVIDED IN THIS HANDBOOK IS INTENDED TO PROVIDE GENERAL GUIDELINES FOR ALL EMPLOYEES. EMPLOYEES WITH QUESTIONS OR CONCERNS REGARDING THIS HANDBOOK SHOULD CONTACT HUMAN RESOURCES.

Print Name: _____

Signature: _____

Date: ___/___/___

Location: Northwood Academy Charter School

Manager/HR Representative Signature: _____

Return this acknowledgement to the Human Resources Coordinator, as it will be kept in your personnel file. All employees must have this statement on file annually.

Click to return to Table of Contents

WELCOME

Northwood Academy Charter School (“Northwood”) has pledged to provide a unique educational experience for our students and teachers. Our comprehensive learning and teaching program gives every learner the opportunity for success and achievement. Developing a well-rounded child, both academically and socially, is the foundation and framework of the mission and vision of our school. In partnership with our families and our community, we strive to create an environment of collaboration where all students enjoy school, respect their teachers, show concern for others, and resolve conflict fairly and peacefully.

This Handbook was developed to describe Northwood’s expectations of its employees as well as what you should expect of Northwood and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the Employee Handbook as soon as possible, for it will answer many questions about employment with Northwood.

Due to the extraordinary mission of our School, faculty and staff are expected to be significantly involved in ensuring that the mission is carried out to the fullest extent possible. As policies stated in this book change, you will be provided with revised or additional information to supplement it.

Choosing to be a teacher or a staff member at Northwood is a serious commitment to children. Being selected to teach or work at Northwood is an opportunity for personal and professional growth while preparing children for their future. Welcome to the Northwood community.

Northwood seeks employees with a genuine interest in the care and education of young people. The contributions made by our employees are fundamental to Northwood’s growth and success, and we hope you will take pride in being a member of our team.

We value our employees and want you to find your work both challenging and fulfilling. You are an invaluable part of our School’s future success, and we want to assist you in working up to your full potential. You can be assured that your contributions will be rewarded with a competitive salary and benefits package coupled with continuing opportunities to grow and develop with Northwood.

We hope that your experience here will be challenging, enjoyable, and rewarding.

Sincerely,

_____, CEO
Northwood Academy Charter School

Click to return to Table of Contents

ABOUT YOUR HANDBOOK

This Handbook is designed to acquaint you with Northwood and to provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of this Handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Northwood to benefit our employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As Northwood continues to grow, Northwood reserves the right to revise, supplement, or rescind any policies, programs, plans and/or portions of this Handbook from time to time as it deems necessary, in its sole and absolute discretion.

The descriptions of benefits included in this Handbook are intended as summaries of each of the plans' highlights. The actual benefits provided will be in accordance with the governing plan documents. The original plan documents are available for review. Northwood has the right to amend, modify, suspend, or terminate any of its benefit plans or policies, practices, and procedures, as it deems appropriate or desirable.

As changes are made in any of the benefit plans or policies, practices, or procedures, you will receive official notice and/or replacement pages for insertion in this Handbook. You may direct questions about any of the information in this Handbook to an administrator, HR, or the Chief Executive Officer (“CEO”).

The contents of this Handbook are not intended to create nor are they to be construed to constitute any kind of an employment contract. Because you are an employee at will, either you or Northwood can terminate the employment relationship at any time with or without cause or notice. No person acting on behalf of Northwood is authorized to alter this policy, except in a specific written approval signed by the Board of Directors.

Unless otherwise clear from the context, the use in this Handbook of "you" and "your" is intended to be a reference to an active employee of Northwood.

Click to return to Table of Contents

MISSION AND VISION STATEMENT

Mission Statement

Northwood is a comprehensive learning sanctuary that educates and supports the whole child. We achieve this by working as a highly qualified team that delivers collective knowledge, creativity, and real-world learning experiences needed for students to become successful life-long learners.

Vision

Northwood will develop holistic students who recognize and embrace positive options.

We believe:

- All Children are capable of learning at high levels if they are taught by caring and skilled educators, challenged by an engaging curriculum, afforded adequate time, and held to ambitious standards;
- Opportunities for quality learning must be extended to all children in a diverse, equitable and inclusive manner.
- Substantial improvements in student performance can be achieved on an on-going and cost-effective basis.

Click to return to Table of Contents

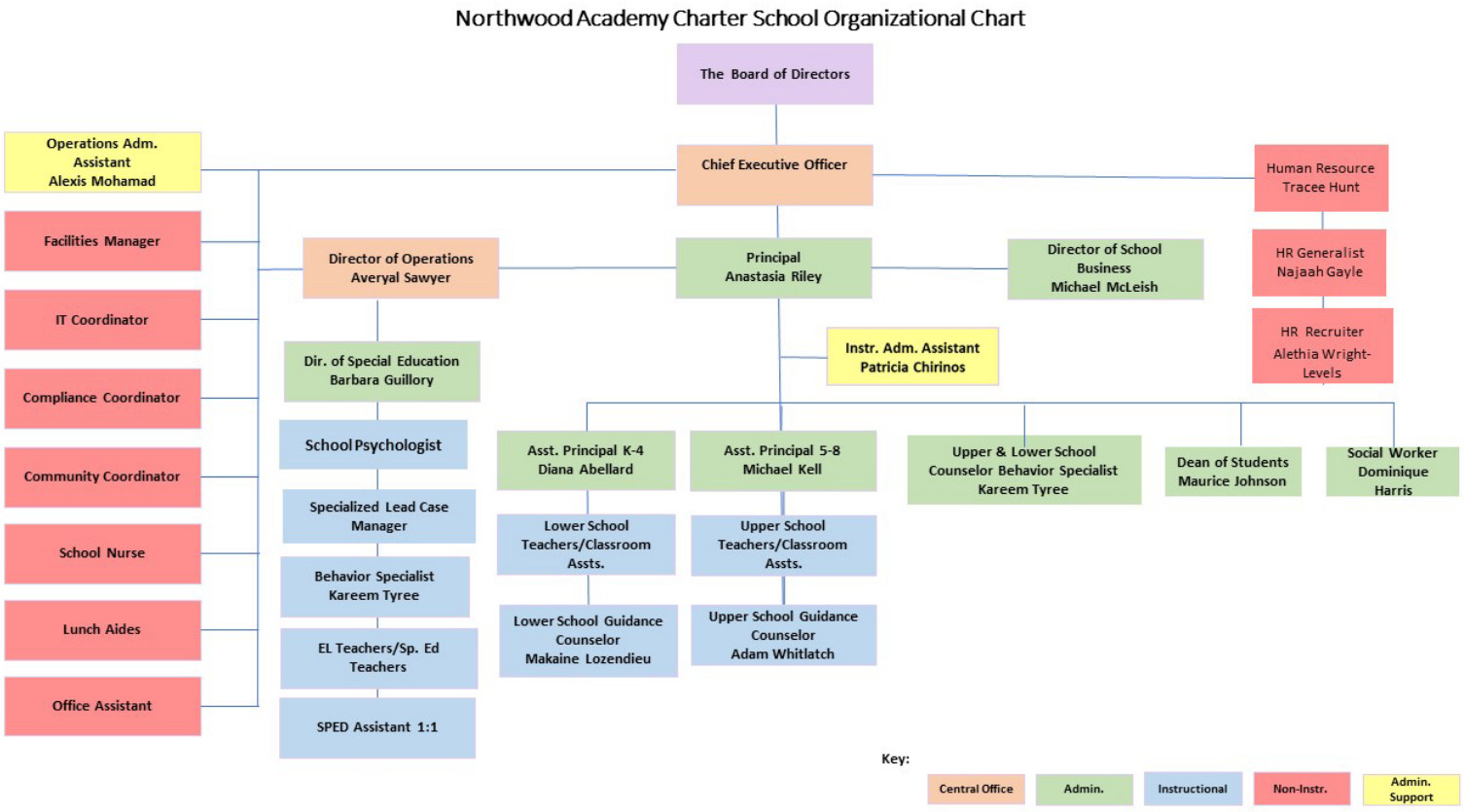
NORTHWOOD ACADEMY CHARTER SCHOOL CORE COMPETENCIES



Our Environment as our foundation, **Our People** as our strength, ultimately yield **Our Success/Achievement**

Click to return to Table of Contents

NORTHWOOD ACADEMY CHARTER SCHOOL'S ORGANIZATIONAL CHART



Click to return to Table of Contents

EMPLOYEE RELATIONS

At Will

Employment with Northwood is voluntarily entered into, and you are free to resign at will at any time, with or without cause. Similarly, Northwood may terminate the employment relationship at will, any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

This employment at will relationship exists regardless of any other written statements or policies contained in this Handbook or any other Northwood documents or any verbal statement to the contrary.

People Oriented

Northwood is committed to providing you with excellent working conditions, maintaining a strong communication link among all employees, and providing a safe, attractive, challenging, and fun environment in which to work. We respect the needs of each employee and are dedicated to structuring our compensation and benefit programs in a competitive and equitable fashion.

Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Northwood will be based on merit, qualifications, and abilities. Northwood does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, ethnicity, sexual orientation, national origin, age, disability, veteran status, or any other characteristic protected by law.

Northwood will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship to Northwood. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

If you have any questions or concerns regarding any type of discrimination in the workplace you are encouraged to bring these issues to the attention of HR. You can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Diversity in The Workplace

Northwood is committed to building and maintaining a workforce that is representative of and responsive to our students and the communities we serve.

To accomplish this, we realize that we must take full advantage of the diverse cultural backgrounds of our employees and maintain an organizational climate that promotes and is responsive to our Diversity.

With the viability of Northwood increasingly dependent upon teamwork and cross-functional collaboration, the ability of our employees and managers to achieve excellence in a diverse environment becomes critically important.

Northwood believes and will make every effort to instill in our employees that diversity is central to our mission. Diversity is good for business. Diversity is important in the workforce, among our administrators, educators, students, and the communities in which we operate.

Ongoing initiatives to achieve Northwood's diversity vision will be undertaken on an ongoing basis through-out the organization.

Diversity, Equity and Inclusion: Gender Identity & Affirmation

As Northwood continues to be a welcoming and inclusive workplace, we want to be conscious of working to find ways to name, honor and value the experiences and identities of our valued workforce.

Northwood is committed to supporting employees with expressing and affirming gender identity. While we recognize how language can inherently make assumptions about people and implicitly reinforce dominant norms around gender, sexual orientation, race, class, ability/disability, age, and other identities and experiences, we want to ensure that we provide employees with the option to use inclusive pronouns in your Northwood email signature and business cards if you choose to do so. Northwood's goal is to foster a work environment that is inclusive of all gender identities and expressions.

Commonly Used Pronouns are:

- She, Her, Hers
- He, Him, His
- They, Them, Theirs (in the plural or singular)

Click to return to Table of Contents

These are not the only pronouns. Some individuals may choose not to use pronouns, but instead to continue using their names.

Examples of the optional email signatures you can use are shared below.

Your Name
she/her/hers
Your Position/Title
Northwood Academy Charter School
Email. youremailaddress@northwoodcs.org
Phone. 215-289-5606

Your Name
he/him/his
Your Position/Title
Northwood Academy Charter School
Email. youremailaddress@northwoodcs.org
Phone. 215-289-5606

Your Name
they/them/theirs (in the plural or singular)
Your Position/Title
Northwood Academy Charter School
Email. youremailaddress@northwoodcs.org
Phone. 215-289-5606

Harassment

Experience has shown that unlawful harassment can occur not only when an individual deliberately intends to harass or “pick on” another person, but also when individuals believe they are “just kidding”, or when they make jokes or commit pranks that they think are funny, but do not realize are offensive to others. Employees overhearing such statements or witnessing such conduct may be initially reluctant to “make an issue” out of such behavior, and thus the offending party might believe incorrectly that no one was offended by his/her conduct. These problems can be avoided if employees use discretion, good taste, common sense, and basic courtesy at all times in the workplace. Thus, any kind of racial, ethnic, or sexual banter or jokes is strictly forbidden.

Northwood will take prompt, appropriate, remedial action in instances where there is knowledge of harassment and will hold management and employees accountable for acts where it is reasonable to conclude that management should have had knowledge of such acts.

Click to return to Table of Contents

Sexual Harassment

Sexual Harassment is a form of illegal sex discrimination, which Northwood will not tolerate. Sexual Harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is unwelcome, personally offensive and interferes with the overall work environment and our work effectiveness.

It is sexual harassment for any person, regardless of gender, to threaten or insinuate, expressly or implicitly, that a subordinate is required to submit to sexual advances or to provide sexual favors as a condition of employment, continued employment, or any term, condition, benefit of employment, or that a subordinate's refusal to submit to sexual advances or to provide sexual favors will affect adversely the subordinate's employment, continued employment or any term, condition or benefit of employment.

It is sexual harassment for any person, regardless of gender, to engage in unwelcome sexually oriented or otherwise hostile conduct which has the purpose or effect of interfering unreasonably with another person's work performance or of creating an intimidating, hostile, abusive, or offensive environment. Examples of such conduct, if unwelcome, or in some way cause other employees to be uncomfortable in their work environment, may include: sexual bantering; "jokes" and "teasing"; off-color language or jokes; sexual flirtations, advances or propositions; verbal abuse of a sexual nature; verbal commentaries about an individual's body or sexuality; sexually degrading words used to describe individuals; verbal comments or innuendo of a sexual nature; display of sexually suggestive objects or pictures; unwelcome physical contact, such as patting, pinching or brushing against another person's body; and using sexually-oriented or degrading gestures or other nonverbal communication.

Northwood will take prompt, appropriate, remedial action in instances where there is knowledge of sexual harassment and will hold management and employees accountable for acts where it is reasonable to conclude that management should have had knowledge of such acts.

Non-Discrimination

Northwood does not discriminate or permit discrimination by any employee against any individual on the basis of race, color, gender, national origin, disability, religion, veteran status, sexual orientation, citizenship, or age.

Harassment, whether verbal, physical, or visual, that is based on any of these characteristics is a form of discrimination. This includes harassing conduct that interferes unreasonably with an individual's work performance or creating what a reasonable person would sense is an intimidating, hostile, or offensive environment.

Click to return to Table of Contents

PA's Code of Professional Practice and Conduct for Educators

As a public school in Pennsylvania, we adhere to the following:

Mission

The Professional Standards and Practices Commission is committed to providing leadership for improving the quality of education in this Commonwealth by establishing high standards for preparation, certification practice, and ethical conduct in the teaching profession.

Introduction

(a) Professional conduct defines interactions between the individual educator and students, the employing agencies, and other professionals. Generally, the responsibility for professional conduct rests with the individual professional educator. However, in this Commonwealth, a Code of Professional practice conduct (Code) for certificated educators is required by statute and violation of specified sections of the Code may constitute a basis for public or private reprimand. Violations of the Code may also be used as supporting evidence, though may not constitute an independent basis, for the suspension or revocation of a certificate.

(b) This chapter makes explicit the values of the education profession. When individuals become educators in this Commonwealth, they make a more commitment to uphold these values.

Purpose

(a) Professional educators in this Commonwealth believe that the quality of their services directly influences the nation and its citizens. Professional educators recognize their obligation to provide services and to conduct themselves in a manner, places the highest esteem on human rights and dignity. Professional educators seek to ensure that every student receives the highest quality of service and that every professional maintains a high level of competence from entry through ongoing professional development. Professional educators are responsible for the development of sound educational policy and obligated to implement that policy and its programs to the public.

(b) Professional educators recognize their primary responsibility to the student and the development of the student's potential. Central to that development is the professional educator's valuing the worth and dignity of every person, student, and colleague alike; the pursuit of truth; devotion to excellence; acquisition of knowledge; and democratic principles. To those ends, the educator engages in continuing professional development and keeps current with research and technology. Educators encourage and support the use of resources that best serve the interests and needs of students. Within the context of professional excellence, the educator and student together explore the challenge and the dignity of the human experience.

Click to return to Table of Contents

Practices

(a) Professional practices are behaviors and attitudes that are based on a set of values that the professional education community believes and accepts. These values are evidenced by the professional educator's conduct toward students and colleagues and the educator's employer and community. When teacher candidates become professional educators in this Commonwealth, they are expected to abide by this section.

(b) Professional educators are expected to abide by the following:

1) Professional educators shall abide by the Public-School Code of 1949 (24 P. S. § § 1-101-27-2702), other school laws of the Commonwealth, sections 1201(a)(1), (2) and (4) and (b)(1), (2) and (4) of the Public Employee Relations Act (43 P. S. § § 1101.1201(a)(1), (2) and (4) and (b)(1), and (2) and (4) and this chapter.

2) Professional educators shall be prepared and legally certified, in their areas of assignment. Educators may not be assigned or willingly accept assignments they are not certified to fulfill. Educators may be assigned to or accept assignments outside their certification area on a temporary, short-term, emergency basis.

3) Professional educators shall maintain high levels of competence throughout their careers.

4) Professional educators shall exhibit consistent and equitable treatment of students, fellow educators, and parents. They shall respect the civil rights of all and not discriminate on the basis of race, national or ethnic origin, culture, religion, sex or sexual orientation, marital status, age, political beliefs, socioeconomic status, disabling condition or vocational interest. This list of bases or discrimination is not all-inclusive.

5) Professional educators shall accept the value of diversity in educational practice. Diversity requires educators to have a range of methodologies and to request the necessary tools for effective teaching and learning.

6) Professional educators shall impart to their students' principles of good citizenship and societal responsibility.

7) Professional educators shall exhibit acceptable and professional language and communication skills. Their verbal and written communications with parents, students and staff shall reflect sensitivity to the fundamental human rights of dignity, privacy, and respect.

8) Professional educators shall be open-minded, knowledgeable, and use appropriate judgment and communication skills, when responding to an issue within the educational environment.

9) Professional educators shall keep in confidence information obtained in confidence in the course of professional service, unless required to be disclosed by law or by clear and compelling professional necessity as determined by the professional educator.

Click to return to Table of Contents

10) Professional educators shall exert reasonable effort to protect the student from conditions which interfere with learning or are harmful to the student's health and safety.

Conduct

Individual professional conduct reflects upon the practices, values, integrity, and reputation of the profession. Violation of § § 235.6-235.11 may constitute an independent basis for private or public reprimand and may be used as supporting evidence in cases of certification suspension and revocation.

Legal Obligations

(a) The professional educator may not engage in conduct prohibited by the act of December 12, 1973 (P. L. 397, No. 141) (24 P. S. § § 12-1251-12-1268), known as the Teacher Certification Law.

(b) The Professional educator may not engage in conduct prohibited by:

1) The Public-School Code of 1949 (24 P.S. § § 1-101-27-2702) and other laws relating to the schools or the education of children.

2) The applicable laws of the Commonwealth establishing ethics of public officials and public employees, including the act of October 4, 1978 (P. L. 883, No. 170) (65 P. S. § § 401-413), known as the Public Official and Employee Ethics Law.

(c) Violation of subsection (b) shall have been found to exist by an agency of proper jurisdictions to be considered an independent basis for discipline.

Civil Rights

The professional educator may not:

1) Discriminate on the basis of race, national or ethnic origin, culture, religion, sex or sexual orientation, marital status, age, political beliefs, socioeconomic status; disabling condition or vocational interest against a student or fellow professional. This list of bases of discrimination is not all-inclusive. This discrimination shall be found to exist by an agency of proper jurisdiction to be considered an independent basis for discipline.

2) Interfere with a student's or colleague's exercise of political and civil rights and responsibilities.

Improper Personal or Financial Gain

1) Accept gratuities, gifts, or favors that might impair or appear to impair professional judgment.

2) Exploit a professional relationship for personal gain or advantage.

Click to return to Table of Contents

Relationships with Students

The professional educator may not:

1) Knowingly and intentionally distort or misrepresent evaluations of students.

2) Knowingly and intentionally misrepresent subject matter or curriculum.

3) Sexually harass or engage in sexual relationships with students.

4) Knowingly and intentionally withhold evidence from the proper authorities about violations of the legal obligations as defined within this section.

Professional Relationships

The professional educator may not:

1) Knowingly and intentionally deny or impede a colleague in the exercise or enjoyment of a professional right or privilege in being an educator.

2) Knowingly and intentionally distort evaluations of colleagues.

3) Sexually harass a fellow employee.

4) Use coercive means or promise special treatment to influence professional decisions of colleagues.

5) Threaten, coerce, or discriminate against a colleague who in good faith reports or discloses to a governing agency actual or suspected violation of law, agency regulations or standards.

The Code of Professional Practice and Conduct for Educators can be found at 22 Pa. Code §§235.1- 235.11.

Click to return to Table of Contents

Title IX Policy Educator's Code

Northwood provides an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in Northwood regardless of race, color, age, creed, religion, gender, sexual orientation, gender identity, gender expression, ancestry, pregnancy, marital status, disability or national origin/ethnicity.

Title IX, a federal law, and its accompanying regulations under Title IX prohibit sexual harassment, defined as unlawful discrimination on the basis of sex. Such discrimination is known as "Title IX sexual harassment."

Northwood recognizes the needs of its students to learn in a safe and welcoming environment. Northwood is committed to maintaining a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment as such discrimination is inconsistent with the rights of students and does not align with Northwood's mission, vision and goals within our educational environment – in our classrooms and in our programs. Thus, such discrimination is prohibited at or, in the course of, Northwood-sponsored programs or activities, including transportation to or from school or school-sponsored activities.

