



EMPLOYEE HANDBOOK

2024-2025





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SECTION 1: ABOUT ILEARN SCHOOLS

1.1 WELCOME

Bergen/Passaic/Paterson/Hudson/Bronx Arts and Science Charter Schools are part of the iLearn Schools charter school network. iLearn Schools is a non-profit Charter Management Organization (CMO) that provides specialized educational and management services, including operational and administrative support, for schools. The CMO is responsible for developing and implementing school curricula, staff training and professional development, managing human resources, handling regulatory reporting requirements, overseeing facilities and special programs, managing finance and accounting, completing renewal and expansion applications, directing communication and public relations, managing enrollment, implementing information technology (IT), coordinating grants, and carrying out the policies adopted by the board.

1.2 MISSION

The mission of iLearn Schools is to provide a high-quality STEAM-based education in a digital learning environment to empower students to meet and surpass grade level standards and succeed in college and careers. Focusing on the overall high academic achievement of all students includes providing opportunities for individual skills and talents to develop, in turn helping each student perform to their greatest potential. iLearn Schools enables students to develop a deep understanding of complex concepts by incorporating rigorous content and application of knowledge through higher-order thinking skills and performance-based assessments.

1.3 VISION

iLearn Schools embraces the philosophy of educating the whole child. Through creating a campus climate of mutual respect, students learn valuable social skills, set high expectations, demonstrate leadership, and remain accountable as they develop both academically and socially. By employing research-based best practices to accommodate differences in cognitive styles and achievement levels, students gain the skills and knowledge to support critical thinking, embrace independent problem-solving, and advance individual aptitudes.

The iLearn Schools' mission and vision is in direct alignment with the Science, Technology, Engineering, Arts, and Math (STEAM) philosophy. STEAM is a holistic educational philosophy that is strongly grounded in, and supported by, educational research. Through challenging, project-based learning experiences, core competencies are learned and evidenced by students. STEAM challenges our students to not only learn the content standards, but also to apply this new knowledge of 21st century skills and discoveries to tackle evolving real-world challenges.

1.4 WHAT ARE PUBLIC CHARTER SCHOOLS?

Public charter schools are nonsectarian public schools of choice that operate with freedom from many of the regulations that apply to traditional public schools. The "charter" establishing each such school is a performance contract detailing the school's mission, program, goals, students served, methods of assessment, and ways to measure success.



Charter schools were created to give educators and parents the freedom to innovate and develop successful teaching models that increase student achievement. Because a charter school is not managed by the local school district, it is free to design the environment it believes will best serve students' needs.

Charter schools do not charge tuition and do not require any entrance exams or interviews. All children who live within a charter school's district, including children with special needs or limited English, are eligible to attend a charter school on a space-available basis.

The basic concept of charter schools is that they exercise increased autonomy in return for this accountability. They are accountable for both academic results and fiscal practices to several groups: the sponsor that grants them, the parents who choose them, and the public that funds them.

1.5 GENERAL EXPECTATIONS OF ALL EMPLOYEES

All employees are expected to help support iLearn Schools successfully implement their respective charter school district's mission and vision statement. This includes actively helping to create a welcoming environment, participating in teaching, providing assistance to students, being a positive role model, and providing career and college guidance for all students.

The operation of iLearn Schools includes the supervision of employees and their work, along with work schedules. Within this supervisory role, iLearn Schools has the right to establish reasonable rules to ensure an orderly and effective work environment. The determination of what, when, where, and how duties will be performed, the right to lay off employees due to lack of work, reorganization, or other reasons, and the determination of competency, hiring, transfer, promotion, demotion, discharge, and discipline of employees are all the right of iLearn Schools alone.

This personnel handbook is the property of iLearn Schools. All employees and trainees will be provided with an electronic copy of the handbook, and will be required to read and abide by it. The policies in this handbook are a source of information for employees who have questions about iLearn Schools' personnel practices.

THESE POLICIES ARE NOT CONTRACTUAL IN NATURE, AND MAY BE UNILATERALLY RESCINDED, REVISED, AND/OR ADDED TO BY ILEARN SCHOOLS. Additionally, although management generally will follow these policies, the Lead Person may, in his or her sole discretion, authorize deviations from or exceptions if warranted under the circumstances. The provisions of this handbook supersede any contrary statements, representations, or assurances by any supervisory personnel.

While iLearn Schools may notify employees whenever there has been a significant modification or addition to any of the policies in the handbook, the policies are subject to change at any time, with or without notice, at the discretion of iLearn Schools.

1.6 DISCLAIMER

This manual has been prepared for the convenience and general guidance of all faculty and staff members working throughout the network of charter schools managed by iLearn Schools. The contents of this manual and its terms and conditions do not create a legally binding obligation, and there are neither promises nor offers of employment by the organization contained within this manual.

THIS DOCUMENT IS NOT A CONTRACT OF EMPLOYMENT.

Except as provided otherwise in any employment agreement (which does not include this manual) or applicable provisions of law, employment with a charter school district within the iLearn Schools network



is “at will.” Nothing in this manual should be construed to detract in any way from the School’s policy of at-will employment.

SECTION 2: EMPLOYMENT

2.1 EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of iLearn Schools to offer equal employment opportunities for employment and advancement to all applicants and employees regardless of race, age, color, gender, religion, national origin, disability, and/or veteran status.

We, therefore, reaffirm that it is the established policy of iLearn Schools to:

- Recruit, hire, train and promote persons to all jobs without regard to race, color, religion, gender, age, national origin, disability, and/or veteran status.
- Base all employment decisions so as to further the principle of equal opportunity.
- Ensure that all employment decisions, such as: compensation, benefits, layoffs, iLearn Schools sponsored training, and social and/or recreational programs will be administered without regard to race, color, religious creed, gender, gender identity and expression, age, national origin, sexual orientation, familial status, marital status, ancestry, disability, and/or veteran status.

2.2 HIRING AND REHIRING STANDARDS

iLearn Schools believes that the quality of the professional staff determines the quality of education offered in the school. It is therefore the responsibility of the School Principal/Director to locate, recruit and rehire the best qualified teachers to meet the school's educational needs.

Staff evaluation and selection shall be based on: ♦Strong academic preparation, ♦Professional competence, ♦Intellectual rigor, ♦Emotional maturity, ♦Enthusiastic professional attitude, ♦Knowledge of instructional practices, and ♦Ability to contribute to the furtherance of the school's educational goals.

Attention shall be paid, among other factors, to the candidate's academic records, and his/her previous relevant experience.

Staff must demonstrate awareness that children have different family circumstances, and that they are willing and able to provide the educational support necessary for a diverse student population.

The iLearn Schools teaching staff members must fulfill their individual responsibilities and work in collaboration with all other employees.

The School Director and the Assistant Director of Academics will be responsible for evaluation of teachers. The School Director and the Assistant Director of Academics will evaluate the teachers and screen all applicants for vacancies, while making recommendations to the hiring committee for hiring/rehiring. By a majority of votes, the Board shall approve employment for hiring/rehiring.

iLearn Schools is committed to hire/rehire the individuals who are best qualified for the job without regard to race, sex, religion, age, nationality or disability unrelated to the job.

2.3 STATEMENT OF NON-DISCRIMINATION

Selection for employment is made regardless of race, color, religious creed, gender, gender identity and expression, age, national origin, sexual orientation, familial status, ancestry, disability, liability for military service, or marital status.

2.4 QUALIFICATIONS

All applicants for employment will submit a resume stating their education, training, and job experience, including jobs performed on a voluntary basis. Attention and consideration is given to a candidate's previous education, experience, personal qualities relevant to the position, and references. Falsification of qualifications by employees may result in termination.

A teaching staff member's misstatement of fact material to his/her qualifications for employment or the determination of his/her salary will be considered by the Board to constitute grounds for dismissal.