Title IX violations are prohibited and may result in disciplinary consequences under Northwood's Board of Trustees policies and procedures. It is unlawful to engage in any act of retaliation or knowingly providing false information related to reports of Title IX violations, which may also implicate disciplinary consequences per applicable Board policies and procedures.

Inquiries regarding the application of Title IX to Northwood should be directed to Northwood's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

Notice: Northwood does not discriminate in any manner, including Title IX sexual harassment, in any Charter School education program or activity.

Reporting

In terms of reporting, Northwood delineates the following:

Students and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation to promptly report such incidents to Northwood's Chief Executive Officer, even if some elements of the related incident took place or originated off of Northwood's premises, school-sponsored activities or transportation to and from School.

A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may also file a report of discrimination.

Click to return to Table of Contents

The student's parents/guardians or any other person with knowledge of conduct that implicates Title IX sexual harassment, other discrimination or retaliation is encouraged to immediately report such matters to the Chief Executive Officer.

A school employee who suspects or is notified that a student has been subject to conduct that implicates Title IX sexual harassment, other discrimination or retaliation constitutes in violation of this policy shall immediately report the incident to the Chief Executive Officer, as well as properly making the required reports as a Mandated Reporter and any other reports required by law.

If the Chief Executive Officer is the subject of the complaint, the student, third party or a reporting employee shall report the incident directly to the Title IX Coordinator.

Northwood encourages the complainant or the individual making the report in writing. However, verbal reports of an incident or incidents will also be accepted and documented.

The Chief Executive Officer shall promptly notify the Title IX Coordinator of all reports of discrimination, Title IX sexual harassment or retaliation. The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator shall conduct an assessment to determine whether the reported circumstances are most appropriately addressed under the Discrimination Complaint process or if the reported circumstances meet the definition of Title IX sexual harassment is subject to other School policies.

When a report is made that alleges Title IX sexual harassment, Northwood may not impose discipline until the completion of the process. Northwood must presume that the Respondent is not responsible for the alleged conduct until a determination has been made at the completion of the process for formal complaints.

If there is an immediate threat to the physical health or safety of an individual, and remote/ alternative settings are not appropriate, immediate removal may occur; however, the procedures, which include due process, for suspension and expulsion will occur for the removal of a student. Those students with disabilities will be provided with the requisite protections under state and federal law.

When an emergency removal is not required, Northwood will issue discipline, if such a course is determined in the course of the Title IX process for formal complaints. After the conclusion of the process, Northwood will issue a written determination and provide information regarding the appeal process. If a discipline sanction is being recommended, it will be delineated in the written determination or appeal decision and implemented in accordance with the normal procedures for suspensions, expulsions, or other disciplinary actions, including specific provisions to address a student with a disability when applicable.

Click to return to Table of Contents

Confidentiality

The confidentiality of all parties, witnesses, allegations, including the filing of a report, the investigation will be in accordance with applicable law and policy.

Retaliation

Northwood prohibits retaliation by Northwood or any other person against any person engaging in the Title IX process, including complainants, witnesses, and/or other participants in the Title IX process.

Northwood, its employees, and others are prohibited from intimidating, threatening, coercing, or discriminating against anyone for actions described above. Individuals are encouraged to contact the Title IX Coordinator immediately if retaliation is believed to have occurred.

Definitions

Discrimination: means treating individuals differently, or to harass or victimize based on a protected classification including race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability.

Harassment - a form of discrimination based on the protected classifications race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability and consists of the use of unwelcome conduct which can include written or electronic means and/or verbal or nonverbal acts. Examples of harassment can include, but are not limited to: offensive jokes, slurs, name-calling, mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when such conduct is:

1. Sufficiently severe, persistent, or pervasive; and

2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

Supportive Measures – services, such as counseling, offered as appropriate, as reasonably available. Supportive measures are available to the complainant as well as the respondent and are available before or after the filing of a formal complaint or where no formal complaint has been filed. Supportive measures are provided free to charge. Such measures should assist restore or preserve equal access to the educational program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or to deter sexual harassment. Examples of supportive measures are counseling;

Click to return to Table of Contents

modifications of work or class schedule; restrictions on contact between the parties; monitoring on school premises or school-supported activities or conveyances; referral to domestic violence or rape crisis programs.

Title IX Sexual Harassment - conduct on the basis of sex that satisfies one or more of the following:

1. Conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct.
2. Unwelcome conduct that a reasonable person would deem as so severe, pervasive, and objectively offensive that it effectively denies equal access to Northwood's education program or activity.
3. Sexual assault, dating violence, domestic violence, or stalking.

Such conduct must have taken place during Northwood's education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An education program or activity includes the locations, events, or circumstances over which Northwood exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of Northwood's education programs or activities, whether such programs or activities occur on-campus or off-campus.

Title IX Coordinator

Northwood designates Theodore Boler as Northwood's Title IX Coordinator and Compliance Officer.

Contact information:

Theodore Boler, CEO
4621 Castor Avenue
Philadelphia, PA 19124

215-289-5606
TBoler@northwoodcs.org

The Title IX Coordinator/Compliance Officer shall ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of Northwood's nondiscrimination procedures including training, review of educational materials, information for Northwood community on resources for complainants, Northwood complaint procedure, the Title IX procedures, including but not limited to making reports to the police, and referrals for available supportive measures, review of School programs,

The Compliance Officer and Title IX Coordinator, investigator(s), decision-maker(s), or any individual which has responsibility related to Title IX sexual harassment complaint process shall receive the training on Title IX, the investigation process, evidence, and application of standard of

proof and how to address complaints when the alleged conduct does not qualify as Title IX sexual harassment but could be addressed under another complaint process or Board policy.

Disciplinary Consequences

A student who is determined to be responsible for Title IX violation shall be subject to appropriate disciplinary action in accordance with the Student Code of Conduct and may include, depending on the infraction and the relevant Student Code of Conduct provision, may include expulsion.

Employees who violate this policy are subject to disciplinary action, which may include dismissal and referral to law enforcement.

Making a Complaint

Northwood will:

1. Publish a Notice of Nondiscrimination on the Basis of Sex in its education programs and activities, including that Title IX requires it not to discriminate in such a manner. The notice must state that inquiries concerning the application of Title IX may be referred to Northwood's Title IX Coordinator or to OCR. It will include the name or title, office address, telephone number, and e-mail address for Northwood's Title IX Coordinator. The notice will be prominently posted on Northwood's website and at various locations throughout Northwood and published in electronic and printed publications of general distribution that provide information to students and employees about Northwood's services and policies;
2. Designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under Title IX that include overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints. The Title IX Coordinator or designee will be available to meet with students as needed; and
3. Prominently post this policy (including the compliance procedures contained in this policy) on Northwood's website; send it electronically to all members of Northwood's community; make it available at various locations throughout Northwood; and summarize it or attach it to Northwood's handbooks, codes of conduct, and catalogs for students, parents of elementary and secondary students, faculty, and staff.

Should the Title IX Compliance Officer be the person accused of the sexual harassment or should the complainant feel that the Title IX Compliance Officer is in some way responsible for the Title IX violation, the complainant may bring his or her concerns directly to the attention of the CEO, who will follow the procedures outlined below.

Complaint Procedures

The student may seek either an informal or formal resolution of his or her complaint:

A. Informal

The student or his or her parent may request the Title IX Compliance Officer to intervene by notifying the alleged offender that the specific offensive behavior(s) will not be tolerated. In such cases, the Title IX Compliance Officer must meet with the alleged offender, take a statement with regard to the allegations, and, if warranted, require that the alleged offender participate in non-disciplinary counseling. The alleged offender, if he or she is a student, shall have the right to have his or her parent(s) present during the meeting with the Title IX Compliance Officer. The Title IX Compliance Officer shall document, in writing, all actions taken regarding investigation of the allegations, including statements of other student(s) and/or school administration/staff/contractor(s) or volunteer(s). The complainant must be notified of the right to end the informal process at any time and begin the formal stage of the complaint process. Moreover, in cases involving allegations of sexual assault, an informal resolution or mediation is not appropriate even on a voluntary basis.

B. Formal

A student who believes that his or her Title IX rights have been violated or a parent, who believes that his or her child's Title IX rights have been violated, may file a complaint requesting a formal investigation into the allegations. Formal complaints shall be taken in writing by the Title IX Compliance Officer and signed by the complainant. A thorough and complete investigation shall be conducted by the Title IX Compliance Officer.

This investigation shall determine: (1) whether or not the conduct occurred; (2) whether the conduct constitutes a violation of Title IX or of this policy, and (3) if the conduct was a violation, what actions Northwood will take to end the violation, eliminate any hostile environment, and prevent its recurrence, which may include imposing sanctions on the perpetrator and providing remedies for the complainant and broader student population.

To the extent possible and allowed by law, confidentiality shall be maintained within the confines of the investigation of the alleged prohibited behavior. All parties will be treated with dignity and due process.

C. Interim Measures

During the pendency of an investigation, Northwood will take reasonable interim measures in order to prevent further possible Title IX issues. These may include taking steps to avoid further contact between the complainant and the alleged perpetrator by removal of the alleged perpetrator from the complainant's homeroom/classroom, transportation, lunch, extracurricular activities, and other school day activities/programming in which contact is foreseeable. The Title IX Compliance Officer shall provide the complainant with periodic updates on the status of the

investigation. The Title IX Compliance Officer shall also ensure that the complainant is aware of his or her Title IX rights and any available student assistance programs and resources, such as victim advocacy, academic support, counseling, disability services, health, and mental health services. The Title IX Compliance Officer shall also inform the complainant of his or her right to seek outside legal assistance and of his or her right to report a crime to local law enforcement.

Even when a Title IX Compliance Officer has determined that Northwood can respect a complainant's request for confidentiality and therefore may not be able to respond fully to an allegation of sexual violence and initiate formal action against an alleged perpetrator, these interim measures may be taken to protect the complainant while keeping the identity of the complainant confidential.

D. Confidentiality

Before a student reveals information that he or she may wish to keep confidential, Northwood should make every effort to ensure that the student understands:

1. Northwood employee's obligation to report the names of the alleged perpetrator and student involved in the alleged sexual violence, as well as relevant facts regarding the alleged incident (including the date, time, and location), to the Title IX Coordinator, other appropriate school officials, local law enforcement and Child Line pursuant to Mandatory Reporter duties;
2. the student's option to request that Northwood maintain his or her confidentiality, which the Title IX Compliance Officer will consider; and
3. the student's ability to share the information confidentially with counseling, advocacy, health, mental health, or sexual-assault-related services. If the student requests confidentiality, the Title IX Compliance Officer should make every effort to respect this request and should evaluate the request in the context of Northwood's responsibility to provide a safe and nondiscriminatory environment for all students.

Procedures for Investigating and Resolving Complaints

A. Title IX Compliance Officer

The Title IX Compliance Officer shall be capable of conducting a thorough and complete investigation and shall seek advice and assistance from the Board of Trustees if the Title IX Compliance Officer believes that he or she lacks the capacity to conduct a thorough and complete investigation of the alleged misconduct. If the Title IX Compliance Officer or the CEO is the one accused of violating Title IX, the Board will appoint a qualified individual who is not employed by Northwood to conduct the investigation.

B. Conducting Investigations/Holding Hearings

The Title IX Compliance Officer receiving a Title IX complaint shall take the details of the complaint in writing and have the complainant sign it. All Title IX complaints against a student shall be received, investigated, and disposed of in accordance with the procedures set forth in this

Policy:

- The Title IX Compliance Officer shall meet with every complainant to listen and understand the allegations. The complainant may have his or her Parent(s) present during any such meeting. The accused, if he or she is a student, shall also have the right to have his or her parent(s) present at any meetings with the Title IX Compliance Officer as well.
- From these meetings, the Title IX Compliance Officer will conduct an adequate, reliable, and impartial investigation of complaint(s), which includes interviewing and obtaining statements from any witnesses of both the complainant and alleged perpetrator, and the review of all evidence presented. Parties will be provided updates until a determination is made in writing.
- The complaint will be decided using a preponderance of the evidence standard (*i.e.*, it is more likely than not that sexual harassment or violence occurred).
- Even though FERPA limits disclosure of certain information in disciplinary proceedings, the Title IX Compliance Officer will disclose information to the complainant about the sanction imposed on the perpetrator when the sanction directly relates to the complainant. This includes an order that the perpetrator stay away from the complainant, or that the perpetrator is prohibited from attending school for a period of time or is transferred to other homeroom/classes at Northwood.
- If the Title IX Compliance Officer makes a decision finding that the complainant's allegations are substantiated by a preponderance of the evidence, the appropriate level of discipline consistent with Northwood's strong policy against Title IX misconduct will be determined by the CEO, Title IX Compliance Officer and any other Administration as part of Northwood's Board approved disciplinary process. If the Title IX Compliance Officer or the CEO believes that the imposition of in school suspension, out of school suspension, or expulsion against an accused student may be appropriate, then an informal or formal hearing shall be held. The formal disciplinary procedures contained in Northwood's Code of Conduct shall be followed for such hearings to assure due process protection for the accused. Documents regarding substantiated charges of sexual harassment shall be placed in the accused student's file. Documents regarding unsubstantiated charges shall not be placed in student files but shall be maintained by the Board of Trustees in a confidential file established expressly for retaining complaints of Title IX complaints against students.
- Notice of the right and how to appeal this decision will be included with the Decision to both students and Parents.

C. Other Reporting Requirements

If the complaint involves sexual assault, rape or conduct of a criminal nature, the local Police Department shall be contacted, and a report of the incident made by Northwood. (A report must also be made by any mandatory reporter to ChildLine and the Department of Public Welfare in accordance with Northwood's Board approved Mandatory Reporter Policy. If there is any question of whether the conduct complained of constituted criminal activity, Northwood's Board Solicitor should be contacted immediately. Knowledge of a law enforcement investigation does

not relieve Northwood of its independent Title IX obligation to investigate the conduct.

D. Training

Employees will be trained so that they know to report harassment to appropriate school officials, and so that employees with the authority to address harassment know how to respond properly. Training for employees will include practical information about how to identify types of conduct that constitute sexual harassment or violence, how to identify warning signals that may need attention and how to report sexual harassment and violence. This training will be provided to any employees likely to witness or receive reports of sexual harassment and violence, including teachers, school security, school administrators, school counselors, and health personnel. All persons involved in implementing a recipient's grievance procedures (*e.g.*, Title IX Coordinators, investigators, and adjudicators) must have training or experience in handling complaints of sexual harassment and sexual violence, and with Northwood's grievance procedures. The training also will include applicable confidentiality requirements. In sexual violence cases, the factfinder and decision-maker also will have adequate training or knowledge regarding sexual violence.

Additionally, Northwood will ensure that staff members are capable of providing culturally competent counseling to all complainants. It will ensure that its counselors and other staff who are responsible for receiving and responding to complaints of sexual violence, including investigators and hearing board members, receive appropriate training about working with Lesbian/Gay/Bi-sexual/Transgender and gender-nonconforming students and same-sex sexual violence.

Northwood will also ensure that any school reporting forms, information, or training about sexual violence be provided in a manner that is accessible to students and employees with disabilities, for example, by providing electronically-accessible versions of paper forms to individuals with print disabilities, or by providing a sign language interpreter to a deaf individual attending a training.

To ensure that students understand their rights under Title IX, Northwood will provide age-appropriate training to its students regarding Title IX and sexual violence. Training may be provided separately or as part of Northwood's broader training on sex discrimination and sexual harassment.

Northwood may include these education programs in its orientation programs for new students, faculty, staff, and employees, training for student athletes and coaches, school assemblies and "back to school nights." These programs will include a discussion of what constitutes sexual harassment and sexual violence, Northwood's policies and disciplinary procedures, and the consequences of violating these policies.

Northwood also will include such information in their employee handbook and any handbooks that student athletes and members of student activity groups receive. These materials will include where and to whom students should go if they are victims of sexual violence. These materials also will tell students and school employees what to do if they learn of an incident of sexual violence.

Click to return to Table of Contents

Abuse or Molestation Training Policy (New based on recommendation)

As a requirement of employment with Northwood, all employees and volunteers must complete annual training on abuse or molestation prevention.

Northwood will facilitate an annual live demonstration of the Armatus® Online Training platform offered by Praesidium at the commencement of the school year.

General training requirements outside of the August training date are listed below.

Audience	Content	Timetable	Delivery Method
All employees and volunteers with access to students	Abuse Risk Management	Within 30 days of selection or prior to placement	Armatus® Online Training*
All employees and high access volunteers	Prevention of Consumer-to-Consumer Abuse	Within 30 days of selection or prior to placement	Armatus® Online Training
All employees who make hiring decisions	Screening and Selection	Prior to making hiring decisions	Live Training
All employees who conduct internal investigations	Incident Investigation	Prior to Investigations	Live Training
All employees with access to students	Refresher Abuse Risk Management	At employment or volunteer anniversary date	Live Training or Armatus® Online Training

*Armatus® is an online training platform offered by Praesidium. Courses include specific learning objectives, exceptional content, engaging graphics, frequent interactivity, and a content mastery quiz. Armatus® Online Training is a possible delivery method for the above mentioned content areas. The following chart lists the Armatus® modules that personnel can complete in certain situations:

Audience	Armatus® Modules	Timetable
Employees unable to attend live training AND Employees hired after live training conducted	• Meet Sam • It Happened to Me • Organization Policies • Preventing Sexual Activity between Young Children	Within 30 days of live training or hire date
High Access Volunteers	• Organization Policies • Abuse Risk Management for Volunteers	Prior to access with consumer
Employees who violate policies or exhibit questionable boundaries	• Organization Policies • Refresher Module	Within 5 days of administrator notification
Returning employees (who previously participated in live or Armatus® training)	• Refresher Module	At employment or volunteer anniversary date

Click to return to Table of Contents

Abuse or Molestation Training – Act 126 Training Policy (New based on recommendation)

Act 126 of 2012 ("Child Abuse Recognition and Reporting Training") amended the Public School Code of 1949 to mandate that all school entities and independent contractors of school entities provide their employees who have direct contact with children with a minimum of three hours of training every five years on child abuse and sexual misconduct recognition and reporting. The law went into effect on January 2, 2013.

Northwood complies with all Act 126 requirements.

Online training will be made available and will consist of the following:

- Recognition of the signs of sexual misconduct, as defined in Act 126;
- Reporting requirements for suspected sexual misconduct set forth in the Educator Discipline Act;
- Provisions of the Educator Discipline Act, including mandatory reporting requirements; and
- Maintenance of Professional and Appropriate Relationships with Students.

Additionally, Northwood will ensure all employees and volunteers receive training addressing child abuse recognition and reporting under the Child Protective Services Law and Northwood's policy on Child Abuse Reporting as outlined in Northwood's Employee Handbook.

Abuse Prevention Policy

Northwood will not condone the mistreatment or abuse of one individual by another individual. This includes but is not limited to, all staff, students, volunteers, and vendor partners.

Abuse will not be condoned in any manner, including (but not limited to) the following:

Physical abuse - hitting, spanking, shaking, slapping, unnecessary restraints
Verbal abuse - degrading, threatening, cursing
Sexual abuse - inappropriate touching, exposing oneself, sexually oriented conversations *Mental abuse* - shaming, humiliation, cruelty
Neglect - withholding food, water, shelter

Additionally, Northwood will not condone any behavior that is classified under the definition of bullying, and to the extent that such actions are disruptive, we will take the appropriate steps needed to eliminate such behavior.

Bullying is aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength. Bullying can take on various forms, including:

Physical bullying – when one person engages in physical force against another

person, such as by hitting, punching, pushing, kicking, pinching, or restraining another.

Verbal bullying – when someone uses their words to hurt another, such as by belittling or calling another hurtful name(s).

Nonverbal or relational bullying – when one person manipulates a relationship or desired relationship to harm another person. This includes social exclusion, friendship manipulation, or gossip. This type of bullying also includes intimidating another person by using gestures.

Cyberbullying – the intentional and overt act of aggression toward another person by way of any technological tool, such as email, instant messages, text messages, digital pictures or images, or website postings (including blogs). Cyberbullying can involve:

- Sending mean, vulgar, or threatening messages or images.
- Posting sensitive, private information about another person.
- Pretending to be someone else to make that person appear negative.
- Intentionally excluding someone from an online group.
- Hazing – an activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of that person's willingness to participate.
- Sexualized bullying – when bullying involves behaviors that are sexual in nature. Examples of sexualized bullying behaviors include sexting, bullying that involves exposures of private body parts, and verbal bullying involving sexualized language or innuendos.

Anyone who sees an act of bullying, and who then encourages it, is engaging in bullying. This policy applies to all staff, students, volunteers, and vendor partners.

All staff must follow mandatory state specific mandatory reporting requirements. Staff should be trained to
be aware of and understand their legal and ethical obligation to recognize and report suspicions of mistreatment and abuse. Staff will:

a. Be familiar with the symptoms of child abuse and neglect, including physical, sexual, verbal, and emotional abuse.
b. Know and follow organization policies and procedures that protect consumers against abuse.
c. Report suspected child abuse or neglect to the appropriate authorities as required by state mandated reporter laws.
d. Follow up to ensure that appropriate action has been taken.
Staff and volunteers will report concerns or complaints about other staff, volunteers, adults, or students to Northwood's supervisor.

Northwood cooperates fully with the authorities to investigate all cases of alleged abuse. Any staff, volunteer, or vendor partner shall cooperate to the fullest extent possible in any external investigation by outside authorities or internal investigation conducted by the organization or persons given investigative authority by the organization. Failure to cooperate fully can be

grounds for termination.

Staff, volunteers, or vendor partners may not have engaged in or been accused or convicted of consumer abuse, indecency with a student, or injury to a student.

HIV Related Discrimination

According to the Centers for Disease Control, The Human Immunodeficiency Virus (HIV), the organism identified to be the cause of Acquired Immunodeficiency Syndrome (AIDS), is not transmitted by casual contact. Consequently, there is no rational, scientific, or medical reason to fear working with or having close, personal, nonsexual contact with a person who has been exposed to the HIV virus. No applicant or employee who has AIDS or AIDS Related Complex (ARC) or who has been exposed to the HIV virus (whether symptomatic or asymptomatic) will be unlawfully discriminated against with regard to the terms and conditions of his or her employment.

What to do If You Have Been Subjected to Unlawful Discrimination

If you believe that you may have been discriminated against or harassed by any School Officer, Manager, Supervisor, Co-worker, Agent or Non-Employee with regard to any term or condition of your employment, in violation of our Policy on Equal Employment Opportunity, our policies on Harassment or Sexual Harassment, you should report the alleged violation immediately to your Supervisor, Northwood management, or the CEO or Principal of Northwood. Please speak with whichever person you feel the most comfortable.

Similarly, if you have any questions as to whether certain conduct is unlawful discrimination or harassment, you are encouraged to speak with any of the individuals mentioned above. This is particularly true when it comes to sexual harassment, where what is offensive to one person may not be offensive to another. Consequently, it is important that you let your feelings be known.

All Complaints Investigated

All complaints of discrimination and/or harassment will be investigated promptly and thoroughly. To the extent practicable under the circumstances, information related to your complaint will be held in confidence and will only be disclosed on a “need-to-know” basis. Northwood reserves the right and hereby provides notice that third parties may be used to investigate claims of discrimination. If an investigation reveals that discrimination has occurred, disciplinary action will be taken to stop the discrimination and to prevent discrimination in the future. No action will be taken against any individual who makes a good faith complaint or against any individual participating in the investigation or enforcement of this policy.

Click to return to Table of Contents

Mandatory Reporting of Educator

Under an amended Professional Educator Discipline Act, if an educator is terminated from employment for cause, or even resigns because of circumstances that may otherwise result in involuntary termination, the Act requires Northwood to file a report to the Pennsylvania Department of Education.

Northwood Instructions for Reporting Allegations of Abuse

In the event that a staff member, volunteer, student, or parent/guardian has expressed a concern or made an allegation about the treatment of a student, swift and determined action will be taken to reduce any subsequent risk to the student, to the accused staff member or volunteer, and to Northwood.

A. Responding to Suspicious or Inappropriate Behaviors or Policy Violations

Because Northwood is dedicated to maintaining zero tolerance for abuse, it is imperative that every staff member actively participates in the protection of students. In the event that staff observe any suspicious or inappropriate behaviors and/or policy violations on the part of other staff or volunteers, it is their personal responsibility to immediately report their observations.

Remember, at Northwood, the policies apply to everyone.

Examples of Suspicious or Inappropriate Behaviors Between Staff/Volunteers and Students
• Violation of the abuse prevention policies described above • Seeking private time or one-on-one time with students • Buying gifts for individual students • Making suggestive comments to students • Picking favorites

All reports of suspicious or inappropriate behavior with students will be taken seriously. Our procedures will be carefully followed to ensure that the rights of all those involved are protected.

Click to return to Table of Contents

1. Staff and Volunteer Response:

If staff witness suspicious or inappropriate behaviors or policy violations from another staff or volunteer, the staff or volunteer is instructed to do the following:

Guidelines for Staff/Volunteers Response to Suspicious or Inappropriate Behaviors and/or Policy Violations
• Interrupt the behavior. • Report the behavior to an Administrator or the CEO. • If you are not comfortable making the report directly, make it anonymously. • If the report is about an administrator, contact the next level of management. • Document the report but do not conduct an investigation. • Keep reporting until the appropriate action is taken.

2. Administrator Response:

In the event that an administrator receives a report of suspicious or inappropriate behaviors or policy violations from a staff member or volunteer, the administrator is instructed to do the following:

Guidelines for Administrators Response to Suspicious or Inappropriate Behaviors and/or Policy Violations
• Report to the CEO and determine the appropriate response to the concern. • Determine the appropriate response based on the report. • Speak with the staff or volunteer who has been reported. • Review the file of the staff or volunteer to determine if similar complaints were reported. • Document the report on the appropriate form. • If at any point in gathering information about a report of suspicious or inappropriate behavior, a concern arises about possible abuse, contact the state authorities, and file a report. • If appropriate, notify parents and/or guardians. • Advise the person who reported the behavior that the report is being taken seriously.

Click to return to Table of Contents

Based on the information gathered, the following may be required:

- Increase monitoring or supervision of the staff, volunteer, or program.
- If policy violations with students are confirmed, the staff or volunteer must be subject to disciplinary action up to and including termination and prosecution. Disciplinary action will follow the Progressive Disciplinary Process outlined in the Employee Handbook.

If more information is needed, interview and/or survey other staff and volunteers or students.

3. Organizational Response:

Guidelines for Organizational Response
• Review the need for increased supervision. • Review the need for revised policies or procedures. • Review the need for additional training.

Click to return to Table of Contents

B. Responding to Suspected Abuse by an Adult

1. Staff or Volunteer Response to Abuse:

As required by mandated reporting laws, staff and volunteers must report any suspected abuse or neglect of a student—whether on or off organization property or whether perpetrated by staff, volunteers, or others—to state authorities. Reports may be made confidentially or anonymously. A person who mistakenly reports suspected abuse is immune from civil or criminal liability as long as the report was made in good faith and without malice. **Refer to state specific mandated reporting requirements for definitions of abuse and more specific reporting information.*

In addition to reporting to state authorities, staff and volunteers are required to report any suspected or known abuse of students perpetrated by staff or volunteers directly to administration so that immediate and proper steps may be taken to ensure the safety of alleged victims and others who may be at risk. Reports of suspected or known abuse may be made confidentially to the following:

- Administrators or CEO

Additional Guidelines for Staff/Volunteer Response to Incidents or Allegations of Abuse
• If you witness abuse, interrupt the behavior immediately. • If abuse is disclosed to you, assure the individual disclosing that he or she was correct to tell you. • Protect the alleged victim from intimidation, retribution, or further abuse. • Immediately report the allegation or incident to the proper organization authorities (based on mandatory reporting requirements) and the designated authority. • Be sure to document the incident, disclosure, or any circumstances causing your suspicion of abuse. State only the facts. • It is not your job to investigate the incident, but it **IS** your job to report the incident to Administration in a timely manner. • Check back to make sure appropriate steps were taken. If not, report again to Administration or the CEO.

Click to return to Table of Contents

2. Administrators Response to Abuse:

In addition to the above response procedures, administrators must ensure the following:

Guidelines for Administrators Responding to Allegations or Incidents of Abuse
• First, determine if the student is still in danger and if so, take immediate steps to prevent any further harm. • Gather as much information about the allegation as you can. For example, who made the report, who was allegedly abused, who was the alleged abuser, what was the nature of the alleged abuse, where and when did the alleged abuse occur, etc. • Accurately record everything you learn in as much detail as you can. Remember your notes may be read by others. Stick to the facts. • Contact the appropriate local authorities as indicated by your mandatory reporting procedures. Make sure you get a case number and the name and contact information of the person with whom you speak at the reporting agency. • If the alleged abuse involves a staff member or volunteer, notify the CEO, and follow the critical incident management plan. • Suspend the accused staff or volunteer until the investigation is completed.

Click to return to Table of Contents

C. Responding to Student-to-Student Sexual Abuse and Sexualized Behaviors

2. Student -to- Student Interactions:

Most serious incidents of student -to- student abuse is preceded by more subtle incidents such as name-calling, taunting, or roughhousing. Interrupting these interactions early and establishing and communicating standards of conduct can keep the program environment safe. Northwood recognizes that the following interactions are high risk and should be prohibited:

Prohibited Student-to-Student Interactions
• Hazing • Bullying • Derogatory name-calling • Games of Truth or Dare • Singling out one student for different treatment • Ridicule or humiliation

In order to adequately respond to and track incidents within the organization, all sexual activity between students and sexualized behaviors of students must be consistently documented.

Click to return to Table of Contents

3. Staff and Volunteer Response:

Student -to- Student sexual behaviors can include inappropriate touching, exposing body parts, using sexualized language, making threats of sexual activity, engaging in sexual activity, and similar types of interactions.

If staff witness student -to- student sexual behaviors, they are instructed to follow these guidelines:

Guidelines for Staff and Volunteers Responding to Student-to- Student Sexual Activity
• If you observe sexual activity between students, you should immediately separate them. • Calmly explain that such interactions are not permitted and separate the students. • Notify an Administrator or the CEO. • Complete the necessary paperwork including what you observed and how you responded. • Follow the Administrator's instructions regarding notifying the authorities and informing the parents/guardians of the student involved. • In some cases, if the problem is recurring discipline may be required including not allowing one or both students to return to the program.

Click to return to Table of Contents

4. Administrators Response:

In the event that an administrator receives a report of a student's sexualized behavior or student -to- student sexual activity, the administrator should do the following:

Guidelines for Administrators Responding to Student-to-Student Sexual Activity
• Meet with the staff who reported the sexual activity to gather information. • Confirm that the students involved have been separated or placed under increased supervision. • Review the steps taken by the staff on duty. • Review the incident report to confirm it is accurately and thoroughly completed. • Meet with parents/guardians of the students involved. • Determine what actions should be taken to make sure there is no recurrence, including assessing the suitability of the program for the students involved. • Notify the proper authorities. • Develop a written corrective action or follow-up plan in response to the incident

Based on the information gathered, the following may be required:

c. Review the need for additional supervision
d. Review the need for revised policies or procedures
e. Review the need for additional training
f. Alert others in the organization

Click to return to Table of Contents

5. Organizational Response:

After the internal review of the sexualized behavior or student -to- student sexual activity, the organization will determine what can be done to prevent a reoccurrence, such as:

Guidelines for Organizational Response
• Review the need for additional supervision. • Review the need for revised policies or procedures. • Review the need for additional training. • Alert others in the organization.

Child Abuse Reporting

According to PA State Law, (23 Pa C.S.A. Section 6352), all Employees must notify the person in charge, i.e., Principal, Director of Operations, Chief of Staff, or CEO if he/she has reasonable cause to suspect, based on their professional training experience, that the child before them has been abused. The designated person has the legal obligation to make the report to the District Attorney. This reporting requirement applies whenever a school employee is (1) suspected of abusing a student and (2) is functioning in his/her role as a school employee regardless of when or where the abuse or injury occurred.

Physical Contact Policy

We recognize the importance of providing a nurturing and safe environment at Northwood, while also ensuring we protect our school community and mitigate risk. In our efforts to ensure appropriateness as it relates to physical contact, we want to convey the importance of staff understanding that there can be appropriate, positive contact. However, consideration must be given to the age, understanding and sex of the individual, and must never threaten or be sexually inappropriate.

Staff must be sensitive to:

- Cultural backgrounds; and
- Developmental stage of students; and
- The need to maintain an individual’s personal space.

Click to return to Table of Contents

Positive contact may consist of:

- Handshakes
- High-fives
- Shoulder-to-shoulder hugs

At no time is any level of contact condoned if it is considered by either party to be unwelcome. Any inappropriate physical contact by employees, visitors, vendors, or volunteers towards anyone in our school community will result in disciplinary action up to and including termination from employment.

One-on-One Interactions

Northwood recognizes that there may be times where one-on-one is required (i.e., tutoring). When there is the need for one-on-one interactions the following guidelines must be adhered to:

- If meeting in a room or office, leave the door open or move to an area that can be easily observed by others passing by.
- Inform other employees and volunteers that you are alone with a child and ask them to randomly drop in.
- Document and immediately report any unusual incidents, including disclosures of abuse or maltreatment, behavior problems and how they were handled, injuries, or any interactions that might be misinterpreted.

Tutoring/Private Coaching:

Staff and volunteers should be aware of our policies regarding tutoring and private coaching they are as follows:

A. Staff and volunteers must have supervisor approval for any tutoring or private coaching sessions.
B. Tutoring and coaching sessions with our students may not occur outside of the organization.
C. Supervisors must keep a schedule of private tutoring and coaching sessions, which should include times, students involved, and location of sessions.

Click to return to Table of Contents

Off-Site Contact

Allowing contact outside of regularly scheduled activities may put members of our school community at increased risk. Therefore, Northwood strongly discourages outside contact with students with whom they do not have a preexisting familial or social relationship (i.e., children are friends at school, families attend the same religious institution). However, recognizing that interactions with students outside of regularly scheduled program activities are part of programming or otherwise unavoidable. Northwood will review acceptable interaction scenarios on a case-by-case basis where required.

Examples of contact outside of regularly scheduled activities that are discouraged:

- Babysitting
- Social interactions between employee's or volunteer's children and Northwood Students affiliated with Northwood:
    - Playdates and birthday parties
    - Sleepovers
    - Overnight trips and vacations
    - Rides to/from organization or extracurricular activities and events

Sanctions for Violations of Northwood's Equal Employment Opportunity Policies

Any Officer, Manager, Supervisor, Employee, Agent, or Non-Employee who, after appropriate investigations, has been found to have discriminated unlawfully against or harassed unlawfully another person will be subject to appropriate action, up to and including termination of his or her employment or other relationship with our School.

Further, any Officer, Manager, Supervisor, Employee, Agent or Non-Employee who, after appropriate investigation, has been found to have coerced, retaliated against, intimidated or harassed another person for registering a complaint or for serving as witness on behalf of another person will be subject to appropriate corrective action, up to and including termination of his or her employment or other relationship with our School.

Retaliation Prohibited

Retaliation against anyone for reporting a violation of our EEO Policy, for cooperating in an investigation, for assisting in the enforcement of this policy, or for helping us achieve the purposes of this policy is prohibited and may be grounds for disciplinary action, up to and including termination. You are encouraged to report violations of this policy to your supervisor,

Northwood official or Northwood management with whom you have dealt. Should you feel the need, please bypass your immediate supervisor and report instances of harassment to our CEO.

Workplace Violence

Northwood has established a policy which is designed to minimize Student and Employee exposure to workplace violence.

This policy applies to all Employees engaged in all School related activities, either on school premises or off school premises.

Northwood encourages Employees to speak with their Immediate Supervisor, the Assistant Principal, Chief of Staff, or the CEO, immediately, in any of the following situations:

1. You feel that you are being intimidated, threatened, or harassed, verbally or physically, by a co-worker or anyone else with whom you do business;

2. You have been intimidated, threatened, or harassed, verbally or physically, by a non-employee, who is independent of your employment relationship with Northwood, but the Employee feels that such a person may look for you to take action against you at our workplace;

3. You become aware of the existence of an individual on or near Northwood premises under circumstances in which you believe that he or she may not have an appropriate business purpose for being there;

4. You become aware of any other action, situation, or occurrence which you believe may threaten your personal safety or the well-being of those around you;

5. You have any ideas as to how we can make our workplace safer.

Northwood will disclose information reported only to the extent necessary to conduct an adequate investigation and/or take appropriate corrective action. Moreover, Northwood will ensure that there is no retaliation brought against an Employee who, in good faith, registers a complaint or brings information to Northwood's attention.

Any Employee who engages in workplace violence will be subject to immediate termination and possible criminal prosecution. Similarly, any Employee threatens to harm another Employee, his or her family, friends, property, etc., will be subject to immediate termination and possible criminal prosecution. The fact that a threatening comment may have been made "in jest" will be of no defense at all; Northwood will assume that all threats are made with the intent to carry them out and act accordingly.

Click to return to Table of Contents

Workplace Bullying

The Organization considers bullying as; use of force, threat, or coercion to abuse, intimidate, or aggressively dominate others. This behavior, either direct or indirect, whether verbal or physical, conducted by one or more persons against another is strictly prohibited.

Northwood expects all Employees will be treated with dignity and respect and will not in any instance tolerate bullying behavior by any Employee, including supervisors, managers, and Administration.

Employees found in violation of this policy will be disciplined, up to and including termination. Bullying may be intentional or unintentional. The Organization considers the following examples of behavior as bullying:

- **Verbal Bullying**: slandering, ridiculing, or maligning a person or his/her family; persistent name calling, which is hurtful, insulting or humiliating; using a person as the subject of jokes; abusive and offensive remarks.

- **Physical Bullying:** pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person's work area or property.

In addition, examples that may constitute or contribute to evidence of bullying in the workplace, but are not limited to:

- Persistent singling out of one person
- Shouting, raising voice at an individual in public and/or in private
- Using verbal or obscene gestures
- Personal insults and use of offensive nicknames
- Public humiliation in any form
- Constant criticism on matters unrelated or minimally related to the person's job performance or description
- Public reprimands
- Repeatedly accusing someone of errors which cannot be documented
- Deliberately interfering with mail and other communications
- Spreading rumors and gossip regarding individuals
- Encouraging others to disregard a supervisor's instructions
- Inflicting menial tasks outside of the normal responsibilities of the job
- Taking credit for another person's ideas
- Refusing reasonable requests for leave in the absence of work-related reasons not to

grant leave

- Unwanted physical contact, physical abuse, or threats of abuse to an individual or an individual's property (defacing or marking up property)

Should an investigation substantiate that violations of this policy have occurred; Northwood will initiate a decisive and appropriate response. This response may include but is not limited to suspension or termination of employment, and/or seeking the arrest or prosecution of the person or persons involved.

Employees are responsible for making this report regardless of the nature of the relationship between the individual who initiated the bullying behavior and the person(s) who are bullied or were the focus of the bullying behavior. Northwood Employees are responsible for notifying their manager or supervisor of any threats that they have witnessed, received, or have been told that another person has witnessed or received which is regarded as bullying.

Employees found in violation of this policy will be disciplined, up to and including termination.

Anti-Corporal Punishment Policy

In accordance with Title 22 Pa Code Chapter 12.5, Corporal punishment is defined as physically punishing a student for an infraction of the discipline policy. Use of corporal punishment is prohibited at Northwood. Teachers and school administrators may only use reasonable force under the following circumstances and to the extent consistent with applicable state and federal laws and regulations: (1) to quell a disturbance, (2) to obtain possession of weapons or other dangerous objects; (3) for the purpose of self-defense; (4) for the protection of persons or property.

Act 48

Employees must attend professional learning opportunities and meetings on-time and for the duration of the session to receive credit. Employees must participate in activities and complete professional learning tasks as assigned to receive Act 48 credit. Employees must sign in with their PPID # to receive credit.

Click to return to Table of Contents

Arrests and Convictions

All employees must report any arrests or convictions for felony or misdemeanor charges under Federal, State or any other laws by submitting to the Director of Operations a signed and completed PDE-6004 form. All arrests and convictions for felony or misdemeanor crimes must be reported within 72 hours of the arrest or convictions, as applicable. Failure to self-report within 72 hours may result in disciplinary action, up to and including termination.

Whistleblower Policy

It is the intent of Northwood to adhere to all applicable laws and regulations. The support of employees is necessary to achieve compliance with various laws and regulations.

If an employee reasonably believes that some policy, practice or activity of Northwood is in violation of law, however, this policy therefore encourages, but does not require, employees to bring the matter of concern to the CEO or Board of Trustees, by filing a written complaint, in order to afford Northwood a reasonable opportunity to investigate and correct the activity, policy, or practice, if correction is warranted.

This policy also reflects the recognition of the Board of Trustees to keep employees informed as to their rights, privileges, protections, and obligations under the Whistleblower Act. Employees are protected against retaliatory action by an employer or an agent of the employer for disclosing or providing information to a supervisor or a public body regarding any activity, policy, or practice of Northwood that an employee reasonably believes is in violation of law or a clear mandate of public policy, or which may be an instance of waste by Northwood.

Cooperation with Legal Authorities

Northwood will cooperate as required with any local, state, or federal investigators or law enforcement officers who may contact Northwood in the course of any criminal investigation. All investigators and law enforcement officers must present proper identification prior to obtaining any information from Northwood. All investigators or law enforcement officials must identify themselves to the CEO or CEO's designee upon contact with Northwood. Whenever an investigator or law enforcement officer comes on school property with the appropriate legal authority to request records and information, main office staff must contact Principal or Principal designee/ Director of Operations before releasing student information

Disability Accommodation

Northwood is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Click to return to Table of Contents

Pre- employment inquiries are made only regarding an applicant's ability to perform the duties of the position. Reasonable accommodation is available to all disabled Employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual. Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. Leave of all types will be available to all employees on an equal basis. Northwood is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. Northwood will follow any state or local law that provides individuals with disabilities greater protection than the ADA. This policy is neither exhaustive nor exclusive. Northwood is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws. Employees seeking an accommodation of the Americans with disability Act (ADA) should contact HR for guidance and next steps.

Business Ethics, Conduct and Right to Privacy

The successful business operation and reputation of Northwood is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable federal/state laws and regulations, as well as a scrupulous regard for the highest standards of conduct, personal integrity, and discretion.