All new employees will be required, before the first day of hire, to complete the federal Form I-9 and supply the documentation necessary to demonstrate the employee's identity and employment eligibility under the Immigration Reform and Control Act of 1986.

2.5 SELECTION

The iLearn Schools' Lead Person is responsible either directly or through delegation for review of applications, interviewing, and recommendation for hiring. The hiring decision is the sole responsibility of the Lead Person subject to the budgetary guidelines set forth by the BOT. Employment of candidates shall be confirmed in a letter of appointment from the Lead Person, pending the approval of the Board of Trustees, stating the title of the position, starting salary, date of employment, and other conditions of employment. The prospective employee will confirm in writing his/her acceptance of the position, and the conditions of employment.

2.6 JOB DESCRIPTIONS

Descriptions exist for each position at iLearn Schools and are available upon request in the Human Resources office. Job descriptions may be modified and revised at any time.

2.7 EMPLOYEE PERFORMANCE

- Teachers and staff must obtain written approval from Administration via email before scanning out early for the day during school hours. The leave will be recorded as a full sick day if departing before 11:30 am and a half sick day if departing after 11:30 am
- Teachers and staff are to be in the hall next to their classroom doors during transitions between periods in order to actively supervise students.
- Teachers are not to leave their classes unsupervised.
- Check class period attendance and dress code each period.
- Keep accurate attendance records.
- Keep student database updated daily (grades, assignments, attendance, discipline, etc.)
- Never permit a student to leave class without an official pass.
- Keep the students engaged in learning activities. A teacher with a well-planned lesson will have few disciplinary problems. Be consistent.

- Each teacher is expected to handle his/her own disciplinary problems. If it becomes necessary to ask for assistance from one of the administrators, do so. Remember that most disciplinary cases can and should be handled in the class or in a conference after class.
- Classroom doors and windows should be locked, and lights and projectors turned off when the room is vacant.
- Do not pick up deliveries from the front office, as all orders must be properly checked in. If you find materials/equipment delivered in error, please return them to the front office.
- Communicate regularly with parents regarding student achievement. (Please note that parents of students who are doing well should be notified as well as parents of students who are doing poorly.) Communication with parents is expected to take the form of at least phone calls, emails, letters, conferences, and home visits
- Be present and on time for all meetings.
- Support and attend after-school functions.
- Assume duty schedule responsibilities.
- Share ideas and suggestions with your peers and administrators.
- Observe all due dates.
- It is the responsibility of the teacher to keep a neat, clean, and attractive room, including hallway bulletin boards.
- Participate in curriculum development.
- Provide lesson plans in a timely manner.
- Utilize technology appropriate for the grade and department as provided by iLearn Schools.
- Complete reports and portfolios as required for the appropriate grade level, department, or position.
- Participate in professional development activities approved by iLearn Schools, and implement skills and knowledge in performing duties.
- Check communication systems regularly, including physical mailboxes and emails, at least 3 times a day - before school, at lunch, and before leaving the building for the day.
- Abide by all iLearn Schools' policies and regulations, including the policy on Acceptable Use of Computer Network/Computers and Resources.
- Teachers must remain with their classes/students during all assemblies, until relieved by another teacher or administrator.
- Teachers must make at least 1 phone contact with every student's parent each MP (in addition to Parent contacts at Back to School Night and MP Report Card Nights).

2.8 WORKLOAD AND WORK SCHEDULES

Professional employees: Professional and administrative employees are exempt from overtime pay. A school calendar is adopted each year designating all school holidays and the work schedule for teachers. Notice of work schedules, including required days of service and scheduled holidays, will be distributed each school year.

Teachers and other staff are entitled to a duty-free lunch period of at least 30 minutes. The district may require teachers to supervise students one day each week when no other personnel are available.

Paraprofessional and auxiliary employees: Support employees are employed at will and will be notified of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees are not exempt from overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor.

2.9 EXTRA DUTIES

Each campus has extra duties which must be performed in order to ensure the proper supervision of students outside the classroom. Professional and paraprofessional staff members are expected to assume and perform these responsibilities in a professional manner.

Tutorials:

Each professional staff member shall assume responsibility for providing tutorial services to students in his/her classes. Students who are failing or in danger of failing shall be given priority regarding tutorial services. It is the responsibility of the staff member to notify parent(s)/guardian(s) when a student is in need of tutorial assistance.

Stipend/Extra-Curricular Positions:

The School Director may at any time, but for specified reasons, adjust the salary, benefits (excluding any benefits required by law to be provided), leave accruals, titles, privileges, or other personnel policies for any employee either upwards or downwards, within parameters established by the Board of Trustees. Adjustments to employee status may be based upon, but in no way are restricted to, promotions, demotions, changes in job duties, disciplinary actions, and performance adjustments.

2.10 OUTSIDE EMPLOYMENT AND TUTORING

Employees who wish to accept outside employment or engage in other activities for profit must submit a written request to the School Director. Approval for outside employment will be determined by the School Director and Superintendent based on whether outside employment interferes with the duties of the regular assignment. Teachers are not allowed to privately tutor students of the campus for pay, except during the summer months and not on school property.

2.11 MEDICAL REQUIREMENTS

Each newly employed staff member must undergo a physical examination at the employee's expense before his or her date of hire. The physical examination shall include the Mantoux test for tuberculosis.

The physical examinations required by this policy shall be limited to those assessments or information necessary to determine the individual's physical and mental fitness to perform with reasonable accommodation in the position he/she seeks or currently holds, and to detect any health risks to pupils or other employees.

2.12 ORIENTATION

All new employees will receive an orientation upon employment in August. Orientation will cover the philosophy, history, and the concept of service delivery at iLearn Schools. A review of iLearn Schools' administrative policies and procedures, and benefits along with a review of payroll policies and procedures will be provided. Orientation will also include an overview of iLearn Schools' organizational structure, as well as safety/emergency policies and procedures, and civil rights policies and procedures. Additionally, each employee will receive professional development on expected instructional and non-instructional practices, and will be informed of their responsibilities and specific duties by building administrators. Any newly hired staff member who is not present for the new staff orientation in August of their first year of employment, may be required to attend the following year's new staff orientation.



2.13 BACKGROUND CHECKS

All applicants of iLearn Schools undergo a MorphoTrust/IdentoGo fingerprint background check at the employee's expense prior to formal employment. *Employment is conditional depending on the results.*

2.14 NAME AND ADDRESS CHANGE

It is important that employment records be kept up-to-date. Employees should notify the campus office and the Human Resource office if there are any changes or corrections to their name, home address, home telephone number, marital status, emergency contact, or beneficiary. Forms to process a change in personal information can be accessed through Human Resources' portal, Frontline Central.

SECTION 3: PERSONNEL RECORDS & POLICIES

3.1 EMPLOYEE & MEMBER CLASSIFICATIONS

10 Month Employees:

Individuals who work the academic year are 10 Month instructional staff and 10 Month support staff. In addition, required individuals may work the academic year plus additional days as assigned. 10 Month employees for the upcoming school year will be approved by the BOT before the end of the current school year. 10 Month employees are eligible for personal and sick days.

12 Month Employees:

Individuals who work the calendar year are 12 Month employees, working approximately 225 days or more annually. The work days are set by the calendar. 12 Month employees are eligible for personal, sick, and vacation days. 12 Month employees are eligible for twenty (20) days of vacation leave after their first full year of 12-month employment. Approval of dates of vacation being requested is upon the discretion of the administration. Unused vacation days cannot be rolled over from year-to-year.

Hourly Employees:

Individuals receiving a fixed rate of payment for each hour of service rendered are Non-Exempt from the provisions of the FLSA, and are eligible for overtime wages. Employees who regularly work less than 30 hours per week are not eligible to earn leave, do not participate in the pension system, and do not receive nor can they purchase health benefits.