Northwood will comply with all applicable federal/state laws and regulations and expects its directors and employees to conduct business in accordance with the letter, spirit, and intent of all relevant federal/state laws and to refrain from any illegal, unethical conduct and/or disclosure of inappropriate information of any nature. This applies to adherence to professional behavior across all environments in which one may be recognized as an agent of Northwood. Professional behavior is defined as conducting oneself in a manner that is conducive to the positive maintenance and growth of the working environment.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with an administrator, HR and, if necessary, with the CEO for advice and consultation.

If you suspect a violation of this policy, you have an obligation to report your concerns to the CEO. You can raise concerns and make reports without fear of reprisal. All allegations of improper or illegal behavior will be investigated promptly and thoroughly. The investigation shall remain as confidential as practicable and those conducting the investigation shall respect the privacy of all persons involved.

If it is determined that a violation of this policy has occurred, Northwood will take prompt, remedial, corrective action that could include termination of employment and criminal

prosecution. The action taken will be deemed by management to be commensurate with the nature and severity of the violation.

Overview of HIPAA Compliance

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review it carefully. HIPAA, the Health Insurance Protection and Accountability Act, established rights and protections for healthcare consumers.

Northwood is alerting you to your rights regarding protected healthcare information ('PHI') and our use, receipt, and/or disclosure of such information. Employees have individual rights regarding their protected health information and how it is used and disclosed. You have the right to:

- Request restrictions on certain PHI uses and disclosures
- Receive confidential PHI communications + Inspect and copy PHI
- Amend PHI
- Receive an accounting of PHI disclosure
- Receive paper copy of the notice upon request

In the handling, use, receipt, or disclosure of PHI, Northwood will:

- As required by law, maintain the privacy of PHI by maintaining separate benefits files for each employee and restricting who has access to the information
- Provide individuals with this notice of its legal duties and privacy practices
- Abide by terms of the current notice, but reserves the right to change practices should administration of the benefits plans necessitate
- Not retaliate against any individuals who file a complaint regarding HIPAA practices with covered entity of the US Department of Health and Human Services
- Not use other PHI or make disclosures without the individuals written consent authorization, which may be revoked at any time

For more information or questions about HIPAA Privacy, please contact Human Resources.

Immigration Law Compliance

Northwood is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Northwood within the past three-(3) years, or if their previous I-9 is no longer retained or valid.

If you have a question or are seeking more information on immigration law issues you are encouraged to contact HR. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

Click to return to Table of Contents

Hiring of Relatives

Northwood recognizes that there may be instances when members of the same family are employed. However, one family member may not directly or indirectly supervise another or process, review, or audit the work of another without written approval from the supervisor of the highest-ranking employee. Furthermore, confidential information may never be shared among family members employed by Northwood.

Definition of family for these purposes includes spouse, child, grandchild, parent, grandparent, brother, sister, stepchild, brother-in-law, sister-in-law, mother-in-law, father-in-law, aunt, uncle, cousin, and dependents, whether or not living in the same household.

Conflicts of Interest

You have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which Northwood wishes the business to operate. The purpose of these guidelines is to provide general direction so that you can seek further clarification on issues related to the subject of acceptable standards of operation. Contact HR or the CEO for more information or questions about conflicts of interest.

Transactions with outside firms must be conducted within a framework established and controlled by the executive level of Northwood. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the employer, the employee, or both.

An actual or potential conflict of interest occurs when you are in a position to influence a decision that may result in a personal gain for yourself as a result of Northwood's business dealings.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if you have any influence on transactions involving purchases, contracts, or leases, it is imperative that you disclose to an officer of Northwood as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where you have a significant ownership in a firm with which Northwood does business, but also when you receive any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving Northwood.

The CEO and Board of Directors must approve any exceptions to this policy; otherwise, failure to follow these guidelines may result in disciplinary action up to and including termination of employment.

Click to return to Table of Contents

Confidentiality

Our families entrust us with important information relating to their children. The nature of this relationship requires maintenance of confidentiality. In safeguarding the information received, Northwood earns the respect and trust of its families. Any violation of confidentiality seriously injures our reputation and effectiveness. Northwood will adhere to the provisions of state and federal law pertaining to those privacy rights, including but not limited to, the Family Educational Rights and Privacy Act of 1974 (FERPA).

Northwood recognizes that communication with parents regarding their child's education and care is essential. However, discussions with parents must be limited to issues directly related to their child's continued success at Northwood and must comply with Board policies and procedures. It is essential that conversations with parents regarding their children can be conducted in a confidential manner so that other parents or employees who are not involved with the child's education do not overhear comments regarding the child in question. Refrain from discussing students in hallways or common areas. Under no circumstances may employees discuss specific issues related to a student's behavior at Northwood with anyone other than the student's parents or otherwise authorized individual.

You may be required to sign a non-disclosure agreement as a condition of employment. Employees who improperly use or disclose confidential information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

Outside Employment

You may hold an outside job(s) as long as you meet the performance standards of your job with Northwood. All employees will be judged by the same performance standards and will be subject to Northwood's scheduling demands, regardless of any existing outside work requirements.

If Northwood determines that your outside work interferes with performance or the ability to meet the requirements of Northwood as they are modified from time to time, you may be asked to terminate the outside employment if you wish to remain with Northwood.

Outside employment that constitutes a conflict of interest is prohibited. You may not receive any income or material gain from individuals outside Northwood for materials produced or services rendered while performing your job at Northwood. You may not use a school vehicle or equipment at any time for other than School business. You must advise the CEO in writing of any outside employment held or being contemplated and provide any information requested by the CEO to enable her to evaluate the propriety of the other employment. If you have questions or are seeking more information about outside employment you are encouraged to contact the CEO or HR.

Failure to disclose outside employment or any other conduct in violation of this policy will be

Click to return to Table of Contents

grounds for discipline, up to and including termination of employment.

EMPLOYMENT PRACTICES

Employment Guidelines

Each of us was selected for employment with Northwood because of our unique characteristics, interests, training, prior experience, knowledge, and job skills which matched the requirements for the job each of us now holds. In accepting employment, we also acknowledged a personal responsibility for ensuring that our workplace conduct, job performance and business practices meet the expectations of Northwood.

Requirements for Employment

Requirements for Employment – Existing policy edited to include volunteers

Northwood relies upon the accuracy of the information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or volunteerism, or if the individual has been hired, termination of employment or volunteer status.

All employees and volunteers must comply with state requirements such as, but not limited to, prior service form, fingerprinting (Act 114), PDE certification, Child Abuse History Clearance (Act 151), PA Criminal Record Statement (Act 34 and Act 114), PDE Arrest/Conviction Report and Certification form* (Act 24), Misconduct Employment History review (Act 168), Mandated Reporter Training (Act 126), tuberculin tests, and physician's reports submitted in your current name. Employees are also required to provide transcripts to verify units earned or in-service hours.

These requirements must be completed prior to starting the position for which you were hired, and the information must be submitted to Human Resources as required by law. Act 153/Act 15 requires all employees and volunteers to obtain new clearances every five years beginning December 2015. Any cost is the responsibility of the employee and/or volunteer. Failure to submit required documentation within the appropriate time frame may result in the delay of the new hire start date. So, in accordance with Act 71 - Pennsylvania Youth Suicide Prevention Initiative (PAYSPI), all staff members for students in grades 6 - 8 must receive four hours of suicide prevention training every five years. Northwood will provide resources and/or on-site training in order for pertinent staff to meet this requirement.

(*)The PDE has mandated that any school employee or volunteer must report, within seventy-

two (72) hours, an arrest or conviction for particular offenses outlined on form PDE 6004.

Additional background information may be required when positions have specialized responsibilities or qualifications, e.g., a credit report when an individual will be working and will have access to School funds. In this case Northwood may require employees and volunteers to submit to additional background checks, in which prior authorizations would be required.

Certification

The professional educator may not:

1) Accept employment, when not properly certificated, in a position for which certification is required.

2) Assist entry into or continuance in the education profession of an unqualified person.

3) Employ, or recommend for employment, a person who is not certificated appropriately for the position.

A Level I certificate is a provisional certificate that must be converted to a permanent Level II certificate by meeting both educational and service requirements. Time spent teaching at Northwood counts toward your eligibility for Level II (Permanent) certification. Please refer to www.pde.state.pa.us for specific directions. Conversion requirements must be met by the end of the sixth year of service. Recognize that this requirement is over and above completion of Act 48 hours.

False Information and Employment

Applicants for employment with Northwood are expected to provide complete and accurate information regarding their background, employment history, credentials, and qualifications for employment. If, following employment, Northwood learns that an employee intentionally provided false or misleading information, or intentionally omitted pertinent information regarding essential background, employment history, credentials or qualifications for employment, Northwood may discipline the employee, up to and including termination, regardless of the time elapsed before the discovery.

Northwood may investigate an employee's background, employment history, credentials, and qualifications at any time during the employment relationship.

Our Expectations and Your Responsibilities

While these expectations are set forth in greater detail throughout this Handbook and will be communicated to you further in the course of your employment with us (both formally and informally) and in the final and full version of the Employee Handbook, in general, you are expected to:

- Conduct yourself and all of your business activities ethically and honestly;
- Approach your job responsibilities with enthusiasm, professionalism, and self-confidence;
- Promote good will by handling all contacts with co-workers, supervisors, students, parents, and contractors in a spirit of courtesy, cooperation, and attentiveness;
- Deal with all co-workers, supervisors, students, parents, and contractors; without regard to their gender, age, race, color, creed, religion, national origin, ancestry, citizenship, sexual preferences or orientation, marital status, veteran's status, handicap or disability or membership in any other protected group;
- Report to work physically and mentally fit for duty (e.g., free from the influence of either drugs or alcohol);
- Report to work promptly and regularly, keeping absences, late arrivals, and early departures to a minimum;
- Provide appropriate notice of unavoidable absence or lateness in accordance with established policy;
- Perform your job responsibilities efficiently and thoroughly;
- Remain actively engaged in the performance of your job responsibilities throughout the entire workday;
- Exercise prudence and care in the performance of your job duties and responsibilities;
- Observe all health, safety, and security rules at all times;
- Protect the confidentiality of information which you acquire in the course of your employment and which is not generally accessible by the public, in accordance with the confidentiality policy;
- Avoid engaging in any conduct which would create an actual or potential conflict of interest;
- Safeguard School property to prevent its damage, loss, misuse, or theft;
- Report accidents, injuries (whether your own, a co-worker's or otherwise), fire, theft, or other unusual incidents immediately after occurrence or discovery;
- Follow all established School policies, rules, and procedures, as well as the specific instructions of your Supervisor;
- Refrain from using School property, services, or supplies for personal reasons, unless prior permission is obtained;
- Provide complete and honest information in connection with all pay, time, business, expense, and employment records; and
- Ensure that your personal appearance, verbal communication, and physical conduct are consistent with high standards of professionalism and propriety.

Performance Development and Reviews

Instructional Staff and Administrators

All employees shall be evaluated in writing according to established standards. As instructional leaders, the Administrative team will be required to demonstrate that the students are achieving in all areas – academic and non-academic. The Administrative team and staff will be held accountable for seeing that students are progressing toward that important goal. Additionally,

like all other School employees, it is incumbent upon teachers and administration to embody the core characteristics of NACS Core Competency Framework which they will also be evaluated on.

The administrative staff will have a set of key related position objectives that they will be evaluated on annually.

Recognizing that the teacher is the most critical factor in the educational process, teacher evaluations are of the highest priority. Teachers will be evaluated on pedagogical competency and on pupil progress, as demonstrated by summative and formative assessments. Teachers will be formally observed and evaluated in accordance with the collective bargaining agreement .

Observations can be announced or unannounced at the discretion of the Principal. Classroom walk-throughs and observations are part of the standard operating procedure at Northwood. The purpose of on-going observation is to continuously improve the instructional program.

Non-Instructional Staff

All non-instructional staff will be evaluated according to key objectives that are established inherent to their job description and/or certification. Those who have teaching responsibilities will be accountable for relevant teaching skills as well as those objectives directly connected to their particular position.

Classroom assistants will be evaluated according to the schedule for classroom teachers. All non-instructional staff performance evaluations will be completed by June.

Working in a Remote Capacity

As the Northwood workforce may operate with some or all staff working remotely, the following are expectations for employees that may work in a remote capacity:

General

- All staff are expected to start and end their workday at their assigned times
- All staff are expected to be available and communicative during their scheduled workday, as the school schedule permits
- Northwood policies continue to apply to those working remotely
- Staff should have a quiet and distraction free workspace, to the extent possible

Virtual Meetings

- While distractions are sometimes unavoidable, try to keep them to a minimum. No music or television in the background during meetings
- Keep yourself muted during video/audio meetings unless you are speaking
- Turning on video is expected if it is a meeting that would otherwise be in person

- Avoid eating during virtual meals, unless invited to do so by the host
- Business casual dress is still expected, for what can be seen on camera

Remote or hybrid handbooks may be created and distributed as needed to supplement this information.

Personal Appearance and Dress Code

The appearance of the entire staff is very important in presenting a neat, clean, and professional environment at school. While Northwood recognizes the need for comfortable clothing, wearing business casual attire is required.

Clothing should be appropriate for the work environment. This means that clothes should be modest and not too revealing or too casual. Clothing should be clean, fit you properly (no cleavage and not overly revealing), and free of tears, stains, wrinkles, dirt, and other blemishes. Shoes should be comfortable and in good condition. This means that shoes should be clean and free of damage. They should also be appropriate for the work environment.

The following types of clothing are examples of, but not limited to, what is NOT acceptable: tube-tops, halter tops, cutoffs, shorts, shirts with unacceptable logos, torn or frayed clothing, tee-shirts, crop and mid-drift shirts, revealing clothing, sweatpants, running suits (except for physical education), sandals, which include thongs and flip flops, as well as rubber shoes (Crocs) for safety reasons, and excessively long dangling jewelry.

On Fridays, employees shall be permitted to wear jeans, sneakers and Northwood gear t-shirts or “Teacher Tees” related to teaching, subject, grade level, etc. Philadelphia Eagles team apparel will be allowed on game days and during playoffs. Additional “spirit” days may be included as directed by the School.

Absence and Lateness

Your record of unexcused absences and tardiness should be of extreme importance to every employee. This record is given consideration in connection with your performance reviews.

Unexcused absences and/or tardiness that are not authorized under Family Medical Leave Act or as a reasonable accommodation under the Americans with Disabilities Act or by any other statutory requirements, (e.g., jury duty), may jeopardize your continued employment if the number exceeds those allotted per this Handbook.

Employee Performance Improvement Plans

It is the policy of Northwood to provide a supportive environment in assisting employees to improve their performance and address their performance discrepancies identified in the performance management process. The Performance Improvement Plan (PIP) is designed to

facilitate constructive discussion between the employee and his/her manager about performance deficiencies and work expectations.

At the Principal or CEO's sole discretion with the guidance and support of HR, a PIP may be drafted, in which case the PIP document shall be discussed with the Employee. Both Employee and Northwood will sign the PIP document, wherein Employee's performance deficiencies will be identified, and the expectations for performance improvement within the specified timeframe will be outlined.

Ultimately, it is the responsibility of the Employee to maintain and sustain the job expectations as outlined in the PIP and in the Employee's job description. If the terms and conditions of the PIP are not satisfied, then the Employee may be subjected to disciplinary action, or else the Employer may exercise its rights with respect to the Employee's at-will employment status and may recommend the suspension or termination of such employment.

The Principal or CEO with the guidance and support of HR shall retain the right to not implement a PIP if, in the Principal or CEO's sole discretion with the guidance and support of HR, circumstances do not warrant a PIP.

Performance Counseling

Our goal is to create an environment that promotes your best performance. It is your responsibility to maintain the level of performance and conduct necessary to achieve Northwood's goals. When required, through the Performance Counseling Process, your Supervisor will provide you with formal feedback and required actions to improve your performance. Your immediate Supervisor (and Northwood's management when appropriate) along with HR support and advisement, will be involved in all phases of the Performance Counseling Process.

The following performance counseling steps may be taken by your Immediate Supervisor and (Northwood's management along with HR support and advisement) as soon as an apparent problem develops. However, if management, with HR's advisement, believes that the problem or situation is serious enough to warrant more severe discipline, the Supervisor, with HR's input (and Board approval when required), may skip steps or recommend immediate termination. Nothing in these policies requires Northwood to follow progressive discipline.

1. The Supervisor may give a **Verbal Warning** and place a confirming note in the Employee's personnel file.
2. If the problem is not corrected, the Supervisor with HR support may give a **Written Warning** to be placed in the Employee's personnel file. This warning will have had advance approval from the next level of management and HR.
3. If the problem is not corrected within the specified time, the Supervisor with HR advisement, may give a **Final Written Warning**. The Supervisor and the next level of management and Northwood management and HR, will have approved it, and it will remain in the Employee's personnel file.
4. The final step is Termination. All termination decisions must have approval of the next level of management, the CEO, HR , and the Board when required. With respect to the grievance process for the bargaining Unit employees, Administrative staff must seek support from HR for all discipline beyond a verbal warning

Click to return to Table of Contents

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Verbal or physical abuse of students or guests;
- Endangering the well-being or safety of students, employees, or guests;
- Theft or embezzlement;
- Acts involving dishonesty or breach of trust, such as fraud;
- Conviction of a felony;
- Working for a competitor or establishing a competing business;
- Possession, selling or use of illegal substances while on School premises or while on duty;
- Violation of Northwood's Substance Abuse Policy/Rules;
- Falsification of School or employment records;
- Abuse, destruction, waste or unauthorized use of equipment, facilities, materials, or programs;
- Inappropriate demeanor with parents or other staff members;
- Insubordination – refusing to follow the direction of your supervisor or other disrespectful conduct toward your supervisor;
- Unacceptable job performance;
- Altercations with any employee or guest;
- Unexcused absenteeism/tardiness;
- Sleeping while on duty;
- Failure to comply with regulatory requirements or safety rules and regulations;
- Violation of student, parent, or employee confidentiality; or
- Possession, use and distribution of dangerous, or unauthorized materials, such as explosives, firearms, knives, or other dangerous weapons while on duty or on School premises.

Examples of Summary Offenses

Although we generally follow the Performance Counseling Process, following are examples of conduct which may be cause for immediate discharge:

- Unsuccessful completion of a review and orientation period;
- Gross or ordinary negligence, and/or inconsiderate treatment in the care of students;

Click to return to Table of Contents

- Failure to maintain current criminal or child abuse clearances or to timely complete a PDE-6004 form for reporting any arrests or convictions for felonies or misdemeanor crimes;
- Failure to maintain educator certification including specialty, if any, or administrator certification, as required for in order for such employee to remain in his or her position;
- Unauthorized practice of teaching;
- Refusal to carry out functions relating to Northwood or policies and procedures;
- Violations of any of the following Policies; Equal Employment Opportunity, Confidentiality, Conflicts of Interest, Conflicts of Commitment, Electronics Communications
- Violation of any Code of Ethics and/or Code of Conduct applicable to professionals who are obligated to adhere to such standards by law, regulation, rule or custom
- Inappropriate demeanor with parents, staff members, or other key stakeholder
- Conviction of a felony, serious crime, and/or an act of dishonesty;
- Conviction by a court of law of any offense which, in the judgment of the Board of Trustees, would make the employee undesirable for association with Northwood, its students and other employees;
- Using, possessing, manufacturing, selling, distributing, or dispensing illegal drugs while on duty or on School premises;
- Using or possessing alcohol while on School premises or during working hours or reporting to work under the influence of intoxicants. Verbally or physically harassing, coercing, intimidating, or threatening a co-worker, supervisor, student, parent, contractor, or subcontractor;
- Unauthorized access to records and files of Northwood, whether locked or otherwise;
- Theft or dishonesty, including, but not limited to: willful falsification of any pay, time business expense or employment record (including your Application for Employment); recording the time worked by another employee or permitting another employee to record time worked by you; altering any employee time record, regardless of whether it is the employee's own time record or another employee's; and misappropriation of school property or property belonging to any of Northwood's employees, students, parents, contractors or subcontractors
- Deliberate damage to or destruction of property belonging to Northwood or any of its employees, students, parents, contractors, or subcontractors;
- Insubordination, which is defined as refusal to follow through on a supervisor's instructions, willful disobedience when directed to perform work or disrespectful behavior toward a supervisor or manager;
- Possession of a firearm or other deadly weapon while on school premises, including the conversion or threatened conversion into a weapon of any tool or other object common to the workplace;
- Unethical or illegal conduct in the course of your employment;
- Committing an immoral or indecent act while on or off Northwood's property regardless of whether the act was committed during the Employee's workday;
- Reckless disregard for or willful violation of any safety or security rules where such disregard or violation endangers the safety of any person or the property of Northwood, or any of its employees, students, parents, contractors, or subcontractors;
- Endangering the health or welfare of any student;

Click to return to Table of Contents

- Giving false fire alarms or causing false fire alarms to be given, or tampering with fire equipment;
- Participation in a fight or other physical altercation on School premises or while on duty (except as reasonably necessary in self-defense under circumstances in which the employee cannot withdraw safely from the situation), and any other acts of threats or violence;
- Gross neglect of duties or job responsibilities;
- Absences from work for three (3) consecutive days without notice;
- Leaving the premises without permission or cause;
- Sleeping on Northwood's time;
- Interfering with the work performance of another employee, or threatening, intimidating, or coercing another employee;
- Restricting output or persuading others to do so, or promoting, encouraging, agitating, engaging in or supporting suspension of work, slowdowns, or any other interruptions of work;
- The private or personal use of Northwood's property, materials, or resources, or the unauthorized use of Northwood's postage, telephone, computers, internet access, unless you have received specific permission from you supervisor;
- Falsification of information and/or data, no matter when such falsification is discovered, including information provided to us during the hiring process, on expense reports, on employee's health, benefit or workers' compensation claim forms, or other school records or personnel action forms;
- Rudeness or disrespect to parents, visitors, co-workers, or Northwood's management, or students;
- Obscene or abusive language directed toward any supervisor, manager, co-worker, student, parent or third party;
- Soliciting or accepting unauthorized gratuities;
- Inappropriate relationship with students;
- Gambling or conducting games of chance on school premises;
- Horseplay, practical jokes, and pranks;
- Engaging in criminal conduct;
- Engaging in an act of sabotage;
- Violating a confidence or the unauthorized disclosure of trade secrets, proprietary data, or other confidential information or removal of same from premises without prior approval;
- Traffic violations while operating a school vehicle;
- Failure to provide honest and accurate information to a supervisor or responsible agent of the Board of Directors;
- Smoking or vaping on Northwood grounds or during the hours of work;
- Any conduct on or off the job which the Board in its sole discretion believes will adversely affect the image of Northwood;
- Administration of corporal punishment; or
- Other violations of School policies.

Click to return to Table of Contents

Problem Resolution

Northwood is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or questions receive a timely response from Northwood's administrators.

Northwood strives to ensure fair and honest treatment of all employees. Administrators and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive feedback.

If a situation occurs when you believe that a condition of employment or a decision affecting you is unjust or inequitable, you are encouraged to make use of the following problem resolution procedure. You may discontinue the procedure at any step.

1. Speak to your supervisor regarding your complaint or concern. Your supervisor will gather all the necessary facts and provide you with a response as quickly as possible.
2. If your direct supervisor cannot provide a satisfactory response, he/she will then bring your problem to the attention of HR, who will meet with you and your supervisor and attempt to arrive at a satisfactory answer as quickly as possible.
3. If you feel uncomfortable about discussing a problem with your supervisor, you may bypass that individual and discuss your problem with higher levels of HR or the CEO without fear of reprisal.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment.

No employee will be penalized, formally or informally, for voicing a complaint with Northwood in a reasonable, business-like manner or for using the problem resolution procedure. The Board of Directors recognizes its responsibility to keep its employees informed as to their rights, privileges, protection and obligations under the Whistleblower Act which was enacted to protect employees from the retaliatory action of an employer or an agent of the employer for disclosing policy, providing information, or objecting to an activity which the employee reasonably believes is in violation of a law.

Click to return to Table of Contents

Personal Property

Northwood is not liable for loss, damage, or theft of an employee's personal property on its premises. Employees are urged not to leave personal property at work and not leave personal items unattended.

Drug, Smoke, Alcohol Free Workplace

Alcohol & Smoking

Northwood is a non-alcohol and non-smoking facility (including vaping), both in the building and on the grounds. Additionally, alcohol consumption or smoking is prohibited by Northwood employees while attending off-site activities and/or events when students are present, including overnight trips.

Alcohol, Drug & Substance Abuse Policy

Northwood complies with the Federal Drug-Free Workplace Act and is committed to providing a work environment that is free of illegal drugs and alcohol. Northwood intends to maintain a safe, healthy, and efficient working environment for all of its Employees and students and to protect the property, equipment and facilities of Northwood, Employees, and students. Part of that law requires that we make everyone aware of our policy on drug use and alcohol abuse. Compliance with our Drug and Alcohol policy is a condition of employment. It is violation of this policy for an Employee to:

- Manufacture, transport, distribute, promote, or sell illegal drugs or alcohol during working hours, while working offsite on behalf of Northwood including overnight trips or while on Northwood's premises
- Report for work, handle school business or be on Northwood's premises while under the influence of illegal drugs or alcohol;
- Have illegal drugs or alcohol in his or her possession during working hours, while working offsite on behalf of Northwood including overnight trips or while on Northwood premises;

Even beyond our duties under the law, it is important that we adhere to and enforce this policy because of our commitment to provide a safe workplace. Our policy will help protect you, your fellow Employees, our students, and the general public.

Off-the-job drug use which could adversely affect an Employee's job performance, or which could jeopardize the safety of students or other Employees, or Northwood, other Employees or student property or equipment is proper cause for disciplinary action, up to and including termination of employment and/or non-renewal of agreement. It is the duty of all Employees to notify the CEO or Security Officer of any criminal drug conviction for a violation occurring in the workplace within (5) days of the conviction.

Click to return to Table of Contents

Violation of this policy will result in disciplinary action, up to and including termination/or non-renewal of Agreement, even for the first offense. Individuals in violations of this policy may also be referred to law enforcement agencies.

Northwood recognizes that substance abuse is a medical problem, which can be successfully treated and will assist employees who request help with drug and/or alcohol dependency. An employee's decision to seek assistance will not be used as a basis for disciplinary action. In instances where it is necessary, a leave of absence may be granted for treatment or rehabilitation for alcoholism and/or drug dependency.

Northwood reserves the right to perform testing for drug and alcohol use under the conditions listed below. For drug testing, Employees may be asked to provide body substance samples (e.g., hair, urine, and/or blood). Individuals who test positive may be subject to immediate discharge and may be referred to appropriate sources for assistance. An Employee may be subject to testing for drug and alcohol use under the following conditions:

- If he/she is directly involved in a job-related accident and/or eligible for worker's compensation benefits.
- If he/she is directly involved in a properly damaging accident.
- If any supervisor has reasonable cause to believe that an Employee is working under the influence of drugs or alcohol.

Northwood strictly prohibits any Employee from being at work under the influence of alcohol or illegal drugs. Any Employee reporting to work under the influence of alcohol, drugs, or other intoxicating substances will not be permitted to work. Should an Employee be discovered under the influence of alcohol, drugs, or other intoxication substances while on duty, the Employee will be relieved of his/her assigned tasks and asked to leave the premises. The CEO or designee must make documentation of all such incidents and a copy filed in the Employee's personnel file. If an Employee is screened positive for illegal drug or alcohol use, he/she will be subject to disciplinary action, up to and including termination of employment and/or non-renewal of Agreement. If a teacher or staff member refuses a drug or alcohol test, he or she will be subject to disciplinary action, up to and including termination of employment and/or non-renewal of Agreement.

If an Employee is receiving prescribed medical treatment with a controlled substance, he or she should report this treatment to Northwood Nurse. The Employee may continue to work while under such treatment if Northwood Nurse determines the use of the controlled substance does not pose a threat to his/her own safety or the safety of others and that his/her job performance is not significantly affected by the controlled substance.

Northwood reserves the right to conduct a, for cause, reasonable search for illegal drugs and alcohol on Northwood premises, including parking areas, lockers, and employee vehicles. Employees are expected to cooperate in such searches. An Employee's refusal to consent may result in disciplinary action, including termination.

Click to return to Table of Contents

Solicitation

Under no circumstances may an employee solicit monies or signatures for any reason and shall not distribute/post any material on school premises unless prior written approval is received from the CEO. Employees must obtain prior written approval from the CEO for all fund raising or other collections of fees or monies from students, parents, or other employees. Under no circumstances may employees solicit or distribute information during actual work time (their own or that of the employee being solicited) or in work areas.

Proselytizing/Political Advocacy

Employees are prohibited from advocating or teaching religious and/or political viewpoints during working hours in working areas, except as approved as part of Northwood curriculum.

Employment Categories

It is the intent of Northwood to clarify the definitions of employment classifications so that you understand your employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time.

Each employee is designated as either *Non-Exempt* or *Exempt* in accordance with federal and state wage and hour laws. *Non-Exempt* employees are entitled to overtime pay under the specific provisions of federal and state laws. *Exempt* employees are excluded from specific provisions of federal and state wage and hour laws. An employee's *Exempt* or *Non-Exempt* classification may be changed only upon proper review by HR based upon exemption guidelines as set by the FLSA.

In addition to the above categories, you will belong to one other employment category:

> ***FULL-TIME*** employees are those who are not in a temporary status and who are regularly scheduled to work Northwood's full-time schedule of thirty-five- (35) hours per week. Generally, they are eligible for Northwood's benefit package, subject to the terms, conditions, and limitations of each benefit plan and program.
>
> ***PART-TIME*** employees are those who are not in a temporary status who are regularly scheduled to work less than the full-time work schedule and will only be paid for hours worked. Regular part-time employees are eligible for some benefits sponsored by Northwood, subject to the terms, conditions, and limitations of each benefit program.
>
> ***TEMPORARY*** employees are those who are hired for a specific period of time, assignment, or project. Temporary employees are not entitled to fringe benefits.

Click to return to Table of Contents

SUBSTITUTE employees who are not regularly scheduled and work only as needed and called. They are not entitled to fringe benefits.

Employment References and Loan Verification Checks

HR will respond in writing only to those reference check inquiries that are submitted in writing or faxed for current and former employees. Responses to such inquiries will confirm only dates of employment and position(s) held. The above information will not be released without a written authorization and release signed by the individual who is the subject of the inquiry.

HR will respond in writing only to those loan verification check inquiries that are submitted in writing or faxed for current and former employees. Responses to such inquiries will confirm only dates of employment, salary and position(s) held. The above information will not be released without a written authorization and release signed by the individual who is the subject of the inquiry. Employees are prohibited from providing professional references, which are only completed by HR to include position title and dates of employment.

If an employee provides a personal reference, it cannot be prepared using Northwood letterhead, and it must state that it is a personal reference and does not reflect Northwood's position. The CEO with HR advisement must approve exceptions.

Access to Personnel Files

Northwood maintains a personnel file on each employee. The personnel file includes such information as the employee's application for employment, resume, and records of training, documentation of performance appraisals and salary changes, and other employment records.

Personnel files are the property of Northwood, and access to the information they contain is restricted. Generally, only management personnel of Northwood who have a legitimate reason to review information in a file are allowed to do so.

If an employee wishes to review their own file, contact Human Resources to make an appointment during normal business hours. Northwood complies with state law permitting current employees to inspect and take notes concerning the content in their personnel files. With reasonable advance notice, you may review your own personnel files in the presence of an individual appointed by Northwood to maintain the files. You may not alter any documents contained in your personnel file and you are not entitled to any copies of your personnel file.

Click to return to Table of Contents

Personal Data Changes

It is your responsibility to promptly notify Northwood of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, and other such status reports should be accurate and current at all times. If any personal data has changed, notify the Human Resources Coordinator.

Employment Termination

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- ***Resignation*** - voluntary employment termination initiated by an employee
- ***Discharge*** - involuntary employment termination initiated by Northwood
- ***Layoff*** - involuntary employment termination initiated by the organization for non-disciplinary reasons
- ***Retirement*** - voluntary employment termination initiated by the employee meeting age, length of service, and/or other criteria for retirement from Northwood.

If an employee finds it necessary to resign, he or she must provide a minimum of at least two (2) weeks for non-instructional and thirty (30) days for instructional advance notice in writing to HR indicating the last day of work. This date will be considered the effective date of your resignation. Failure to provide the appropriate notice of resignation may result in loss of accrued monies. School property such as keys, computers, credit cards, forms, money, etc. must be returned by each employee on the last day of work. Failure to do so may result in an equipment/service charge that will be deducted from final pay. All work products (grades, grading, report cards, etc.) must also be up to date by the last day of employment.

Your final paycheck will be issued in accordance with normal operational procedures, unless otherwise requested.

If Employee resigns after June 30th, health insurance benefits will be terminated at the end of the month in which the employee resigns.

Appeals Process

Northwood shall provide employees with a prompt and fair review of an appeal of a termination decision. In the event of a termination the employee may file a written complaint with Northwood's CEO and Northwood's management, presenting any information that may be

pertinent to the employee's reason for appeal. The CEO within five (5) days of termination will then with Northwood's input (and Board approval where required) make a final determination and the outcome will be communicated to the employee.

Re-employment

If an employee resigns and is re-employed, the employee's date of hire will be the date the employee returns to work, not the original date of hire. The employee will then be eligible for benefits according to the schedule that applies to all new hires.

EMPLOYEE BENEFIT PROGRAMS

Eligibility

Employees are eligible for benefits the first of the month following the employee's date of hire. Occasional and temporary employees are not eligible for benefits except those mandated by local, state, and/or federal laws and regulations.

Medical, Prescription, Dental, Disability, and Life Insurance

Northwood's Benefit Plans are offered at no cost to the employee and his/her family. Plan limits and benefits are stipulated by the individual benefit contracts. Employees who opt out of medical insurance benefits provided by Northwood may receive a monthly payout, to be determined annually. Married couples who are both employed by Northwood will not have the ability to opt out as both parties will be accounted for under spousal coverage.

In cases of a potentially eligible medical reimbursement (i.e.: hospitalization co-pays), employees are expected to submit receipts for reimbursement within 45 days of the date of service. A Request for Reimbursement Form should be completed with a receipt attached and submitted to the HR Coordinator.

The following benefit plans and programs are available to eligible employees:

- Medical Insurance Plan
- Prescription Plan
- Dental Insurance Plan
- Life Insurance Plan
- STD – Short Term Disability
- LTD – Long Term Disability
- COBRA
- Paid Time Off (PTO)
- Tuition Reimbursement Policy

Click to return to Table of Contents

- ER Reimbursement
- Hospital Stay Reimbursement
- Professional Days
- Professional Development Reimbursement
- Workers' Compensation Insurance Program
- Unemployment Insurance Program
- Social Security Match
- PSERS Match or 403B

Change of Status

If you have a "life event," (marriage, divorce, birth/adoption of a child, death of a dependent, or loss of health coverage by you or your dependent), you must notify the Human Resources Coordinator within thirty (30) calendar days to request that your coverage be modified. Otherwise, you will not be able to change your coverage until the next annual open enrollment period.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an associate for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA).

Continuation Coverage Rights under COBRA

Introduction

You may be covered by Northwood's group health insurance plan. This policy contains important information about your right to COBRA continuation coverage, which is a temporary extension of coverage under the Plan.

The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you when you would otherwise lose your group health coverage. It can also become available to other members of your family who are covered under the Plan when they would otherwise lose their group health coverage. For additional information about your rights and obligations under the Plan and under federal law, you should review the Plan's Summary Plan Description or contact the Plan Administrator.

What is COBRA Continuation Coverage?

COBRA continuation coverage is a continuation of Plan coverage when coverage would otherwise end because of a life event known as a "qualifying event." You will receive a COBRA notice when you become eligible for health insurance benefits, which explains qualifying events and other important information on COBRA coverage. After a qualifying event, COBRA continuation coverage must be offered to each person who is a "qualified beneficiary." You, your spouse, and your dependent children could become qualified beneficiaries if coverage under the

Plan is lost because of the qualifying event. Under the Plan, qualified beneficiaries who elect COBRA continuation coverage must pay for COBRA continuation coverage.

You Must Give Notice of Some Qualifying Events

For certain qualifying events (divorce or legal separation of the employee and spouse or a dependent child's losing eligibility for coverage as a dependent child), you must notify the Plan Administrator within 60 days after the qualifying event occurs. You must provide this notice to the Human Resources Coordinator at Northwood Academy Charter School, 4621 Castor Avenue, Philadelphia, PA 19124. The notice must be in writing and mailed or delivered in person to the Human Resources Coordinator at the address stated above. If the event is divorce, you must also submit the information on a change of employee status form.

Paid Time Off (PTO)

PTO for 10- Month Employees

Eligible full time 10-month employees receive ten (10) PTO days per school year.

Eligible employees hired after the August 23rd start date will receive PTO on a prorated basis. Contact HR to confirm your pro-rated PTO.

PTO may be taken for religious observances, ethnic holidays, bereavement, and other events of personal significance. If the ten (10) day allotment is exceeded, the employee will not be compensated for subsequent days not worked and may be subject to disciplinary action.

Should employment be terminated (either elected or directed), there will be no payout of PTO. Should the employee elect to terminate employment and has exceeded the number of days earned to date, they will be charged back accordingly at the contractual rate of a day's pay for each day beyond ten (10).

PTO for 12-Month Employees

Eligible full time 12-month employees receive 16 PTO days per fiscal year (July 1 through June 30).

Eligible employees hired after the July 1st start date will receive PTO on a prorated basis. Contact HR to confirm your pro-rated PTO.

PTO may be taken for religious observances, ethnic holidays, bereavement, and other events of personal significance. If the sixteen (16) day allotment is exceeded, the employee will not be compensated for subsequent days not worked and may be subject to disciplinary action.

Should employment be terminated (either elected or directed), there will be no payout of PTO. Should the employee elect to terminate employment and has exceeded the number of days

earned to date, they will be charged back accordingly at the contractual rate of a day's pay for each day beyond sixteen (16).

PTO Payout

Unused PTO may be paid out if board approved after the school year ends for 10-month employees. Unused PTO may be paid out if board approved after the fiscal year ends for 12-month employees.

If PTO is paid out up to 10 days of PTO can be paid out for 10- and 12-month employees. PTO time cannot be carried over. The PTO payout maybe up to $150 per unused day, regardless of the role or position you may hold

10- and 12-Month Employees

In the event of a leave of absence (FMLA, short- or long-term disability), any PTO remaining in an employee's account may be incorporated into the leave, that would otherwise be unpaid, if the employee chooses to do so. Those days will not be counted as separate and apart from the leave PTO.

All paid time off days must be scheduled at least five (5) days in advance through the office or as soon as the need arises. Request for Absence Forms must be completed for all requests. Requests for more than 2 consecutive PTO days are discouraged and must be discussed personally with the CEO. All requests are subject to approval by the CEO.

Employees who are unable to report to work due to illness or injury must notify the designated person between the 5:45 a.m. and 6:15 a.m. on the day they are sick. It is preferred that you call out the night before between 6:00 p.m. and 8:00 p.m. Failure to give administration proper notification of illness will result in disciplinary action. Additionally, absence from work for two (2) consecutive days without notifying the Human Resources Coordinator will be considered abandonment of your position and, as such, a voluntary resignation.

You must take PTO days in the contractual year in which they are given. You may not carry PTO days over to the next year. Up to 10 days of PTO can be paid out for 10- and 12-month employees. The PTO payout is $150 per unused day, regardless of the role or position you may hold.

If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement must be provided verifying the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits. Before returning to work from a sick leave absence of 3 calendar days or more, an employee must provide a physician's verification that he or she may safely return to work.

Click to return to Table of Contents

ALL absences require an *Absence Form* to be submitted electronically, which will be approved or declined by the appropriate supervisor. The Absence Form will need to be submitted either prior to your absence if you know in advance that you will be out or immediately upon your return to work. Failure to complete and submit required documentation may result in loss of compensation for the undocumented days.

Early dismissals and late arrivals should be avoided. They negatively impact the instructional program. However, in the event that an early dismissal/late arrival is unavoidable, approval must be obtained from the Principal or designee and PTO will be charged to the employees account for non-exempt employees.

In the event of late arrivals and/or early departures PTO will be charged to the employees account. Pre-approved schedule changes to avoid program disruptions are encouraged.

PTO may be used in 2-hour increments to cover late arrivals and early departures and time off.

A half day is defined as working half of your prescribed work schedule, not including any break for lunch.

Also, there are occasions when Black Out dates will be established in order to maintain the integrity of the instructional program. In the event that a Black Out day notification is made, only the most dire emergencies can be honored.

Philadelphia Sick Leave Policy (PSL)

In accordance with the Philadelphia Sick Leave Ordinance, all full-time and part-time employees are eligible to accrue one (1) hour of Philadelphia Sick Leave for every 40 hours worked at Northwood in a calendar year.

This accrual augments the PTO policy where required for part-time employees only to ensure Northwood is in compliance with the ordinance.

Holidays

Northwood recognizes various holiday closings. Eligible employees will receive pay for scheduled School closures according to the approved calendar.

Note: The Holiday schedule may be changed each year at the Board of Directors' discretion.

Employees must work a full day on the last scheduled day before and on the first scheduled day after the holiday to be paid for the holiday, except when the employee is:

- off at CEO's discretion
- off due to closure of School because of inclement weather
- off due to sickness with a doctor's note verifying need for absence
- off with CEO's approval

In the event the employee is not at work on the last scheduled day before or on the first scheduled day after the holiday and did not have the approval noted above, the employee's PTO account will be charged, and the employee will not be paid for the day holiday.

All exempt and non-exempt full-time employees are paid for all scheduled holidays pursuant to the above guidelines.

Recognized Holidays

Labor Day	Winter Recess
Rosh Hashanah	Dr. Martin Luther King Day
Yom Kippur	Presidents Day
Indigenous People	Spring Recess
Veterans Day	Eid Al-Fitr
Thanksgiving	Memorial Day

Employees may contact Administration for Staff Professional Development days.

Paid Maternity and Paternity Leave

A paid maternity leave of up to eight (8) consecutive weeks is available for the birth or adoption of a child. Staff will receive up to 6 consecutive weeks of paid leave for traditional childbirth delivery and up to 8 consecutive weeks of paid leave for cesarean delivery.

Click to return to Table of Contents

The maternity leave pay will commence at the birth or adoption of the child. The pay will augment the disability payments paid by the insurance carrier in order to ensure pay is made whole at 100%. Maternity and Paternity leave time will run concurrently with FMLA. Staff are not required to use PTO time while using paid maternity/ paternity leave.