Temporary Employees:

Individuals hired for limited periods of time and who are on iLearn Schools' payroll, such as those hired for maternity or medical leave replacement, are eligible for benefits.

Contracted Service Providers:

Consultants or independent contractors who are not employees of iLearn Schools' and are not eligible for any benefits.

3.2 EVALUATION PROCESS

NON-TENURED TEACHING STAFF MEMBERS:

The purpose of a program for the evaluation of non-tenured teaching staff in accordance with law will be to identify and correct deficiencies, improve professional competence, improve the quality of instruction received by pupils of this district, and assist the Board in determining the member's reemployment.

The program of evaluation of non-tenured teaching staff members shall include the observation and evaluation of each such employee in the performance of his or her duties by an appropriate supervisor no fewer than 3 times during each school year, but not less than once during each semester.

- 1-2 years of service – 3 long
- 3-4 years of service – 3 long
- TIP-1 additional observation
- Long Observations – 40-50 minutes (full period)

Supervisors shall make every effort to assist non-tenured teaching staff members in the remediation of deficiencies disclosed by observation and evaluation, and may conduct additional observations.

Any instructional staff member who receives a summative rating of Ineffective(I) or Developing(D) on the annual performance review will be placed on a Teacher Improvement Plan(TIP). Any instructional staff with a TIP will have additional observations.

TENURED TEACHING STAFF MEMBERS:

The purpose of the program for the evaluation of tenured teaching staff members will be to promote professional excellence and improve the skills of tenured staff members, improve pupil learning and growth, and provide a basis for the review of teaching staff member performance.

The program of evaluation of tenured teaching staff members shall include the observation and evaluation of each such employee in the performance of his or her duties by an appropriate supervisor no fewer than 3 times during each school year, but not less than once during each semester.

- 5+ years of service (Tenured) – 2 long observations
- TIP – 1 additional observation
- Long Observations – 40-50 minutes (full period)

Any instructional staff member who receives a summative rating of Ineffective(I) or Developing(D) on the annual performance review will be placed on a Teacher Improvement Plan(TIP). Any instructional staff with a TIP will have one additional observation.

3.3 STREAMLINE TENURE

iLearn Schools recognizes that the benefit of streamline tenure is conferred by law on certain charter school employees pursuant to guidelines promulgated by the Commissioner of Education. This policy specifies the security and protection to be afforded to such employees in accordance with such guidelines. Employees in positions requiring certification issued by the State Board of Examiners shall acquire streamline tenure in those positions if they possess the appropriate certification and they have completed the requisite period of probationary service in this school.

The requisite period of probationary service shall be:

1. Five consecutive full academic years of effective employment, together with employment at the beginning of the succeeding school year;
2. Five consecutive calendar years of effective employment; or
3. The equivalent of five consecutive academic years of effective employment in any six consecutive academic years.



3.4 CONFIDENTIALITY

All staff members are responsible for abiding by statutes and regulations protecting the confidential communications of students and employees.

Examples of Confidential information include, but are not limited to:

- **Student information** to include, but not limited to, names, addresses, telephone numbers, and medical and/or academic information.
- **Financial information** to include, but not limited to, administrative procedures, financial reports, and any/all other financial data of iLearn Schools
- **Employee information** to include, but not limited to, employee names, addresses, and telephone numbers.

In addition, iLearn Schools is also a frequent target of solicitations and requests for information of a general nature about its business operations. Please do not respond to such solicitations and requests unless you are familiar with the caller, the information sought is for a specific purpose related to iLearn Schools' business, and the subject matter of the request is within your area of responsibility. Otherwise, such solicitations or requests should be deferred to your supervisor.

Disclosure of any and all confidential information may result in disciplinary action, up to and including termination of employment.

3.5 PERSONNEL FILE

iLearn Schools' Human Resources office maintains an official permanent record file for each employee. During your employment at iLearn Schools, it is your responsibility to update all of your contact information through the HR office.

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Only information pertaining to the professional role of the employee and submitted by duly authorized iLearn Schools' administrative personnel and the Board may be entered in the official record file. This file should contain the following items and other employment relevant documents and records: Application, Employment Contract, Pension Enrollment, Applications for Health/Dental/Vision Insurance, Resume, Reference letters, I-9 Employment Verification Form, W-4 forms, Copy of Disclaimer/Receipt of iLearn Schools, Handbook, Official Transcripts of College and/or University Studies, Copy of NJ or NY Certifications (depending on the state of the assigned location), Physical Examination, Direct Deposit Information, Short-Term Disability Forms, and other benefit forms, College Diploma, Criminal History Review Information, and emails of reprimands/appraisals will also be maintained outside of the personnel file.

3.6 EMPLOYEE INSPECTION RIGHTS

Upon request, the employee will be allowed to inspect his or her own file. The employee may copy his/her file, except for pre-employment recommendations and records and such other information as may be privileged under law and not subject to employee inspection. Employees who wish to review their own personnel file shall: request access in writing, review the record in the presence of the administrator designated to maintain said records or designee, make no alterations or additions to the record nor remove any material therefore. Employees who wish to receive copies of material in their personnel file shall request copies in writing.

3.7 WORK HOURS

Staff members and substitutes are expected to work Monday - Friday during the following hours: 7:30 am – 3:45 pm. The staff hours may be extended during Meeting & School Activity Days.

Teachers are expected to work Monday - Friday during the following hours:

Teaching staff contractual hours will be from 7:30am-3:05pm - three (3) days per week.

Teaching staff contractual hours will be from 7:30am-3:45pm - two (2) days per week. (The schedules for these two afternoons will be determined and approved by School Administration and Academic Program Directors, as these afternoons will be used to meet administrative and departmental expectations.

Day shift custodial staff are expected to work Monday – Friday during the following hours: 6:00 am – 3:15 pm OR 7:30am – 4:15 pm (hours assigned by supervisor)

Night shift custodial staff are expected to work Monday - Friday during the following hours: 3:00 pm - 11:30 pm.

3.8 TERMINATION/RESIGNATION

DISCIPLINE AND TERMINATION:

The Charter School retains its right to discipline or terminate the employment of any employee at any time for any reason, or no reason except as provided to the contrary in any individual employment contract. With the exception of substitute employees and temporary employees, these policies apply to all employees of iLearn Schools, including certified and administrative personnel, and apply to all job-related activities of such employees.

BASIS FOR DISCIPLINARY ACTION:

The following acts or omissions by an employee in the scope of his/her employment, among others which provide evidence of unfitness to perform duties, shall constitute grounds for disciplinary action:

1. Insubordination, including the willful refusal of an employee to perform an assignment or to comply with a directive given by the employee's supervisor.
2. Unprofessional or inappropriate conduct.
3. Incompetence or inefficiency in the performance of duties.
4. Corporal punishment of students.
5. Conduct in violation of any iLearn Schools policy or established expectation of performance.
6. Conviction of a felony related to the employee's employment, or which impairs the employee's ability to perform his/her assigned duties.
7. Misconduct related to the employee's job.
8. Abuse of iLearn Schools' sick leave policy.
9. Excessive tardiness (Is part of evaluation).
10. Excessive absenteeism (Is part of evaluation).
11. Unexcused absence(s) from work.
12. Gross negligence or gross carelessness in the performance of duties.
13. Use of Charter School property for personal gain.
14. Negligent or willful damage to Charter School property.
15. Gross waste of Charter School supplies or equipment.
16. Dishonesty or falsification of any information involving iLearn Schools, including grades, credits, data on forms, employee records, or any other information involving iLearn Schools.