If an employee chooses to extend their time off beyond the six to eight weeks, under their FMLA eligibility they will be required to use their banked sick time during this FMLA leave entitlement. To qualify for paid maternity or paternity leave, the employee must have been employed for at least twelve months prior to the commencement of the requested leave. Employees who resign from their position in the same contract year as a maternity/ paternity leave was granted may be charged back for maternity and/ or paternity leave payout. The maternity and paternity leaves are granted for the care of the newly born adopted child. Employees who meet the eligibility requirements for FMLA will be required to apply for both paid maternity/ paternity leave, as well as FMLA.

Workers' Compensation Insurance Program

Northwood provides a comprehensive Program at no cost to you. This Program covers any injury or illness sustained in the course of employment. Any employee who has an accident during working hours (both regular and extracurricular), may be subject to drug testing.

If you sustain a work-related injury or illness, you should inform your supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. In the event that medical attention is required from an "on the job" injury, you must go to Workers' Compensation insurance approved health office for treatment. This will enable you to qualify for coverage as quickly as possible and fulfill the employee's legal requirement to give notice of an injury if benefits are sought. Immediately report in writing on appropriate forms to your supervisor the following information:

1. Time/Date of injury/illness
2. Location of injury/illness
3. Circumstances of injury/illness
4. Description of injury /illness
5. Witness

Click to return to Table of Contents

Neither Northwood nor the insurance carrier will likely be liable for the payment of workers' compensation benefits for injuries that occur during your voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Northwood.

Unemployment Insurance Program

Northwood pays federal and state taxes to provide eligible employees with unemployment insurance. You may be eligible for the Program if your work hours are reduced or if you are temporarily laid off or permanently terminated. Federal and state laws and guidelines determine whether you qualify for unemployment benefits and the amount of the benefits if you qualify. Contact the HR if you need more information.

Tuition Reimbursement

Northwood encourages all employees to further their education and improve their professional skills. To support this philosophy, funds have been allocated to provide tuition reimbursement for courses which relate directly to the employee's job responsibilities or are required as part of an overall job-related degree program. Such reimbursements will be offered and are subject to change by the Board of Directors as each year's operating budget is approved.

To receive reimbursement, course tuition reimbursement requests must be approved by the CEO prior to the start of the course if it is not directly related to your position. A passing grade of B or better must be obtained, and the actual reimbursement request must be made within 45 days of the end of the course. Failure to comply with the stated timeline may result in loss of reimbursement.

A Tuition Reimbursement Request form may be obtained from the HR Coordinator. Employees will receive fifty (50) percent of the tuition cost of the course, not to exceed $2000.00 for the school year. Disbursement will occur upon successful completion of the course and submission of required documents within the given time frame. Tuition reimbursement does not include books, materials, lab and/or registration fees.

In any given fiscal year (July-June) that an employee receives tuition reimbursement, the employee is required to work for one full school year beyond that in which the reimbursement is received. If an employee terminates their employment within that time period, full repayment of tuition is expected. The amount of tuition paid out may be deducted from final wages. If an employee is terminated within that time period, they will be responsible for fifty (50) percent of repayment.

Please be aware that most summer courses will be accounted for in the proceeding school year since the time frame for submission of finishing documents generally extends beyond the end of the fiscal year, June30th.

Click to return to Table of Contents

Professional Development

In addition to administratively designated professional development, Northwood requires its certified staff members to minimally attend one off-site, self-selected session/conference each year. Whenever a member of the certified staff wishes to attend an educational session/conference to further their professional growth, they must make the request to the Principal/designee prior to registering for such conference. Upon receiving such a request, the Principal/designee will evaluate the request in light of the contents of the conference, its relationship to the educational programs of Northwood and the benefits to be derived by the individual from such attendance. Requests should be aligned to the staff member's current role. Should the Principal/designee find that the request is warranted, the Principal/designee will permit attendance to the conference at the expense of Northwood (see below).

Given the wealth of educational offerings available in our region, local conferences/seminars/ workshops should be of primary consideration. Conferences that require travel and/or lodging costs will be reimbursed to a maximum of $600 per school year. This amount includes all related expenses. In the case of conferences, seminars and/or workshops held beyond a reasonable driving distance, Northwood will provide transportation, lodging and, if applicable, a daily food ($50)/transportation stipend within the allowable reimbursable amount. If expenditures exceed the $600 allowance, the attendee will be responsible for those costs.

Northwood will make all efforts to pay fees in advance with appropriate documentation. However, the employee may need to pay some fees and submit for reimbursement. For reimbursement, a *Reimbursement Form* must be submitted to the HR Coordinator with all receipts. All requests for reimbursement should be made within two weeks of the conference date.

If the event qualifies as Act 48 hours, be sure to make necessary arrangements for the hours to be reported to the state. Professional development provided by Northwood is recorded to the state by Northwood.

Please note, some professional development may be grant funded (i.e., IDEA>Special Education Conference) and fall outside of the above allowances.

If an employee terminates their employment within six (6) months after attendance at said conference, they may be responsible for some, or all costs incurred. The amount of fees paid out may be deducted from final wages.

Click to return to Table of Contents

COMPENSATION

Compensation Philosophy

Northwood is driven to ensure they educate the whole child and create a learning sanctuary. In support of this goal, our compensation philosophy is aligned to strengthen the line between school success and individual performance.

Northwood is committed to providing a total compensation package inclusive of salary and benefits that is competitive within the charter school arena, while also having comparability to the overall market in which we work.

Northwood is further committed to ensuring that our compensation practices are fair and equitable in the rewarding of performance through the recognition of our employee's dedication, commitment, and hard work.

In order to accomplish its goals and to ensure that the compensation program is consistent with its direction, Northwood has adopted this Compensation Philosophy, which provides the foundation upon which its compensation plans will be built. The overriding goal of the philosophy is to enable the organization, in its pursuit to ensure future sustainability, to develop a compensation program that serves to attract top talent, motivate employees to meet Northwood's goals, and to retain quality employees for the long-term success of the organization. This philosophy will ensure that the compensation program is consistent with Northwood's strategic direction, as well as meeting the best practices and requirements of government regulations that may impact the educational sector.

Paydays

You will be paid on a bi-weekly basis. Office staff will regularly distribute a pay statement to you on Friday of the pay week. In the event that a regularly scheduled payday falls on a day off, such as a holiday, you will receive your pay on the schedule determined by management.

You are strongly encouraged to enroll in the direct deposit program. Under the program, your pay is automatically deposited each payday into the bank account(s) of your choice. You will receive a payroll notification of deposit verifying that the pay has been deposited and a pay statement showing withholdings and deductions on payday. Pay statements will be mailed to your home during the summer months.

Overtime

Employees may be required to work overtime, fewer hours, or hours other than those normally scheduled whenever school operations require this. **All overtime worked by non-exempt**

employees must have prior approval by the employee's supervisor, and approval must be made on a daily basis.

Non-exempt employees will be paid at the pay rate of one and one-half (1½) times the regular hourly rate of pay for all hours actually worked in excess of forty (40) hours per week.

If you are in a position that is classified as *Exempt*, you are expected to work whatever hours are necessary to get the work done and you are not eligible to receive overtime compensation.

Typically, payment of overtime is reflected in the pay period following the pay cycle within which the overtime was worked, provided that your overtime hours have been properly submitted to the Payroll Department. Pay for PTO (paid time off), and inclement weather days does not count toward the calculation of overtime pay; only actual hours worked count for determining what, if any, overtime pay is owed

Extracurricular Clubs and Compensation

Employees are encouraged to share their expertise and outside interests with the students. This is done in the form of clubs or teams for grades three through eight. Clubs are generally held after school for a minimum of an hour and a half for an eight (8) week period. Clubs should begin and end within the confines of each trimester. Team duration is dependent upon the league requirements. Staff members are compensated for their time at a rate that is established annually by the Board of Directors. Compensation for clubs will occur after the employee submits the proposal form along with required supporting documents. All required supporting documentation needs to be submitted to Human Resources within 10 days of the end of the club.

Each club/team is usually supervised by one teacher or two teachers. To start a club, the employee should submit their idea(s) in writing to the CEO. The proposal should include: the grades for whom the activity is planned; the number of students expected to be served; the beginning and ending dates for the club; and any special materials or considerations needed. All clubs must be approved by the CEO prior to commencement of the activity.

Proposals must be submitted by **mid-**September for clubs that will end no later than **mid-** December; by **mid-** December for clubs that will end no later than **mid-**March; and by **mid-** March for clubs that will end no later than the end of the first week of June.

The Following extracurricular activities have been board approved:

1. **Extra-Curricular Club Stipends:** Extracurricular club stipends list below are paid $350 at the conclusion of the club activity, with corresponding payroll:

- Math Club
- Science Club

Click to return to Table of Contents

- Comic Book Club
- Prop Club
- Magic Club
- Environmental Club
- Drawing and Craft Club
- All About Animals Club
- Fun and Games Club
- Dungeons and Dragons Club
- Book Poems Art

2. **Sports Stipends:** The sports stipends list below are paid at the conclusion of the sports activity, with corresponding payroll:

- Boys Basketball Stipends: $1750
- Girls Basketball Stipends: $1650
- Baseball Stipends: $1650
- Softball Stipends: $1650
- Cross Country Stipends: $1650
- Soccer Stipend: $350
- Cheerleading Stipend: $350
- Step Stipend: $350

3. **Saturday School Stipends:** $50 per hour/Paid with corresponding payroll.

4. **Master Teacher Stipend:** $5000/ Paid at the end of the school year.

5. **Athletic Director Stipend:** $3000/Paid at the end of the school year.

6. **Assistant Master Teacher Stipend:** $2200/Paid at the end of the school year.

7. **Yearbook Club:** $1500/Paid at the end of the school year.

Professional Learning Community (PLC)

PLCs are an integral part of Northwood's professional instructional program. Instructional staff will be required to attend meetings as scheduled throughout the school year. When the meetings take place outside of school hours staff will be compensated.

The PLC leader is responsible for taking and submitting attendance for each PLC meeting. Attendance is to be submitted to Human Resources within 3 days of the completion of the training.

Click to return to Table of Contents

Administrative Pay Corrections

Northwood takes all reasonable steps to ensure that you receive the correct amount of pay in each paycheck and that you are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, you should promptly bring the discrepancy to the attention of the Human Resource Coordinator so that corrections can be made as quickly as possible.

Pay Deductions

The law requires that Northwood make certain deductions from every employee's compensation. Among these are applicable federal, state, local income taxes, unemployment insurance, PSERS retirement, wage garnishments, and court orders. Northwood also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." Northwood matches the amount of Social Security taxes paid by each employee.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, the HR Coordinator can assist you.

LEAVES OF ABSENCE

Family and Medical Leave

The Family and Medical Leave Act of 1993 (“FMLA”) provides Employees, who have been employed by Northwood for at least 12-months and have worked at least 1,250 hours during the past 12-months, up to 12-weeks of unpaid leave in a 12-month period to care for family members, needed due to the Employee’s own serious health condition, or needed in connection with a family member’s active duty or call to active duty in the Armed forces and up to 26-weeks of unpaid leave in a 12-month period to care for a covered service member recovering from a serious illness or injury sustained in the line of duty on active duty if the Employee is the spouse, child, parent or nearest blood relative of the service member. In general, a leave may be taken for:

- The birth of the Employee’s child, for both mothers and fathers.
- The placement of a child with the Employee for adoption or foster care, for both mothers and fathers.
- To care for the Employee’s spouse, child or parent who has a serious health condition.
- A serious health condition rendering the Employee unable to perform his or her job. A “serious health condition” is generally defined as an illness, injury, impairment or physical or mental condition, involving:

    - Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical facility, including any period of incapacity (defined as inability to work, attend school or perform regular daily activities due to the serious health condition, treatment therefore, or recovery there from), or any subsequent treatment in connection with such inpatient care; or
    - Continuing treatment by a healthcare provider. A serious health condition involving continuing treatment by a healthcare provider includes anyone or more of the following:
        i. A period of incapacity of more than three (3) consecutive calendar days, and any subsequent treatment or period of incapacity relating to the same condition.
        ii. Any period of incapacity or treatment for such incapacity due to pregnancy, or for prenatal care.
        iii. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition.
- Reasons related to a spouse, child or parent's active duty or call to active duty in the Armed Forces. Reasons related to the call-up or service include helping the family member prepare for the departure or caring for children of the service member. The leave may commence as soon as the individual receives the call-up notice (son or daughter for this type of FMLA leave does not have to be a minor.)
- To care for a covered service member with a serious injury or illness where the Employee is the spouse, child, parent, or nearest blood relative of the covered service member. A "serious injury or illness" means in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, an injury or illness incurred in the line of active duty that renders the member medically unfit to perform the duties of the member's office, grade, rank, or rating. An Employee is entitled to up to 26-weeks of leave for this type of FMLA leave.

Application for FMLA leave based on your serious health condition or that of a spouse, child or parent will require medical certification completed by the applicable health care provider.

Substance Abuse may be considered a "serious health condition" if the conditions of this section are met. However, FMLA leave may only be taken for the treatment of substance abuse. In other words, absence because of your use of a substance, rather than for the treatment of the illness, does not qualify for FMLA leave.

Under certain circumstances, leave may be taken intermittently or on a reduced leave schedule. Intermittent leave may be taken when treatment is required for a serious health condition or a serious injury or illness on a periodic, rather than continuous basis. Intermittent leave for birth, foster placement or adoption of a child may be granted at the discretion of Northwood. If you plan to take intermittent leave or work a reduced schedule, the medical certification must also include dates and the duration of treatment as well as a statement of medical necessity for taking intermittent leave or working a reduced work schedule.

FMLA will run concurrently with paid maternity/paternity leave. Staff have the option of using their PTO concurrently with FMLA.

Generally, FMLA leave is unpaid. Health Insurance benefits will continue during FMLA leave

under the same conditions as if the Employee was working. Northwood will continue to provide you with health insurance benefits for the full period of the approved leave, providing you pay Northwood monthly for your normal portion of the coverage selected. If paid leave is substituted for unpaid leave, Northwood monthly for your normal portion of the coverage selected. If paid leave is substituted for unpaid leave, Northwood will deduct your normal portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must remit your normal portion of the premium on a monthly basis to the Director of Operations by the 1st day of the month. Your health care coverage will cease if your normal premium payment is more than 30-days late. Any accrued benefits will not be lost, but benefits will not accrue during the leave. Upon returning from a leave of absence under the FMLA, an Employee is entitled to return to the same or equivalent position with equivalent pay and benefits. In limited circumstances, an Employee may be denied job restoration if they qualify as a “key employee” under the FMLA (highest paid 10) of Associates).

Any Employee who requests FMLA leave must give Northwood 30-days’ notice or as much notice as practicable if the need for leave is not foreseeable. To request leave, an Employee should contact Human Resources. Before a leave is granted, all provisions of the leave will be explained in detail, and you will receive a copy of the provisions that must be met. An employee should make a reasonable effort to reschedule the leave to assist Northwood in minimizing disruption of operations. If 30-days’ notice is not practicable, such as lack of knowledge, medical emergency, or change in circumstances, notice must be given as soon as possible. You must also make a reasonable effort to schedule medical treatment so as not to unduly disrupt Northwood’s operations, subject to the approval of the health care provider. If you fail to provide 30-days’ notice when the need for leave was foreseeable, Northwood may deny FMLA leave until at least 30-days after the notice was first given.

An eligible Employee is entitled to 12 to 26-weeks of leave, as applicable, in a “rolling” 12-months period. FMLA leave is measured backward from the date the Employee uses any FMLA leave. Within that 12-months period, an Employee is entitled to up to 12 or 26-weeks for FMLA leave, as applicable. An Employee is not entitled to take more than26-weeks of all types of FMLA leave. If a husband and wife both work for Northwood and each wish to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26-weeks of leave. Northwood reserves the right to modify how it calculates the 12-months period, with proper notice.

FMLA, by itself is unpaid leave; however, if you are receiving workers’ compensation or other disability benefits, receipt of such benefits will run concurrently with FMLA leave. You will continue to accrue earned time off days for any portion of your FMLA leave that is paid, however, you will not accrue any earned time off days for the portion of your leave that is unpaid.

Upon expiration of your FMLA leave, you will be restored to your former position or to a position with equivalent pay, benefits, and conditions of employment except if:

- The circumstances are such that he/she would have lost his/her position even if FMLA had not been taken (i.e., layoff).
- You are not able to perform the essential functions of the position because of a physical or mental health condition. In this case, if an employee is unable to perform original job with or without reasonable accommodation, an attempt will be made to transfer the

employee to alternate suitable work, if available.
- You fail to present a certification by the health care provider stating that you are unable to return to work (under circumstances where Northwood lawfully requires such certification.)
- Northwood proved the leave to be fraudulent.

Your employment may be terminated immediately if you fail to return from FMLA leave after the twelve (12) week eligibility period, and you are not covered under another type of authorized leave. In order to make an application for this leave; you must complete the Employee Request Form. Your attending physician must complete the Certification of Health Care Provider. Both completed documents must be returned within 15-days from the letterhead date that accompanies these documents when they are given or sent to you. Once these completed documents are returned, you will receive written notification of your approval or disapproval for this leave within three (3) days of receipt. If approved for this leave, your first day of the approved leave period will coincide with your first full day or partial day of absence.

Application and Medical Certification forms for FMLA may be obtained from HR.

Restoration of Employment

Upon expiration of your FMLA leave, you must be restored to your old position or to a position with equivalent pay, benefits, and conditions of employment unless:

- The circumstances are such that you would have lost the position even if FMLA had not been taken (e.g., layoff.).
- You are not able to perform the essential functions of the position because of a physical or mental health condition.
- You fail to present a certification by the health care provider stating that you are unable to return to work (under circumstances where Northwood lawfully requires such certification.)
- Northwood proved the leave to be fraudulent.

Failure to Return from Leave

Your employment may be terminated immediately if you fail to return from FMLA leave after the twelve (12) week eligibility period, and you are not covered under another type of authorized leave.

Failure to Satisfy Medical Certification/Recertification Requirements

If you fail to satisfy the medical certification/recertification requirements for leave under this policy, Northwood may not be obligated to grant you FMLA leave and once the fifteen (15) day period has elapsed, your absence may not be considered as FMLA protected.

Application Procedure

Application and Medical Certification forms for FMLA may be obtained from the Human Resources Coordinator, who is responsible for the administration of this program.

Unpaid Leave and Accommodation for Pregnancy, Childbirth or Related Medical Condition

The Philadelphia Fair Practices Ordinance enables Full-time and Part-time employees, even those who do not meet FMLA eligibility requirements, to request reasonable accommodations and/or unpaid leave for needs related to pregnancy, childbirth, or a related medical condition, including application, certification, and approval processes.

Northwood will provide reasonable accommodations to an employee for needs related to pregnancy, childbirth, or a related medical condition, provided:

1. the employee requests such accommodations; and
2. such accommodations will not cause an undue hardship to Northwood.

Definitions

Reasonable Accommodations mean accommodations that can be made by an employer, in the workplace, that will allow an employee to perform the essential functions of his or her job. Reasonable accommodations include, but are not limited to:

- restroom breaks,
- periodic rest for those who stand for long periods of time,
- assistance with manual labor,
- leave for a period of disability arising from childbirth,
- reassignment to a vacant position,
- job restructuring, and/or
- providing unpaid break time or allowing an employee to use paid break, mealtime, or both, to express milk and providing a private, sanitary space that is not a bathroom where an Employee can express breast milk, so long as these requirements do not impose an undue hardship on an employer.

Undue Hardship. Factors to be considered in making a determination of undue hardship shall include, but not be limited to the following:

- The nature and cost of the accommodations;
- The overall financial resources of the employer, including the size of the employer with respect to the number of its Employees and the number, type, and location of its facilities; and
- The type of operation or operations of the employer, including the composition, structure and functions of the workforce, the geographic separateness, administrative, or fiscal relationship of the facility or facilities in question to the employer.

Procedures

Click to return to Table of Contents

Request for Reasonable Accommodation

1. An employee, who is eligible under the Fair Practices Ordinance related to pregnancy accommodations, may make a request for reasonable accommodations or unpaid leave.

Notice Requirements

1. The employee must notify the CEO of the request for reasonable accommodations and/or leave and the expected duration of such request.
2. The employee shall provide the CEO with at least thirty (30) days' advance notice of his or her request for reasonable accommodation(s) and/or leave, unless providing such notice is not practicable.

Certifications

1. Northwood may require the employee to provide certification that:

   i. The reasonable accommodation(s) and/or leave is medically necessary due to pregnancy; and

   ii. The expected duration of reasonable accommodation(s) and/or leave.

2. The employee shall provide such certification to the CEO or designee within fifteen (15) days after Northwood requests certification.
3. the employee may satisfy the certification requirement by providing documentation from the employee's doctor, outlying the medical issues and the specific accommodation(s)/leave requested.
4. Failure of the employee to provide certification alone will not affect an employee's eligibility for pregnancy or pregnancy-related accommodation, which determination is dependent upon the above undue hardship analysis.