17. Possession of alcohol, steroids, or other intoxicants or illegal narcotics, or other controlled dangerous substances without prescription on school property or at any school function.
18. The use of or being under the influence of alcohol, steroids, intoxicants or illegal narcotics, or other controlled dangerous substances without prescription on school property or at any school function.
19. Deliberate conduct, which has the apparent purpose of exposing iLearn Schools to censure, ridicule, or reproach.
20. Verbal and/or physical fighting on school premises or at any school related activities.
21. Falsification of records or data with the intent to defraud.
22. Violation of the Acceptable Use Policy for Technology Use.

VOLUNTARY RESIGNATION:

Voluntary resignation is a termination initiated by the employee.

iLearn Schools expects that employees who resign from employment will plan their leave to be as non-disruptive to students as possible. The expectation is that resignations should coincide with the beginning and end of the school year.

When such notice is given, iLearn Schools retains the right to hold the employee to 60 days' notice to allow for the hiring of replacements. iLearn Schools may accept the resignation effective immediately, or as of another date prior to the end of the notice period.

TERMINATION/RESIGNATION:

Prior to the last day of employment for an employee who has been terminated or resigned, the employee must return all files, laptops, iPads, computer files, electronic data, materials, equipment, keys, and other items owned by iLearn Schools. A Checklist/Exit Interview will be provided by Human Resources. The form will be completed with HR, and designated departments will initial to indicate the completion of the task. Once all sections are signed, HR will mail the final check to the address provided by the employee. The form will be placed in the employee's folder to confirm his/her inactive status.

SECTION 4: EMPLOYEE PAYROLL INFORMATION

4.1 PAYCHECKS

Ten Month Employees who elect to receive one-twentieth (20 paychecks) of the total annual salary at semi-monthly pay periods, will receive 20 paychecks starting in September and ending in June. When a pay day falls on or during a school holiday, vacation, or weekend, employees shall receive their paychecks on the last previous working day. Employees shall receive their final checks of the school year on the last working day in June. Employees released prior to the end of the contract year shall receive their final checks for the balance of money due on the following pay day from the date of release. Pay for the employees who are not employed for a full year shall be pro-rated based on the number of days actually worked during the year.

Ten Month Employees who elect to receive one-twenty-fourth (24 paychecks) of the total annual salary at semi-monthly pay periods, will receive 24 paychecks starting in September and ending in August. When a pay day falls on or during a school holiday, vacation, or weekend, employees shall receive their paychecks on the last previous working day. Employees shall receive their final checks of the school year on the last business day in August. Employees released prior to the end of the contract year shall receive their final checks for the balance of money due on the following pay day from the date of release. Pay for the



employees who are not employed for a full year shall be pro-rated based on the number of days actually worked during the year.

Twelve Month Employees shall receive one-twenty-fourth (24 paychecks) of the total annual salary at semi-monthly pay periods starting in July and ending in June. When a pay day falls on or during a school holiday, vacation, or weekend, employees shall receive their paychecks on the last previous working day. Employees released prior to the end of the contract year shall receive their final checks for the balance of money due on the following pay day from the date of release. Pay for the employees who are not employed for a full year shall be pro-rated based on the number of days actually worked during the year.

Hourly Employees: Such employees will be paid semi-monthly based on the number of working hours. Hourly employees are required to scan in and scan out for lunch. A Payment Date Schedule indicating the time period included in the paychecks will be available at the beginning of the school year. Employees released prior to the end of the contract year shall receive their final checks for the balance of money due on the following pay day from the date of release.

4.2 RECEIVING YOUR PAYCHECK

Paychecks may be issued as direct deposit or as live checks. **To set up Direct Deposit:** Submit a Direct Deposit form from your bank or attach a voided check to the Direct Deposit form on Human Resources' portal, Frontline Central. Please be aware that employees will receive a physical paycheck until their direct deposit has been confirmed and activated. It's important to note that activating direct deposit can take up to 30 days. This check will be sent to the mailing address on file. Once direct deposit is active, paystubs will then only be available via email through a secure download. An email will be sent to you with your username and password. Additionally, it will include the link and directions for how to access your pay stub information.

4.3 DEDUCTIONS FROM YOUR PAYCHECK

iLearn Schools deducts all appropriate federal, state, and local income taxes. In addition, you may have deductions taken from your paycheck for benefits, including pension, health care premiums, and/or retirement contributions. iLearn Schools has the right to deduct money from your paycheck for obligations owed to iLearn Schools, or others, such as legally imposed levies and garnishments made against your salary. If you have any questions about garnishments and levies, please contact the Payroll Office.

4.4 PAY ADVANCES AND LOANS

Due to government regulations and the method of reporting social security, state, and federal taxes, iLearn Schools cannot give pay advances or loans to employees.

4.5 GARNISHMENTS, ATTACHMENTS, AND JUDGMENTS

iLearn Schools is not in the business of assisting creditors with the collection of employees' personal debts. However, under certain legal procedures known as garnishments, levies, judgments, etc., iLearn Schools is compelled by law to take action.

4.6 OVERTIME

Employees who are non-exempt from the provisions of the FLSA shall be entitled to time and a half pay of the regular hourly wage for each hour of working time in excess of forty (40) hours in any workweek.



The appropriate supervisor and Lead Person should approve overtime in advance. Overtime should not be worked by non-exempt employees except in emergency or extraordinary circumstances and upon prior approval by the Lead Person. Violations of this policy may result in disciplinary action up to and including termination. Supervisors shall make every attempt to modify an employee's schedule to avoid his/her working more than forty (40) hours in a given week. Employees shall maintain accurate daily records of their hours worked on forms provided by the school system. Any employee who falsifies work records will be subject to termination.

4.7 TUITION REIMBURSEMENT

Each employee shall obtain approval from the Lead Person and HR Coordinator prior to enrollment in any course for which enrollment is sought.

Tuition assistance shall be provided at the completion of one full year of employment and only for graduate courses that are required for any license or certificate necessary for the employee's current position with iLearn Schools, and limited to the costs of tuition and fees at a duly authorized and accredited institution of higher education, up to \$3,000 per year; tuition reimbursement is available to staff/teachers during their second year of employment. Tuition reimbursement is limited to iLearn Schools' budgeted amount for each academic year. Alternate Route courses for certification do not qualify for tuition reimbursement.

Reimbursement of such costs and fees shall be provided upon receipt of evidence of satisfactory completion of coursework with a grade equivalent to B or better.

Prior to receipt of any tuition assistance, each employee shall be required to agree in writing to repay iLearn Schools the full amount of tuition assistance received in the event that he/she resigns or retires from iLearn Schools within one year of the date of receipt of the assistance.

SECTION 5: LEAVE TYPE

5.1 SICK LEAVE

Sick Leave is given to insure the employee against loss of income when unable to report to work because of legitimate illness. The Human Resources Coordinator has the responsibility to ensure that sick leave is used only for legitimate purposes, and he/she has the authority to disallow such leave pay when the employee cannot provide appropriate proof of illness.

The Human Resources Department may request a letter/note from an employee's physician substantiating an employee's use of sick time upon 3 consecutive days. Leave Replacement Teachers will also be granted sick days based on their period of employment. Sick Leave is to be used only in the event of illness of the Employee and for no other purpose. Misuse of Sick Leave is cause for termination of employment.

Failure to provide a letter/note from a physician will result in unpaid days and may result in disciplinary action up to or including termination of employment.

SICK LEAVE INTENT:

Teacher – is responsible for requesting a substitute as well as entering a leave request through the Database Leave Request System no later than 6:00am under iLearn Schools' campus database.



Nurse – is responsible for contacting the Nurse Liaison and the Nurse Coordinator as well as entering a leave request through the Database Leave Request System no later than 6:00am under iLearn Schools’ campus database.

Custodian – is responsible for notifying his/her supervisor as well as entering a leave request through the Database Leave Request System no later than 6:00am for a day shift and no later than 12:00 pm for a night shift when he/she is sick and unable to report to work.