Duration of Leave

Fair Practices Ordinance Leave runs concurrently with Family Medical Leave (FML), which accords an eligible employee up to twelve (12) weeks of FML. However, requests for additional leave are subject to the above requirements for notice and physician certification. Additionally, as required by the Ordinance, the employee and Northwood will discuss whether or not any factors exist that would impose an undue hardship on the employer in extending additional leave. If undue hardship would be imposed, additional leave will not be considered to be a reasonable accommodation, to justify denial of the request.

If an employee is not entitled to FMLA, Northwood will grant up to eight (8) weeks of leave for pregnancy, childbirth, or a related medical condition (see Paid Maternity and Paternity Leave Policy for additional information). However, requests for additional leave are subject to the above requirements for notice and physician certification. Additionally, as required by the Ordinance, the employee and Northwood will discuss whether or not any factors exist that would impose an undue hardship on the employer in extending additional leave. If there is no undue hardship, additional leave will be considered to be a reasonable accommodation, to justify grant

of the request.

Benefits During Leave

a. During leave under the Fair Practices Ordinance, Northwood will maintain the employee's health insurance under the same conditions that coverage would have been provided if the employee had been continuously employed during the entire leave period. Northwood and the employee will each continue to pay their respective portions of the benefit costs. If the employee is no longer in "active pay status," he or she will be required to submit the employee portion of the benefit costs directly to Northwood or insurer, as directed. Northwood reserves the right to recover the full amount of premiums it pays to maintain health coverage for an employee who fails to return to work following leave under the Fair Practices Ordinance.

b. School-paid benefits will continue in effect for the duration of leave under the Fair Practices Ordinance, to the same extent that such coverage would have been provided if the employee had been continuously employed during the entire leave period.

c. An employee who participates in a dependent-care or health-care reimbursement benefit program at the commencement of leave under this policy may continue to participate in such program(s) during a period of such leave in accordance with applicable plan requirements, except that no contributions to such programs may be made while the employee is on inactive pay status.

d. Retirement plan contributions will continue during leave under this policy in accordance with the provisions specified in the respective retirement plan documents, except when the employee is considered to be on inactive pay status.

Return from Leave

a. An employee returning from leave under the Fair Practices Ordinance will be reinstated to the same or equivalent position, with equivalent pay, benefits, and other terms and conditions of employment. Failure to return to work following the completion of leave under the Fair Practices Ordinance will be considered a voluntary resignation from employment. In addition, an employee who does not return from leave is responsible for reimbursing Northwood for all medical benefit premiums paid on his or her behalf during the leave.

b. An employee who returns from leave under the Fair Practices Ordinance must provide Northwood with a certification from a health care provider documenting his or her fitness to return to work. An employee who is unable to return to work at the end of the leave must notify Northwood as soon as possible.

c. Except as provided in this policy, an employee's use of leave under the Fair Practices Ordinance will not result in the loss of any employment benefit that the employee earned prior to commencement of such leave. Use of leave under the Fair Practices Ordinance does not constitute an "occurrence" of absence under Northwood's Attendance Policy.

Military Leave and Benefit Rights Under USERRA and PA Military Leave of Absence Law

Click to return to Table of Contents

1 - The Uniformed Services Employment and Reemployment Rights Act (USERRA)

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

2 - PA Military Leave of Absence Law

The Pennsylvania Military Leave of Absence law prohibits employers from discriminating against individuals who are members of the National Guard or one of the other reserve components of the United States armed forces, or who are called to active state duty by the governor during an emergency or as otherwise authorized by law, or called to active duty by the federal government.

3 - Reemployment Rights

You have the right to be re-employed in your civilian job if you leave that job to perform service in the uniformed service and you meet all of the following qualifications: you ensure that Northwood receives advance written or verbal notice of your service as soon as you know you will be performing military service; you have five years or less of cumulative service in the uniformed services while with Northwood; you return to work or apply for re-employment in a timely manner after conclusion of service; and you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be re-employed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

4 - Right to be Free from Discrimination and Retaliation

Northwood will not discriminate against any person who is a past or present member of the uniformed service, has applied for membership in the uniformed service, or is obligated to serve in the uniformed service, because of such status. The protection against discrimination will extend to initial employment, reemployment, retention in employment, promotion, and any benefit of employment because of this status.

In addition, Northwood will not retaliate against anyone asserting protection afforded under USERRA or assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection. If you believe that you have been discriminated against or harassed because of your military service, or have witnessed such discrimination or harassment, you can make a report as set forth in the Harassment Policy set forth in this Handbook.

5 - Health Insurance Protection

Right to election of continuing coverage

If you leave your job to perform military service as covered by USERRA, you have the right to

Click to return to Table of Contents

elect to continue your existing employer-based health plan coverage for you and your dependents. The maximum period of coverage for you and your dependents is the lesser of the 24-month period beginning on the date on which your absence begins, or the day after the date on which you fail to apply for or return to a position of employment. If you elect to continue

coverage, you will pay the same cost as the employer's cost for the first 30 days of military service, and you will pay no more than 102% of the employer's cost after the first 30 days of military service. If you are covered by the Pennsylvania Military Leave of Absence Law, you may have additional rights in connection with your health insurance.

Electing continuing coverage

If you elect to continue your health plan coverage in accordance with paragraph 5.a.i., you must do so within 60 days of the date on which your absence to perform military service begins. Election of continued coverage does not preclude you from electing COBRA coverage, which is also discussed in this Handbook.

If you want to elect to continue your health plan coverage under paragraph 5.a.i., you must notify HR within 60 days. The notice must be in writing and mailed or delivered in person to Ms. Hollister at the address below.

Contact Information:

Human Resources

Northwood Academy Charter School

4621 Castor Avenue

Philadelphia, PA 19124

If you fail to make timely premium payments, coverage may be terminated. Once you have provided notice that you wish to continue coverage, the company will advise you of the cost of coverage and when and how payments must be made.

In order to protect your rights, you should keep HR informed of any changes in your address. You should also keep a copy for your records, of any notices you send to HR.

Not electing coverage—Rights at the time of reinstatement

Even if you do not elect to continue coverage during your military service, you have the right to be reinstated in Northwood's health plan when you are re-employed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

6 - Other Benefit Rights Under USERRA

Pension Plan

If Northwood's pension plan is covered by USERRA, you will be treated as not having incurred a break in service with Northwood. Your military service will be considered as service with the company for vesting and benefit accrual purposes, and Northwood is liable for funding any resulting obligation. To the extent that you repay employee contributions upon reemployment with Northwood, you are entitled to accrued benefits from those contributions. Your repayment of employee contributions can be made over three times the period of military service but no longer than five years.

For purposes of determining your contributions or Northwood's obligation, your compensation during the period of your military service will be based on the rate of pay you would have received from Northwood but for your absence during the period of service. If your compensation was not based on a fixed rate or the determination is not reasonably certain, your compensation during the period of service is computed on the basis of your average rate of compensation during the 12-month period immediately preceding such period, or, if shorter, the period of employment immediately preceding such period.

Other Benefits

Once you return to work, the position you return to may not necessarily be the same job you held before your military service, particularly if you would have been promoted, demoted, transferred, or laid off with reasonable certainty had you not been absent. You are also entitled to participate in any rights and benefits not based on seniority that are available to employees on nonmilitary paid or unpaid leaves of absence, and that became effective during your service.

Contact HR for more information or questions about Military Leave.

COVID-19 Pandemic Paid Sick Leave/Public Health Emergency Leave

Starting March 9, 2022, until December 31, 2023, employers with 25 or more employees must provide up to 40 hours of additional paid sick leave to eligible employees when they are unable to work for certain COVID-19 reasons, including:

● Care for self or a family member showing symptoms of COVID-19.

● Care for self or a family member exposed to COVID-19 in order to self-isolate.

● Childcare or school closure.

● In order to receive a COVID-19 test, vaccine or recover from injury, disability or illness related to vaccination.

This paid sick leave must be provided outside of and prior to using the eligible employee's

existing accrued paid time off banks including for full time employees, part time employees, and union employees. COVID-19 Leave must be provided to employees immediately with no waiting period. An employer is permitted only to request that an employee submit a self-certified statement asserting that leave was used for COVID-19 Leave purposes.

This policy applies to all 10-month employees, as 12-month employees current PTO allotment exceeds the minimum 120-hour requirement as outlined in the law. No additional Covid leave will be granted.

Covered employers whose existing leave policies provide 160 hours or more of paid time off in 2021 that are not specifically designated as sick leave but can be used for the same purposes under the same conditions as required by this law shall not be required to provide additional paid sick leave.

In order to use your emergency leave, you must request paid sick leave from your employer. Eligible employees must be employed for 90 days or more.

In the event this policy officially expires, this benefit will no longer be offered.

Victim Leave - City of Philadelphia

Northwood will provide unpaid leave to an employee who is a victim of domestic violence, sexual assault, or stalking, or has a family or household member who is a victim of domestic violence, sexual assault, or stalking, whose interests are not adverse to the employee as it pertains to the violence, assault, or stalking.

The employee may take leave to do any of the following:

- Seek medical attention for physical or psychological injuries;
- Obtain services from an organization that provides services to victims;
- Obtain counseling or therapy;
- Participate in safety planning to protect the victim, including possibly relocating to a safer location; or
- Seek legal assistance related to the domestic violence, sexual assault, or stalking.

Duration of leave is up to 8 weeks unpaid during a 12-month period of time. Leave may be taken in a continuous block of time or taken intermittently.

The leave is not to exceed unpaid leave time permitted by the Family and Medical Leave Act (FMLA), so employees may only take a combined twelve (12) weeks of leave under the ordinance and FMLA leave in a twelve (12) month period, regardless of the reason for the FMLA leave.

PTO may be used in conjunction with the Victim Leave.

Click to return to Table of Contents

Crime Victim Leave

Employees may take unpaid time off from work to comply with a subpoena or other court order to serve as a witness in a criminal proceeding, or to attend a criminal proceeding.

An employee is eligible for time off if he/she is:

- The victim of the crime at issue in the proceedings;
- Related to the victim within the third degree of blood relation or likeness;
- In a common-law relationship with the victim; or
- Residing in the same household with the victim.

An employee, who is the alleged offender, is not eligible for time off. Exempt employees will be paid in accordance with federal and state wage and hour laws.

Domestic or Sexual Violence Leave (DSV)

Eligible employees may be entitled to time off under a Philadelphia ordinance called "Entitlement to Leave Due to Domestic or Sexual Violence." Although such leave ("DSV leave") is unpaid, employees requiring DSV leave for their own serious health condition must use available sick leave, paid time-off, and short-term disability under Northwoods policy. Employees using DSV leave to care for a family or household member may use up to three (3) days of available PTO time. This Policy applies to all eligible Employees.

Northwood will grant DSV leave to an eligible Employee who is victim of domestic or sexual violence, or who has a family or household member who has been a victim, so that the employee might obtain or assist the victim in obtaining:

- Medical attention for physical or psychological injuries caused by domestic or sexual violence;
- Services from a victim services organization;
- Counseling or therapy;
- Safety planning, such as relocating to increase the safety of the victim, or to take actions for economic security; and persons who share
- Legal assistance to ensure the safety of the victim, including preparing for or participating in any civil or criminal legal proceeding related to, or derived from, domestic or sexual violence.

Definitions:

"Domestic or Sexual Violence" includes stalking, attempted or actual infliction of bodily injury, rape, sexual assault, indecent assault, incest, false imprisonment, physical or sexual abuse of minor children, and sexual exploitation of children. The ordinance's definition of sexual assault is merely summarized here; however, it is Northwood's intent to comply fully with the ordinance.

"Family or household member" means:

Click to return to Table of Contents

- Persons living as spouses or who lived as spouses,
- Parents,
- Children,
- Persons who share the same biological parenthood, or
- Other persons who are related by blood.

Notice Requirements

An Employee seeking DSV leave must provide Northwood with at least 48 hours' advance notice, unless providing such notice is impracticable. Any Employee with an unscheduled absence due to one of the qualified leave reasons must provide certification, as defined below, to Northwood Human Resources within twenty (20) calendar days. Failure to provide the required certification in a timely manner may result in the delay or denial of DSV leave.

Certification

An Employee requiring DSV leave must provide certification within twenty (20) calendar days that the Employee or family or household member is a victim of domestic or sexual violence, and that the leave is required for one of the specified purposes. Certification must consist of a sworn statement by the Employee, plus as least one of the following documents:

1. documentation from an employee, agent, or volunteer of a victim services organization, an attorney, clergy member, medical or other professional from whom the victim has sought assistance:
2. a police or court record; or
3. other corroborating evidence.

Leave Entitlement

Eligible Employees may be entitled to up to eight (8) weeks of DSV leave during any twelve (12) month period (measured backward from the date an employee uses the leave). However, this leave is concurrent with, and is not in addition to, the twelve (12) weeks of available Family and Medical Leave Act (FMLA) leave in any twelve (12) month period. For example, any Employee who has already used more than 4 weeks of FMLA leave in the preceding twelve (12) months, shall have his or her available DSV leave reduced by the amount of time used for FMLA leave in excess of four (4) weeks. DSV leave may be taken consecutively, intermittently or on a reduced leave schedule.

Substituting Paid Leave

Employees taking DSV leave to seek medical attention for, or to recover from their own serious health condition, must use available paid time-off, or short-term disability benefits. DSV leave is otherwise unpaid.

Return from Leave

An Employee returning from DSV leave will be reinstated to the same or equivalent position,

Click to return to Table of Contents

with equivalent pay, benefits, and other terms and conditions of employment under the party's offer letter and supplemental agreement. Failure to return to work may result in discipline or termination of employment.

Bereavement Leave

If you need to take time off due to the death of a family member you should complete an Absence Form and notify your immediate supervisor who will notify HR.

If the death should be in your immediate family (spouse, child or stepchild, mother, father, brother, sister, mother-in-law, father-in-law, or stepparents), you shall be entitled to three (3) days paid leave. You will be granted one (1) day of leave in the event of the death of a grandparent.

You will be paid at your daily rate of pay and will not receive more than twenty-four (24) hours. Your PTO (paid time off) account will not be charged.

Bereavement pay is calculated based on your base rate of pay at the time of the leave and will not include any overtime or special forms of compensation.

Should you require more leave than is outlined, your PTO (paid time off) account will be charged, or the leave will be unpaid. Any additional time off may require additional approval. Please reach out to HR to determine the level of approval required.

Jury Duty

Northwood encourages you to fulfill your civic responsibilities by serving jury duty when required. Up to two (2) weeks of jury duty is a paid leave. Employees should notify the Executive Administrative Assistant and HR immediately if they receive notice to report for jury duty.

You must show the jury duty summons to the Human Resources Coordinator as soon as possible so that management may make arrangements to accommodate your absence. Of course, you are expected to report for work whenever the court schedule permits. As you will continue to receive your salary for up to two (2) weeks of jury duty, the compensation received from the court must be signed over to the personnel secretary upon receipt.

Click to return to Table of Contents

WORKPLACE SAFETY

Inclement Weather Closings

In the event Northwood closes for the entire day all employees who are scheduled to work on that day will receive their regular pay for the day.

In the event Northwood closes early employees who are actively at work at the time of the closing will receive their regular pay for the day.

Critical Incident Management Plan

Prior to Allegation/Incident

- As part of this plan Northwood will determine who from Northwood will be on the Critical Incident Management Team.
- Northwood will educate all employees and volunteers on what to do if someone alleges current or historical abuse involving a Northwood staff, student, or volunteer.
- All employees and volunteers should know how to fulfill their duties as mandated reporters (if they are mandated reporters according to state law).
- All employees and volunteers will be trained on how to complete the appropriate critical incident forms.

Immediate Safety

- Northwood staff and volunteers will follow all mandated reporting requirements and contact the authorities as appropriate.
- Where applicable, prevent the accused from having further access to children until a thorough incident review is completed. Before beginning an internal incident review, verify with local authorities that this will not interfere with their investigation.
- If the accused person is an employee, follow progressive discipline procedures accordingly. This may involve suspending the accused during the investigation.
- When applicable, notify other employees.

Initial Communication Plan

- Northwood's designee will respond to all inquiries from parents, the media, and other stakeholders. All employees and volunteers should know how to refer media inquiries to the appropriate person.

The following steps will also be followed by said designee:

- Prepare a short media statement in advance of getting a media inquiry.
- As soon as possible, meet in person (not over the phone) with identified victims and their parents/guardians.
- Reassure them that you are taking this seriously.

Click to return to Table of Contents

- Find out what response they expect and be prepared to explain support you will offer, such as counseling.
- Host a parent/guardian meeting to speak directly with concerned families and directly answer any questions before rumors or misinformation is spread.
- Communicate as much information as you can about the incident.
- Provide information regarding the proactive steps leadership is taking in response to the incident.
- Describe resources you are providing families, and give parents a chance to ask questions.
- Provide parents with information about how to talk to their children about abuse.

Ongoing Communication and Response

- Northwood will determine how to manage ongoing relations with authorities, parents, the community, and media.

Promote Prevention at All Levels of the Organization

- Northwood will educate parents on abuse prevention.
- Northwood will provide a youth education program to all youth involved with Northwood on how to protect themselves from abuse and how to express concerns.

Safety Procedures

First Aid

Our school nurse is here to support students and staff with basic care. A first aid kit is maintained in the nurse's stations as well as in Northwood the office - a first aid kit will be taken on class trips accordingly. Should a serious injury occur, call 911 for emergency services and notify administration who will engage the nurse as well.

Inclement Weather Days

Any time there are questionable weather conditions, log onto KYW1060.com (*Our school closing number is 735)* or myfoxphilly.com for specific information. Please note: If Philadelphia public schools are closed, Northwood is closed. Please see Inclement Weather Closings for how pay is handled.

Safety

The safety of our students and personnel is a matter of primary importance exceeded by no other consideration. We shall therefore make every effort to provide a safe environment in which to learn and work.

The Board firmly believes that most accidents and injuries can and should be prevented. All employees have a responsibility to themselves, their fellow employees, the Board, and to the students to help in this endeavor and to follow all safety procedures necessary to prevent

accidents and injuries. Violations that endanger any employees' or students' lives, health or welfare will not be tolerated. Each employee's cooperation in the implementation of this responsibility is required. Any unsafe condition of which an employee is aware must be reported to his/her supervisor immediately in writing or by phone dependent upon urgency.

The teacher or person in charge of an activity is responsible for filling out an accident form immediately upon completion of the activity in which a student is injured. This form is available from the office. Reports must be signed by the person responsible for supervision at the time of the accident. Accuracy is important as to date, and time, apparent extent of injury, first aid applied, and witnesses. Any accident or injury, no matter how small, must be reported to the employee's supervisor immediately and documented on the appropriate form.

Emergency Procedures

Emergency procedures are to be used in the following instances:

- Fire
- Inclement weather (snow, ice, etc.)
- Local, state, and federal emergencies
- Intruder (security breach)
- Bomb Threat

Lockdown Procedure

A Lockdown is required when there is an intruder in the building, a hostage situation, an armed offender, and/or other life-threatening situations in progress that require the occupants of that building to implement lockdown procedures. Once in lockdown mode there is no movement until further announcement from an administrator.

When a lockdown announcement is made the following procedures will be followed:

Staff

- Administrator, or any staff member who sees a dangerous situation occurring, will announce "LOCKDOWN IN PROGRESS." The code for the loudspeaker is *3301.
- All school entry points are locked, and no one is permitted entry into or out of the building.
- Office personnel and administration call 911 and remain on the line with 911 as long as necessary.

Teaching/Support Staff

- Students remain in the classroom
- If your class is in transit, enter the nearest classroom.

- IGNORE FIRE ALARM IF SOUNDED
- Students in the hallways or bathrooms will immediately return to your classroom. If not in imminent threat, teachers seeing children moving in the hallway pull those kids into your classroom.
- Teachers lock classroom doors, turn off the lights and take roll.
- Grab the emergency folder. Emergency folder will be in a bin next to your door. It will contain school wide class lists and emergency protocol.
- Students sit on the floor at the inside corner or wall away from the window.
- Explain to children there is an emergency, that they are safe and need to remain silent.

Lunch

- Students will lie on the floor.

Gym

- If gym class is in session, students should immediately be taken to the wings of the stage and the stage curtain pulled shut.

Shelter in Place

- A shelter-in-place response to an emergency is necessary when a tornado, severe weather; external chemical leak; and/or other external, life-threatening emergency threatens the occupants of a building requiring that they take shelter within the building to better ensure their safety.
- When a shelter in place announcement is made, the following steps are taken:
- Students and staff are cleared from the halls immediately and report to their classroom.
- Teachers should immediately take roll and continue instruction until further directions are communicated over the PA system. Any students unaccounted for should be reported to administration.
- If a class is special the homeroom teacher should report to the specialist's room.
- Students receiving support should remain with that teacher until further instructions are given.
- All administrators will report to the CEO's office.

Reverse Evacuation

A reverse evacuation is used when conditions inside Northwood are safer than conditions outside. When a reverse evacuation announcement is made, students and staff are moved as quickly as possible back into the school building (classroom) where student roll is taken. Staff should wait for further instructions.

Click to return to Table of Contents

Emergency Closing Procedures

Teachers and students will be informed of an early dismissal by the CEO or other administrative staff.

All students will stay in their classrooms until their dismissal procedure is announced. Teachers will be responsible for determining how students will be dismissed (bus, walking, pick up) as per parental request. If students contact parents on private cell phones, a teacher must speak directly to the parent to ascertain their wishes for dismissal.

Teachers must have quick access to their classes' student emergency contact book. This will help in knowing what each child is to do in the event of an emergency early dismissal.

Students will be dismissed in the following manner:

1. School Bus – students taking the school bus will remain in their classrooms until their bus route is announced.

   2. Students awaiting pick-up will remain in their classrooms until someone arrives for them. All available personnel will be responsible for facilitating dismissal. Classroom teachers will remain with their students.

   3. Walkers – when the announcement is made, walkers will assemble in the lobby.

      ● A parent/guardian or a student with parent/guardian permission will sign the student (or themselves) out at the office.

      ● As students leave, a notation will be made next to the students' names on the emergency sign out sheet.

   4. SEPTA – when the announcement is made, SEPTA riders may leave through the front entrance.

There is generally NO AFTER CARE when there is an emergency early dismissal. This may be altered if the situation requires this support

Local, State or National Emergencies

A local, state, or national related emergency safety dismissal will be determined by the CEO or designee.

When it is determined that it is in the best interest and safety of our students to put into action a Safety Dismissal, an announcement will be made by the CEO or other members of the administrative team. (This is not necessarily an early dismissal).

Click to return to Table of Contents

A ***Lock-Down*** or ***Shelter-In-Place*** may or may not have been implemented and will remain in effect until we are notified that any danger has passed.

Teachers must have quick access to their classes' student emergency contact book. (This will help in knowing what each child is to do in the event of an emergency early dismissal).

All students will stay in their classroom until their dismissal procedure is announced.

Students will be dismissed in the same manner as under an early dismissal.

Fire or Bomb Threat

In the event of a fire or bomb threat the fire alarm will be enabled. Building evacuation will be implemented. Everyone is to follow their fire drill routine.

All lights must be turned out and classroom doors must be closed as you exit the classroom. Teachers must bring their roll books, which include student emergency contact information, with them. Roll should be taken after your class has exited the building. Individual routes of egress have been established. Please see "Exit for Emergency" charts posted in each classroom. Fire drill exit directions must be posted by the door in each classroom.

If it is safe to do so, students will quietly line up in their designated lines in the school yard.

In the event that we need to be farther away from the building, students are to line up outside the fence on the sidewalk of Castor Ave, or if necessary, proceed to the designated parent pick-up location.

All driveways must be kept clear in order for fire trucks, police, bomb squad, etc. to have access.

All emergency agencies will be notified by an office staff member.

If it is necessary to have an emergency dismissal:

- KYW and other news agencies will be notified to announce an early dismissal and pick up location.
- All available staff will place calls to parents.

The following locations will serve as a general meeting place for parental/guardian pick up:

1. Location (1): school blacktop, Adams Avenue.
2. Location (2); front sidewalk, Castor Avenue.
3. Location (3): K-Mart parking lot, Castor Avenue and Orthodox Street.

Click to return to Table of Contents

Infectious Disease Preparedness and Response Policy

It is important to ensure that Northwood's staff are aware of and use routine infection control precautions. This policy has been established for that reason. All staff will adhere to routine infectious disease precautions and appropriate response policies and procedures where required.

Procedure

It is imperative that all leaders ensure they are aware of any/all infectious disease preparedness and response policies. All current/relevant policies will be reviewed and/or developed at least annually with all leadership and staff.

- General as well as **specific control, prevention and response guidelines** will be routinely reviewed and communicated and must be adhered to by all employees.
- General precautions to control the spread of infectious disease will include but may not be limited to:
    - Hand hygiene - waterless hand wash solutions will be provided, where appropriate.

    o Providing sick/illness leave policies and procedures for not coming to work ill and reporting illness to management.

Leadership and/or HR will ensure the following occurs on an annual basis for all Northwood staff:

- Emphasize the responsibility of each staff to prevent the spread of infectious disease
- Follow correct reporting procedures and response plans, where required for specific circumstances
- Ensure new employees are provided information during orientation
- Ensure employees understand how and where to access PPE and/or first-aid equipment and supplies when needed, if required
- Ensure employees are aware of specific guidelines relating to current or future pandemic(s) or endemic crisis(s), which will be outlined as a supplement to this policy and procedure at the appropriate time.

Non-compliance of this policy or any subset of this policy will be brought to the attention of the appropriate member of leadership for further action.

Click to return to Table of Contents

Use of Phone System

Personal use of telephones for outgoing and incoming calls is discouraged. Northwood does recognize that you may need to make and/or receive brief calls during business hours. These calls must not interfere with your work and must be kept to a minimum. Northwood encourages you to make any necessary calls during breaks and/or at lunchtime. Students are allowed access to the phones under your supervision only.

Employees may receive emergency personal calls. Messages taken for incoming calls will be relayed to the employee.

Cellular Phones/Smart Devices

As a general rule, cell phones are not to be used by students or staff during work time. However, the use of cell phones to transmit text messages in certain situations has been deemed prudent by the administration. During annual PSSA testing, proctors may communicate with the appropriate staff for pick-up of materials. Text messaging may also be used to contact members of the administrative team in the event of a classroom disruption that needs immediate remediation. Other than under the circumstances stated above, the use of personally owned communication devices such as cell phones is prohibited during work hours and in work areas.

Limited and temporary exceptions to this policy permitting the use of personally owned communications devices for ongoing personal emergency situations (such as the imminent birth of a child) can be made only with the prior approval of an administrator. In the case of an accident to a family member or other urgent personal emergency where an administrator cannot be immediately contacted for permission, reasonable and appropriate use of personal communication devices is permitted.

Student cell phones must be kept turned off and in school bags. If a staff member sees or hears a student cell phone, it is their responsibility to confiscate it, place the phone in an envelope with the student's name on the front and give it to the front office. Cell phones of 5th-8th grade students should be placed daily in the safes provided in each homeroom.

Computers, Internet, Electronic Mail and Voice Mail Usage

Northwood makes every effort to provide the best available technology to those performing services for Northwood. In this regard, Northwood has installed, at substantial expense, equipment such as computers, smart boards, electronic mail, and voicemail. This policy is to advise those who use our equipment on the subject of access to and disclosure of computer-

stored information, voice mail messages and electronic mail messages created, sent, or received by Northwood's employees with the use of Northwood's equipment.

This policy also sets forth policies on the proper use of the computer, voice mail, and electronic mail systems provided by Northwood.

Northwood's property, including computers, smart boards, electronic mail, and voicemail, should only be used for conducting school business.

Incidental and occasional personal use of school computers and our voice mail and electronic mail systems is permitted, but information and messages stored in these systems will be treated no differently from other school-related information and messages, as described below. Teachers should not be using computers while class is in session and students are in the classroom. ***Non-business usage of the Internet (surfing the Internet, visiting social sites) is discouraged. Please be mindful that classroom computers are primarily for student use. Logout when you are not using your computer.***

The use of the electronic mail system may not be used to solicit for commercial ventures, religious or political causes, outside organizations or other non-job-related solicitations. Furthermore, the electronic mail system is not to be used to create any offensive or disruptive messages. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, gender-specific comments or any other comments that offensively address someone's age, sexual orientation, religious or political belief, national origin, or disability. In addition, the electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.

Although Northwood provides certain codes to restrict access to computers, voice mail and electronic mail, to protect these systems against external parties or entities obtaining unauthorized access, employees should understand that these systems are intended for school use, and all computer information, voice mail and electronic mail messages are to be considered as school records.

Northwood also needs to be able to respond to proper requests resulting from legal proceedings that call for electronically stored evidence. Therefore, Northwood must, and does, maintain the right and the ability to enter into any of these systems and to inspect and review any and all data recorded in those systems. Because Northwood reserves the right to obtain access to all voice mail and electronic mail messages left on or transmitted over these systems, employees should not assume that such messages are private and confidential or that Northwood or its designated representatives will not have a need to access and review this information. Individuals using Northwood's school equipment should also have no expectation that any information stored on their computer - whether the information is contained on a computer hard drive, computer disks or in any other manner - will be private.

Click to return to Table of Contents

Northwood has the right to but does not regularly monitor voice mail or electronic mail messages. Northwood will, however, inspect the contents of computers, voice mail or electronic mail in the course of an investigation triggered by indications of unacceptable behavior or as necessary to locate needed information that is not more readily available by some other less intrusive means.

The contents of computer, voice mail, and electronic mail properly obtained for legitimate school purposes, may be disclosed by Northwood if necessary, within or outside of Northwood.

Given Northwood's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient.

Northwood's CEO will review any request for access to the contents of an individual's computer, voice mail, or electronic mail prior to access being made without the individual's consent.

Any employee who violates this policy or uses the electronic communication systems for improper purposes may be subject to disciplinary action, up to and including termination.

Usage of Equipment and Materials

Every teacher is given approved supplies through the office. Conservative use of materials and supplies is always expected. Replenishment of supplies is to be achieved by completing a Supplies Request Form and submitting it to the office by way of your classroom folder. Please do not remove items from the closets as this interferes with our ability to maintain proper inventory.

Please use all materials (copy paper, bulletin board paper) as wisely as possible. Be sure to use the copiers in the manner prescribed. The digital copier is for 50 or more copies. In the event you run into a problem or the machine(s) malfunctions, please notify the front office staff.

Recycling of used paper is mandatory by either writing on the opposite side or placing it in recycling crates.

Employees are responsible for the day-to-day care of equipment such as laptop computers. Should the employee resign, all equipment and materials must be returned to Northwood. In the event of equipment malfunction, notification must be sent to the Director of Operations for remediation of the issue.

The materials and equipment of Northwood are to be used for business purposes only. This includes printing and copying of personal documents.

Click to return to Table of Contents

Employee Parking

Employees may not park in any of the reserved slots on the right side of the Castor Avenue lot. If the remaining slots are filled, DO NOT DOUBLE PARK IN THE LOT. Alternate parking is available along the fence line on Orthodox Street or in our lot at Adams Avenue and Orthodox Street. Please lock your car each day. Northwood is not responsible for theft or damage to your vehicle or anything in your vehicle. Be mindful of our immediate neighbors and do not park on the residential strip on Castor Avenue.

Small Appliances

Each grade group is allowed one portable refrigerator and one microwave oven. The locations of the appliances are to be decided among the members of the grade group including specialists and resource room teachers. There is a refrigerator, microwave oven and Keurig coffee maker in the staff lounge that is accessible to all staff members. All appliances must be clean and unplugged when school is not in session.

COMMUNICATION

In the spirit of open communication, the guidelines noted below as well as the Open-Door Policy will enable all employees of Northwood to maintain such communication.

Guidelines for Positive and Productive Communication

Do's	Don'ts
Respect Others	Create Public Conflict
Show Understanding	Raise Voice at Others

Click to return to Table of Contents

Be Courteous	Convey Violent Behavior
Show Consideration	Display Negative Emotions
Listen Attentively	Participate in Rumors
Trust Others	Bring Personal Problems to Work
Exercise Patience	Throw Things
Remain Calm	Use Sarcasm

Click to return to Table of Contents

Do's	Don'ts
Be Truthful (facts without opinion)	Interrupt When Others are Speaking
Be Polite	Come Across as Condescending
Speak Clearly	Participate in Practical Jokes
Respond in a Timely Fashion	Make Assumptions
Be Professional	Accuse
Provide Feedback	Exaggerate
Show Empathy	Use Profanity
-	Insult Others

Open Door Policy

In the day-to-day operation of Northwood, employees may have questions, positive suggestions, or concerns. We value your input. Although rumors or a lack of information may cause misunderstandings, these often can be easily avoided through communication. In most instances, your supervisor and/or the CEO can provide a prompt response to your question or suggestion. However, should you wish to discuss a question or issue with someone other than your supervisor, we encourage you to use our Open-Door-Policy and contact the CEO or HR.

Social Networking

Social Networking is a commonly used form of communication that continues to increase in popularity. Social Networking/Social Media may include but is not limited to, Web 2.0 technology

sites, including blogging, microblogging, photo sharing, video sharing, life casting, networking, and similar activities. Examples of Social Networking/Social Media may include but are not limited to Facebook, LinkedIn, Myspace, and Twitter.

When using these communication tools, employees of NACS should be aware that what you post may be accessible to the public and, therefore, reflects upon you and NACS and/or NACS. Thus, when engaging in social networking, employees shall follow these guidelines:

- Employees shall not post or publish any confidential or proprietary information belonging to NACS, including but not limited to, logos, trademarks, and other school or NACS property.
- Employees shall comply with HIPAA and other applicable state and federal confidentiality laws and shall not post any protected health information, photographs, or other confidential information relating to NACS, our students, their families, and others associated with NACS.
- Employees shall be aware that even when engaging in social networking on their own time, their online presence is public and accessible to other employees, our students, their families, and other NACS stakeholders. Thus, while social networking, employees shall be respectful to NACS, our students and their families, NACS employees, and others associated with NACS.
- Employees shall not publish or post material which is damaging to the reputation or interests of NACS, our students and their families, and others associated with NACS.
- Employees should refrain from posting illegal, unethical, defamatory, and discriminatory materials in a general sense and relating to NACS, our students and their families, and others associated with NACS.
- NACS reserves the right to access and monitor information available in the public domain in the media described above and additional media as other technologies become available. Violations of this policy discovered during routine access and monitoring will result in disciplinary action, up to and including termination.

Please keep in mind that if you link to a family member of a student, or employee, the information you post on social media sites should be posted using good judgment and common sense. This information may be made public and may result in disciplinary action as outlined elsewhere in this policy

Employee Communication Protocol

The chart below details the line of communication for all employees to follow should they have a concern. The employee may communicate verbally or in writing. At the first level, the person with whom the issue is being communicated to will provide feedback in the form of a timely conversation/meeting or written response. If your concern is not met, please proceed to the next step on the managerial level as outlined below. The Board of Trustees is the final level on all matters and it is required that all steps are followed prior to addressing them.

Area of Concern	First Level	Second Level	Third Level	Fourth Level	Fifth Level
Academic/Curriculum	Assistant Principal (AP)	Principal	CEO	Board	-
Athletics	Athletic Director	AP	Principal	CEO	Board
Attendance-Employee	Human Resources	CEO	-	-	-
Building Cleanliness	Maintenance Manager	DOO	CEO	-	-
Cafeteria	Director of Operations	CEO	-	-	-

Click to return to Table of Contents

Area of Concern	First Level	Second Level	Third Level	Fourth Level	Fifth Level
Colleague/Peer Policy violation	Human Resources	CEO	-	-	-
Discipline *For non-union refer to CBA for non-bargaining employees	Immediate Supervisor	HR	CEO	-	-
Employee Benefits/Compensation	Human Resources	Director of School Business Operations	CEO	-	-
Instruction	Assistant Principal	Principal	CEO	-	-
Safety	Director of Operations	CEO	Board	-	-
Special Education	Director of Special Education	AP	Principal	CEO	Board

Area of Concern	First Level	Second Level	Third Level	Fourth Level	Fifth Level
Technology/Hardware	Technology Manager	DOO	CEO	-	-

**If it is a non-instructional employee they go to Director of Operations, instructional will go to*

Click to return to Table of Contents

Principal

Media and Public Contacts

From time-to-time persons outside our School, especially representatives of the media may ask you for comments or information relative to our activities and business. In addition, some employees may have opportunities to speak to groups or organizations on topics related to our activities and business. This type of contact with the public and with the media is the responsibility of the CEO or Board of Directors. Other employees, before speaking to the media or to any other persons outside this organization about our activities and business, must first receive authorization to do so from the, CEO or Board of Directors.

Time Recording Policy

Step 1: All Employees must sign in and out on a daily basis using the sign in/out sheet, located in the front office.

Step 2. Verification of Sign-in Sheet

a. Administrative Assistants verifies the sign in/out sheets on a daily basis to ensure accuracy.
b. Administrative Assistants notifies any employee who did not sign in or out, via email.
c. Administrative Assistants documents ALL employees who did not sign in or out, by listing their names and forwarding the list to the employees Manager and HR.

Click to return to Table of Contents

d. Administrative Assistants ensure that adjustments are made to the sign in/out sheets in red ink, no later than C.O.B. on the Friday before payroll is processed. This ensures sheets are correct, prior to HR making copies of the sheets on the Monday to process payroll.
e. Administrative Assistants sign off on each sign in/out sheet, which validates for HR that the sheet has been verified and adjusted for accuracy.
f. Administrative Assistants replenishes the sign in/out sheets for the upcoming pay cycle.

Step 3. Processing:

a. The HR Generalist makes copies of the sign in/out sheets for the circulating pay period on Monday to begin processing payroll.
b. The HR Generalist Inputs all time into the newly refined payroll spreadsheet that auto calculates the entered time.
c. The HR Generalist enters all exceptions (ie., PTO, leave and etc.)
d. The HR Generalist forwards payroll to the CEO for approval, and once payroll is approved, the Generalist forwards payroll to Director of School Business Operations for processing.

Step 4. Acknowledgement and Receipt and Stipends: Director of School Business Operations /Administration

a. Director of School Business Operations will acknowledge receipt of payroll and confirm no further changes are needed.
b. All stipends are processed by the Administration and sent to Director of School Business Operations, copying HR.

Click to return to Table of Contents

Coversheet

Resolution 081623.007: CBA2023.34: Ascend Math

Section: VII. New Business
Item: A. Resolution 081623.007: CBA2023.34: Ascend Math
Purpose: Vote
Submitted by:
Related Material: CBA- Ascend Math (1).pdf

NORTHWOOD ACADEMY CHARTER SCHOOL
A Learning Sanctuary

COST / BENEFIT ANALYSIS

CBA #: 2023.34
Date: 8/11/2023
Budget Category: ESSER III
Prepared By: Michael McLeish, Anastasia Reilly, Barbara Guillory
Request: Ascend Math Software

Overview of the Project: Ascend Math software provides personalized online math instruction. The quote includes software licensing for 125 seats for a period of three years.

Projected Cost: $11,550

Cost Details: Three year's cost of the software to run through ESSER funding.

Benefits: Northwood is in dire need of additional math programs to accelerate growth and combat learning loss. The software can be funded through ESSER and will provide a valuable tool for teachers to increase development in upper level math.

Coversheet

Resolution 081623.008: CBA2023.35: Star Autism Support Software

Section: VII. New Business
Item: B. Resolution 081623.008: CBA2023.35: Star Autism Support Software
Purpose: Vote
Submitted by:
Related Material: Star Autism Support.pdf

NORTHWOOD ACADEMY CHARTER SCHOOL
A Learning Sanctuary

COST / BENEFIT ANALYSIS

CBA #: 2023.35
Date: 8/11/2023
Budget Category: Operating Fund
Prepared By: Michael McLeish, Anastasia Reilly, Barbara Guillory
Request: STAR Autism Support software and training

Overview of the Project: STAR Autism Support software and instructional kits provide critical support and instructional methods for special needs students, including autism and social and emotional needs. The workshops and trainings will provide staff with support on how to implement, deliver, and assess progress of the program.

Projected Cost: $29,160

Cost Details: Physical supplies user licenses ($4,410), workshops and training ($24,750).

Benefits: The software and consumables will aid in the school's learning model for students with special needs. With a significant number of new hires in the special education department, it is imperative to have training and coaching at various points throughout the year.

Coversheet

Resolution 081623.009: CBA2023.36 HMH Into Reading

Section: VII. New Business
Item: C. Resolution 081623.009: CBA2023.36 HMH Into Reading
Purpose: Vote
Submitted by:
Related Material: HMH Into Reading (2).pdf

NORTHWOOD ACADEMY CHARTER SCHOOL
A Learning Sanctuary

COST / BENEFIT ANALYSIS

CBA #: 2023.36
Date: 8/11/2023
Budget Category: ESSER III Set Aside
Prepared By: Michael McLeish, Anastasia Riley
Request: HMH Into Reading K-6

Overview of the Project: HMH Into Reading provides one year of digital licensing, along with student journal and workbooks for students in K-3. Additionally, teachers will be provided an implementation success plan, along with access to a full year of coaching.

Projected Cost: $35,991

Cost Details: Physical supplies and user licenses ($29,276), workshops and training ($6,715).

Benefits: The software and consumable products will aid in the school's efforts to provide literacy instruction grounded in research. Teachers will have access to assessment data to differentiate reading instruction and monitor student progress towards literacy goals. Teachers will also have access to year-long coaching, fulfilling a portion of the school's ESSER set aside for professional development.

Coversheet

Resolution 081623.010: CBA2023.38: Student Lockers 5th-8th

Section:	VII. New Business
Item:	D. Resolution 081623.010: CBA2023.38: Student Lockers 5th-8th
Purpose:	Vote
Submitted by:	
Related Material:	Locker CBA.pdf

NORTHWOOD ACADEMY
CHARTER SCHOOL
A Learning Sanctuary

4621 Castor Avenue
Philadelphia, PA 19124

Cost Benefit/ Analysis

CBA#2023.38
Date: June 28, 2023
Budget Category:
Prepared By: Anastasia Riley
Request: Lockers for Students in 5th-8th Grade

Overview of the Project:

- The objective of this project is to provide students in grades 5-8 with lockers to store their belongings during the school day.

Projected Cost:

Cost Details:

- The cost provides 24 half lockers to 14 classrooms for a total of 336 student lockers.
- The cost provides 384 combination locks to outfit 48 existing lockers and 336 new lockers.
- The cost provides installation of the lockers

Benefits:

- Foster independence and a sense of responsibility amongst upper school students.
- Secure place to store expensive belongings including electronic devices.
- Mitigates challenges between students regarding personal belongings.