Other Employees – are responsible for notifying their supervisor as well as entering a leave request through the Database Leave Request System no later than 6:00am when he/she is sick and unable to report to work under iLearn Schools’ campus database.

Failure to do so will result in an unpaid day, and may also result in disciplinary action up to or including termination of employment.

In the event that sick leave is taken immediately before or immediately after a weekend and/or holiday, days devoted to state or school testing, the first two weeks of school or during the last three weeks of school, a doctor’s note must be provided to the Human Resources Coordinator. If the required documentation is not provided, it will result in an unpaid day for that day and each consecutive day that he/she is absent and may result in disciplinary action up to or including termination of employment.

The request of half sick/personal days is not permitted on early dismissal and late arrival days. On these days, ONLY a full leave day is permitted.

The provisions of the Worker's Compensation Act will apply to any absence due to injury or sickness sustained or aggravated in the course of employment, provided that sick leave may be used for the first five days of such absence. Excessive use of sick days may be the basis of disciplinary action.

5.2 SICK AND PERSONAL DAYS

Every full time Employee is granted a pro-rated portion of 10 sick days per academic year. All sick requests must be submitted on the school’s Database Leave Request System by no later than 6:00am in order to give your School Director and Assistant Director of Operations (ADO) time to find a substitute. For any sick requests submitted in the first 2 weeks and last 3 weeks of the school year, an employee must submit a doctor’s note to HR. If a doctor’s note is not submitted, a pay deduction will take place for every day that the employee is out.

Each Employee is credited ten (10) pro-rated days of Sick Leave on July 1st for 12 Month Employees and September 1st for 10 Month Employees of each academic year. Each 10 Month Employee earns one (1) day of Sick Leave for each month of employment. Each 12 Month Employee earns 0.83 days of Sick Leave for each month of employment. If the Employee resigns before the end of their contract and has used more days of Sick Leave than earned, each additional sick day used will be deducted from the Employee’s paycheck.

Employees hired after July 1st for 12 Month Employees and after September 1st for 10 Month Employees in any given academic year are credited immediately upon the first day of employment a pro-rated portion of the ten (10) days of Sick Leave. Unused Sick Leave can be rolled over from year-to-year within each contracted iLearn Schools’ district, not to exceed 30 days.



If three **(3)** and more consecutive sick days are used by the Employee, the Employee must provide a notice from the doctor's office stating the days the Employee was out of work. Failure to provide such notice from a physician will result in unpaid days of the third **(3rd)** day and any subsequent day thereafter.

If the Employee requests Sick Leave on a day of testing, even if it's only one **(1)** day, the Employee must provide a notice from the doctor's office stating the reason for Sick Leave from work. Failure to provide such notice from a physician will result in unpaid days for all days taken during the days of testing.

If the Employee requests Sick Leave before or after a holiday break from the academic calendar, that day and each additional day will be deducted from the Employee's paycheck.

5.3 PERFECT ATTENDANCE INCENTIVE

Teachers are encouraged to take sick days when they are sick. Teachers who have not used any sick days during the period from September 1st through January 31st and/or the period from February 1st through June 22nd shall be entitled to a payment of \$300.00 for either or both periods in which no absences have taken place.

Pay Periods:

- September 1st through January 31st (\$300.00 will be paid in February)
- February 1st through June 22nd (\$300.00 will be paid in June)

5.4 EXTENDED LEAVE BENEFITS – FMLA

iLearn Schools will provide family leave in accordance with the Federal Family and Medical Leave Act (FMLA). To be eligible for FMLA, you would initially have to fulfill the required employment time (equivalent to one year).

FMLA leave for eligible staff members shall be up to twelve weeks leave of absence in any twelve-month period upon advance notice to the school for the birth of a child of the staff member and in order to care for such son or daughter; for the placement of a child with the staff member for adoption or foster care; in order to care for the spouse, child, or parent of the staff member if such spouse, child, or parent has a serious health condition; or for a serious health condition that makes the staff member unable to perform the functions of the position of such staff member.

An employee shall notify the Human Resources Coordinator of the need to take leave on the basis of the birth of a child and/or the need to care for the newborn child as soon as the relevant pregnancy is confirmed, and no later than thirty (30) days before the date projected for the baby's birth or the child care leave shall begin. An employee shall notify the Charter School of the need to take leave on the basis of any pending adoption or arrangement of foster care as soon as the adoption/foster care arrangement is approved, and no later than thirty (30) days before the date that the child will be placed with the employee.

FMLA leave shall run concurrently with each other (as appropriate). Leave taken under the FMLA shall be pursuant to federal and state laws, regulations, and the iLearn Schools board policy.

Employees are responsible to communicate with the third party provider, ensuring that their claim is compliant, and submitted correctly. Employees must carefully read the instructions and conditions of the leave to ensure understanding and adherence.



Employee has a right to have health benefits maintained during any period of unpaid leave under the same conditions as if continued to work so long as monthly premium payments continue to be made to the charter school, and to be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment on your return from leave, as appropriate under law. If employee does not return to work following leave for a reason other than: (1) the continuation, recurrence, or onset of a serious health condition, or (2) other circumstances beyond your control, you will be required to reimburse iLearn Schools for the share of health insurance premiums paid on their behalf during family or medical leave.

Non-payment of the premium will result in termination of coverage.

5.5 BEREAVEMENT

In the event of a death in the immediate family of a full-time employee, absence from work with pay may be granted for a period not to exceed three (3)-scheduled workdays per occurrence. "Immediate Family" means the employee's parents/step-parents, parents-in-law, grandparents, grandchildren, children, spouse/partner, brothers/sisters, brothers/sisters-in-law. iLearn Schools reserves the right to require documentation of the death (e.g., death certificate, obituary, and documentation from the funeral home).

5.6 JURY DUTY

iLearn Schools will indemnify all full-time employees against loss of pay incurred by a call to jury duty. No employee will be penalized in any way for an absence caused by service on a panel of grand or petit jurors. The time that any such employee is absent will not be charged against personal leave and will count toward school service.

A full-time employee who is absent from their school duties while on jury duty for any court of New York, any court of any other State, any federal district court, or in the U.S. District Court for New York will receive their usual compensation from the school for each day the employee is present for jury duty. In the event that there is any jury duty compensation, the teaching staff member will reimburse the school the amount of any jury duty compensation paid to the staff member.

An employee summoned for jury duty must inform their immediate supervisor and the Human Resources department as early as possible before the scheduled start of their jury service.

Upon return from jury duty, the employee must submit to HR a court record of the number of days served on jury duty. Failure to supply the necessary documents will result in unpaid days.

While on jury duty, an employee must report daily to his/her supervisor the schedule for the following day and must report to work when he/she is excused from jury duty for half a day or more or suffer loss of pay.

5.7 PERSONAL LEAVE

INTENT:

The intent of personal leave is to provide employees with a paid leave for personal and family purposes.

ELIGIBILITY:

All full-time employees receive two (2) pro-rated days of Personal Leave per academic year. Leave Replacement Teachers will not be granted any personal days unless the employment is for one full academic year. Employees hired after July 1st for 12 Month Employees and after September 1st for 10



Month Employees in any given academic year are credited immediately upon the first day of employment a pro-rated portion of the two **(2)** days of Personal Leave for that school year. If the Employee resigns before the end of their contract and has used more days of Personal Leave than earned, each additional personal day used will be deducted from the Employee's paycheck.

In all cases, Personal Leave must be approved in advance (at least two weeks prior) by request through the Database Leave Request System. All instructional employees shall make every reasonable attempt to use Personal Leave only when the use of such leave would not conflict with classroom instruction time.

Personal leave may not be granted to lengthen the iLearn Schools break. Personal Leave is also prohibited immediately before or immediately after a holiday, during days devoted to state or school testing, as well as during the first two weeks of school or during the last three weeks of the school year. Personal Leave taken immediately before or after a sick day, will need approval from the supervisor. If Personal Leave was approved prior to the sick day request, the Personal Leave approval may be revoked. If Personal Leave is requested on the aforementioned days, it will result in an unpaid day or disciplinary action up to or including termination of employment. **Unused Personal Leave cannot be rolled over from year-to-year.**

An Employee shall request a Personal Leave from work for purposes determined by the Employee (appointments, errands, etc.), but is not to be used as a substitute for or as a supplement to Vacation or Sick Leave.

5.8 EMPLOYEE WELLNESS LEAVE

INTENT:

The intent of wellness leave is to provide employees with a paid leave for social and emotional well-being purposes.

ELIGIBILITY:

All full-time employees receive one **(1)** day of Wellness Leave per academic year. Leave Replacement Teachers will not be granted a Wellness Day unless the employment is for one full academic year.

WELLNESS LEAVE INTENT:

Teacher – is responsible for requesting a substitute as well as entering a leave request through the Database Leave Request System no later than 6:00am under iLearn Schools' campus database.

Nurse – is responsible for contacting the Nurse Liaison and the Nurse Coordinator as well as entering a leave request through the Database Leave Request System no later than 6:00am under iLearn Schools' campus database.

Custodian – is responsible for notifying his/her supervisor as well as entering a leave request through the Database Leave Request System no later than 6:00am for a day shift and no later than 12:00 pm for a night shift when he/she is sick and unable to report to work.

Other Employees – are responsible for notifying their supervisor as well as entering a leave request through the Database Leave Request System no later than 6:00am when he/she is sick and unable to report to work under iLearn Schools' campus database.

Failure to do so will result in an unpaid day, and may also result in disciplinary action up to or including termination of employment.



Wellness leave may not be granted to lengthen iLearn Schools' break. Wellness Leave is also prohibited immediately before or immediately after a holiday, during days devoted to state or school testing, as well as during the first two weeks of school or during the last three weeks of the school year. Wellness Leave may not be taken immediately before or after a sick day, or a personal day.

Unused wellness leave cannot be rolled over from year-to-year.

The request of half wellness days is not permitted.

5.9 HOLIDAYS

ELIGIBILITY:

All employees other than hourly or per diem employees are eligible for paid holidays per iLearn Schools' calendar, which is determined to meet the required iLearn Schools' calendar and the employee minimum working days.

HOLIDAY SCHEDULE:

Holidays change annually according to iLearn Schools' calendar, which will be established yearly by each June. Although iLearn Schools' calendar follows the DOE's legal holiday schedule, there may be differences to accommodate 180 days as an academic year.

5.10 BREAKS

BREAK SCHEDULE:

All employee schedules incorporate a week-long break in Spring, in addition to a designated time off period from the Christmas holiday through the New Year. For employees on academic year contracts, work responsibilities during the summer months, when iLearn Schools is not in session, will be determined by the Lead Person.

The Lead Person or the Board of Trustees (in the absence of a Lead Person), may make exceptions to the break schedule, allowing personnel to work during a vacation period and then later taking a like amount of compensatory time.

Some examples of potential exceptions are:

- Enrichment Program employees
- Personnel working at the request of the Lead Person for the benefit of iLearn Schools. For example, management of maintenance duties during a break.
- Other reasons are determined on a case by case basis with the purpose being to facilitate iLearn Schools' operation.

Requests for breaks different than the schedule require prior approval by the Lead Person. Approval does not constitute a policy or policy change.

If for any reason iLearn Schools is unexpectedly closed and notice is given before the start of the work day, the day may be made up by extending iLearn Schools year-end date for 10 Month employees such that iLearn Schools meets its requirements and DOE time on learning requirements.



Break time must be used according to the approved schedule, cannot be carried over, and has no cash-out value.

5.11 LEAVE WITHOUT PAY

AUTHORIZED UNPAID LEAVE OF ABSENCE:

An authorized unpaid absence is an approved absence that is not paid, and is not charged to any paid absence account.

iLearn Schools may grant with the recommendation by the Lead Person, in its discretion, an authorized unpaid absence and will consider requests for such leaves on a case by case basis. Failure to obtain approval will result in such an absence becoming unauthorized.

An employee on a leave of absence is removed from the active payroll, and the following rules apply: The employee on leave may continue to participate in iLearn Schools insurance benefits plan provided arrangements are made for payment of the total monthly premiums by the employee.

Unpaid leave will be included in the calculation of service time for the purpose of longevity payments.

SECTION 6: HEALTH BENEFITS

6.1 HEALTH BENEFITS

iLearn Schools makes health insurance with a vision benefit and dental insurance available to all eligible employees and their eligible family dependents. iLearn Schools pays the majority of the premiums for the group benefits, with the employee sharing the balance of the cost. Employee Only, Employee and Spouse, Employee and child(ren), and Employee and family plans are set at different contribution rates. These benefits are an important part of each eligible employee's compensation package. Plans offered by iLearn Schools may change as conditions warrant.

Specific details on coverage and benefits are outlined in iLearn Schools' employee benefit packet provided to all employees during the employee orientation and open enrollment period.

Eligible employees are those who work at least thirty (30) regular hours per week. Eligible employees are able to enroll on their first day of employment. All employees are asked to either complete all enrollment applications for offered benefit programs or to complete a qualified waiver form that waives such benefits. This is required to be completed during the open enrollment period, or within 30 days of the start of employment.

iLearn Schools' share of insurance premiums may change as conditions warrant, and iLearn Schools will endeavor to give employees written notice of changes.

Any new employee who starts employment will be eligible for medical/dental/vision insurance effective September 1st of the current school year.



6.2 COBRA

An employee terminated by the school for any reason, except for gross misconduct, has certain rights, known as "COBRA" rights, to continue under the school's group health insurance plan for the period of time prescribed by law or until a new job is started or the employee obtains other insurance, whichever occurs first. An employee electing to continue coverage is responsible for paying in advance the monthly premium, and may be required to pay a 2% administrative cost.

Non-payment of the premium will result in immediate termination of coverage with no reinstatement of coverage possible. Federal law provides covered spouses and their dependent children with additional rights to maintain such coverage.

At the time of employment termination, a COBRA packet will be provided to the employee by HR and the insurance broker.

6.3 WORKERS' COMPENSATION

An employee can receive workers' compensation benefits for an injury arising out of and in the course of employment. The employer or their insurance carrier pays for necessary and reasonable medical treatment, loss of wages during the period of rehabilitation and when documented, and benefits for permanent disability. The NY Workers' Compensation Law provides for the following benefits: Medical Benefits, Temporary Disability Benefits, Permanent Partial Benefits, Permanent Total Benefits, and Death Benefits.

iLearn Schools offers an approved Workers' Compensation program providing medical, lost work time, partial and permanent disability, and death benefits resulting from work-related injuries and illnesses. The school provides this coverage to all school personnel without cost, in compliance with law.

Employees should immediately report any on-the-job injury or illness to HR, their full-time supervisor, and/or school nurse. Any employee who suffers an injury as a result of such an accident must file a report with the director or his or her designee as soon as possible. Such employees are responsible for filing any other necessary forms, applications, or other information as required by applicable government policies.

6.4 401 (K) TAX DEFERRED CONTRIBUTORY PLAN

iLearn Schools offers an employee tax deferred contributory 401(K) matching program through outside vendors.

The goal of the program is to encourage staff to consider a well-designed financial plan that will provide financial security and will ensure that personal financial goals are met.

6.5 SUPPLEMENTAL INSURANCE

iLearn Schools offers supplemental insurance through an outside vendor. It is a voluntary payroll deduction, which is paid 100% by the employee. Please see HR for further information.

6.6 DISABILITY INSURANCE

iLearn Schools offers Short-Term Disability insurance to all its employees at no cost. An employee is eligible to apply for Short-Term Disability when he or she is unable to perform the duties of his or her job due to a non-work-related injury or illness (including a pregnancy-related disability). Please see HR for further information.



6.7 MEMBERSHIP TO PROFESSIONAL ASSOCIATIONS

iLearn Schools offers membership services to professional educator organizations at no cost. Employees are eligible to receive professional benefits and services to educators, including liability insurance, scholarships and grants, and professional resources. Please see HR for further information.

SECTION 7: STAFF EXPECTATIONS

7.1 ATTENDANCE

Employee attendance is an important factor in the successful operation of any school and in the maintenance of the continuity of the educational program. The Board of Trustees is vitally and continually interested in the attendance of each employee, and considers satisfactory attendance to be an essential element of satisfactory job performance.

The privilege of school employment imposes on each employee the responsibility to be on the job on time every scheduled working day. This responsibility requires that the employee maintain good health standards, take precautions against accidents both on and off the job, and manage personal affairs in order to satisfy school attendance requirements.

The Board is required by the high costs of absences and disrupted work schedules to give continuing attention to the maintenance of regular attendance by employees. Chronic absenteeism, tardiness, permission requests, punch in and punch out requests are subject to discipline and may be cause for dismissal.

The Lead Person shall develop regulations to implement this policy.

iLearn Schools expects each employee to be at work on the days and during the hours specified, unless the employee is authorized to be elsewhere.

If, for any reason, an employee is unable to come to work at his/her specified time, he/she is expected to notify school administration by 6:00am. The employee must continue to call on each subsequent day of absence unless previous arrangements have been made with and approved by a supervisor.

If an employee is called away from work for personal emergencies or illness, he/she shall endeavor to obtain permission from school administration before leaving. While iLearn Schools will try to be understanding of the employee's personal needs, iLearn Schools may view that the situation is not an emergency. This determination will be communicated to the employee and subject to disciplinary action if repeated.

Poor attendance or tardiness may have a negative impact on performance rating, salary increases, and continued employment.

Staff should note that there are wide weather variances in our surrounding communities. In the event of inclement weather, iLearn Schools expects its staff to make a "good faith" effort to get to school if it is not formally called off. However, reality dictates that we may need to make some accommodations for inclement weather that prevents some of our faculty or staff from getting to school.

As in any emergency, individual judgment must prevail over policies or procedures. Thus, every individual must make his/her own decisions about attempting to get to school. However, it is essential that every member of the faculty and staff make a "good faith" effort to get to school and work their full day, even if



it means arriving late. In the event that some of our teachers and staff cannot get to school, staff members who are able to get to school will need to provide coverage.

With regard to accounting for this work day, anyone who does not get to the school will be charged for personal leave (as allowed and eligible), or the day will be considered an unpaid day off work. If the employee arrives late, each supervisor will have to assess whether or not his/her employee will have to take a half-day or full day off work (compensatory, personal or as an unpaid day). As a general rule, if a full-time employee arrives by 11:30am, the employee will at least be credited with working one 1/2 day.

The above measures will not address every occurrence, and therefore, this policy should not be considered all encompassing. The staff should abide by the intent of the policy, which is to ensure adequate coverage for the students of iLearn Schools without endangering the health or safety of any employees.

7.2 SCAN IN/SCAN OUT

Staff must scan in/scan out on fingerprint scanners located in the designated areas at each campus. Scan in no later than 7:30am and scan out no earlier than 3:45pm.

Teachers must scan in/scan out on fingerprint scanners located in the designated areas at each campus. Scan in no later than 7:30am and scan out no earlier than:

- *3:05pm - three (3) days per week*
- *3:45pm - two (2) days per week.* (The schedules for these two afternoons will be determined and approved by School Administration and Academic Program Directors, as these afternoons will be used to meet administrative and departmental expectations.

In the event that the fingerprint scanners are out of service, the employee must first submit a request for a new punch record through the database and then send an email to the Assistant Director of Operations and Human Resources office. The email should include the date, reason why he/she did not scan in/out, and the time.

Chronic misuse of permission requests, and punch in and punch out requests are subject to discipline and may be cause for dismissal.

An official record must be recorded for each working day. This is especially important for hourly, per diem, and part-time staff. Payroll for each employee is processed solely using the attendance information made available either through the scanner or time sheet form. It is the employee's responsibility to make certain that each working day is accounted for before payroll for that time period is processed.

Every staff member must scan in and out when entering and leaving the building during school hours.

7.3 TARDINESS

All staff must clock in to work no later than 7:35am and clock out no earlier than 3:45pm unless otherwise stated.

All teachers must clock in to the work no later than 7:35am and clock out no earlier than:

- *3:05pm - three (3) days per week*



- *3:45pm - two (2) days per week.* (The schedules for these two afternoons will be determined and approved by School Administration and Academic Program Directors, as these afternoons will be used to meet administrative and departmental expectations. Unless otherwise stated.

Employees who are tardy repeatedly may face discipline, including a one-day unpaid suspension from work, up to and including termination.

7.4 ATTENDANCE AT TRAINING AND SPECIAL MEETINGS

The staff at iLearn Schools is required to attend all staff in-services, unless excused by the School Director. The school administration will schedule each employee for training based upon his or her position and experience at iLearn Schools. In addition, attendance at special meetings arranged by the school administration is required, unless excused by the School Director. The school administration will provide advance notice of all staff in-services.

A day of staff in-service missed will count the same as a missed day of work.

A Summer Institute absence will result in a deduction of pay. An in-service absence will be deducted from the available sick and personal days each year, and will affect the calculation for the attendance bonus program.

7.5 FACULTY MEETINGS

Staff is expected to attend all scheduled meetings appropriate to their role: faculty, department, grade, parent-teacher conference, PLC, etc. These dates will be made available during orientation for each school year. These dates can also be found on the Building Google Activity Calendar. Teachers are asked to schedule medical or other personal appointments on days other than those dates. In the event of an emergency, teachers must discuss the situation with their supervisor.

7.6 STAFF DEVELOPMENT

Staff development activities are organized to meet the needs of employees and the district. Staff development is predominantly campus-based. Teachers are required to attend staff development days regardless of whether they fall on weekdays or weekends.

Professional personnel, for reasons other than personal/family illness or death in the immediate family, may be granted permission to be absent from work only by the Lead Person or designee. A letter requesting prior approval and stating the reasons for the absence should be given to the School Director and forwarded to the School Lead Person/designee (see "Leaves and Absences"). School Directors and administrators are responsible for ensuring that their assigned professional personnel are on duty during workdays and are in attendance at staff development activities.

7.7 HOME VISITS

Home visits are a proactive approach to parent involvement. They provide the opportunity to reach out to families at their convenience, and give staff members the chance to address student concerns and develop family-centered action plans.

The objectives behind Home Visits:

- To establish partnerships that extend well beyond the one-way and often negative or discipline-related communications from teachers to parents.
- To deepen trust between parents and teachers.
- To help increase student achievement/performance.
- To break the “cycle of blame” for student underachievement or failure.
- To improve student outcomes and teaching effectiveness.
- To increase understanding among school staff in regard to the needs and realities faced by students and their families.

Home visits may start as early as August and must be finished by the third week of May. Home visits must be conducted with other staff; never visit alone, however, there is a maximum of three attendees at a time. Each address, or event, visited will count as one (1) Home Visit, regardless of the number of siblings. The stipend for each home visit is \$20 per visit. A Home Visit Form must be completed and signed by each staff member. Forms should be submitted to the designated administrator in a timely manner for payment to be processed.

7.8 SCHOOL ACTIVITIES

Staff members should attend and participate in as many school activities as possible. A teacher’s presence projects support and interest in the students, the school, and the community. All staff is required to attend a set number of school activities based on their school’s grade levels as outlined in the appendices of the Employee Handbook.

Many staff members will be involved in school related organizations, clubs, etc. No activities may be scheduled by school personnel the night before any mandated testing, including benchmarks, mid-terms, or finals.

Staff members should receive permission from School Directors regarding the use of school facilities for meetings, etc.

Extra-curricular field trips: Staff members should initiate with the School Director, requests for field trips and excursions. The School Director, in turn, may approve or disapprove of the request.

7.9 RECORDING STUDENT ATTENDANCE

- All attendance must be recorded in the student database system.
- The late bell will ring precisely at the scheduled time. All students are to be in the homeroom by that time.
- Attendance should be taken within the first 5 minutes of class/during homeroom (starting at 8am).
- If a student is over 6 minutes tardy, please be sure that he/she hands you a pass given to them by the main office/previous teacher. Students who do not have a proper pass/excuse note for entering the classroom tardy are to report to the Assistant Director of Operations, and this may be recorded as a class cut. Hallway monitors may assist in this matter.
- Attendance must be updated if students arrive tardy to class/homeroom.
- Early departures, sick, not present for the period should be updated in the student database system every period.

7.10 REPORTING CHILD ABUSE OR NEGLECT

All employees are required to report any suspected child abuse or neglect to a law enforcement agency, Department of Children Protection and Permanency, or appropriate state agency (e.g. state agency

operating, licensing, certifying, or registering a facility) immediately following the event that led to the suspicion. Reports to the Department of Children Protection and Permanency can be made to a local office.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the School Director. Employees are not required to report their concern to the School Director before making a report to the appropriate agencies. In addition, employees must cooperate with child abuse and neglect investigators. Reporting the concern to the School Director does not relieve the employee of the requirement to report to the appropriate state agency. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the investigator is prohibited.

7.11 CODE OF ETHICS

An effective educational program requires the services of individuals of integrity, high ideals, and human understanding. To maintain and promote these essentials, iLearn Schools expects all professional staff members to maintain high standards in their working relationships, and in the performance of their professional duties to:

- Recognize basic dignities of all individuals with whom they interact in the performance of duties;
- Represent accurately their qualifications;
- Exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;
- Understand and apply the knowledge and skills appropriate to assigned responsibilities;
- Keep in confidence confidential information as may be secured;
- Ensure that their actions or those of another on their behalf are not made with specific intent or advancing private economic interests;
- Refrain from using position or public property, or permitting another person to use an employee's position or public property for partisan political or religious purposes. (This will in no way limit constitutionally or legally protected rights as a citizen.);
- Refuse to accept anything of value offered by another for the purpose of influencing judgment.

7.12 EMPLOYEE ARRESTS AND CONVICTIONS

An employee who is arrested for any crime or offense involving moral turpitude must report the arrest to the School Director or immediate supervisor within three **(3)** calendar days of the arrest. An employee who is convicted of or receives deferred adjudication for such an offense must also report that event to the School Director or immediate supervisor within three **(3)** days of the event. Moral turpitude includes, but is not limited to, the following:

Crimes against an individual that involve moral turpitude:

- Murder; voluntary or reckless manslaughter (even attempted crimes)
- Rape, sexual offenses
- Kidnapping
- Domestic violence
- Stalking and harassment
- Endangering the welfare of a child

Crimes against property and government that involve moral turpitude:

- Receipt of stolen property

- Burglary
- Theft, including shoplifting
- Willful tax evasion
- Fraud crimes

7.13 TESTING CODE OF ETHICS

It is a breach of professional ethics for school personnel:

- to provide verbal or nonverbal clues or answers,
- teach items on the test,
- share writing prompts,
- coach,
- hint,
- in any way influence a student's performance during the testing situation.

All school personnel must adhere to the New York Department of Education Statewide Assessments Test Security Agreement.

A breach of ethics may result in invalidation of test results and/or iLearn Schools' disciplinary action. The assumption is that all staff involved in testing are aware of the legal and ethical consequences of violating test security procedures. All testing personnel, teachers, and school administrators shall be familiar with the testing code of ethics in regards to the statewide testing program, and shall adhere to it in all aspects of the testing programs. Any employee who violates the Testing Code of Ethics is subject to appropriate disciplinary action.

7.14 ACTIVITIES SUBJECT TO DISCIPLINE

This general listing provides an example of subjects for discipline, but is not meant to be inclusive of all behaviors or activities.

- Misuse, unauthorized possession, destruction or theft of iLearn Schools owned or leased equipment or material, vendor installed equipment, student or employee property, or any other property or equipment located on iLearn Schools' premises.
- Continued or prolonged absences from work without authorization; leaving work during work hours without permission.
- Insubordination or refusal to carry out reasonable instructions from responsible authority, or willful neglect of appropriately assigned duties.
- Intentional misconduct in willful disregard of iLearn Schools' interests.
- Use of vile or abusive language, or acting in a blatantly disrespectful or inappropriate manner toward a supervisor, co-worker, parent, or student.
- Offensive conduct at work of any nature, such as racist, discriminatory, or sexist behavior.
- Violation of iLearn Schools' policies on drug or alcohol use.
- Violation of iLearn Schools' policies on discrimination or sexual harassment.
- Possessions of a dangerous weapon while on iLearn Schools' premises.
- Allowing a student to operate an employee's motor vehicle.
- Illegal gambling or possession of gambling equipment on iLearn Schools' premises.
- Gambling of any kind with students.
- Creating or contributing to unsafe or unsanitary conditions by act or omission.



- Negligent or deliberate destruction or misuse of, or unauthorized possession, copying, or reading iLearn Schools records or disclosure of information contained in such records to unauthorized persons.
- Violation of iLearn Schools policy on confidential communications.
- Theft, fraud, or misappropriation of property.
- Chronic absenteeism, tardiness, misuse of sick time, misuse of punch in and punch out requests, or misuse of permission requests.
- Continued violation of work rules, such as ignoring dress requirements, overstaying break periods, or absence without call.
- Willful disregard of safety rules, or failure to use prescribed safety equipment to the extent of endangering oneself or others.
- Soliciting tips or gratuities (money or gifts), offering a gift to influence any matter that iLearn Schools has an interest.
- Inadequate job performance.
- Violation of any other rule, regulation or practice of iLearn Schools.
- Inattention to reasonable professional standards in the provision of services to students and their families.
- Serious misconduct during non-working hours that comes to the attention of iLearn Schools where such misconduct impacts upon the employee's job or reflects unfavorably upon iLearn Schools. If any misconduct results in a formal charge in court, iLearn Schools reserves the right to suspend the employee without pay until the charge is resolved and to decide on what, if any, action must be taken regarding the employee after the charge is resolved.
- Inefficiency which is not corrected despite being warned and being given an opportunity to do so.
- Threatening, intimidating, or coercing another employee or volunteer by word or deed.
- Conviction of or pleading guilty to a felony.

7.15 PROFESSIONAL ATTIRE

iLearn Schools believes that all staff members set an example in dress and grooming for their students to follow. A professional staff member who understands this notion and adheres to it enlarges the importance of his/her task, presents an image of dignity, and encourages respect for authority. These factors act in a positive manner toward the maintenance of discipline. iLearn Schools retains the authority to specify the following dress and grooming guidelines for staff that will prevent such matters from having an adverse impact on the educational process.

Faculty and staff members are expected to dress in a professional manner. The Dress Code applies to all employees, at all locations. Employees will keep themselves neatly groomed and dressed. "Neatly groomed and dressed" shall be defined as dress and grooming that conforms to this Professional Attire policy. Grooming and dress that will disturb, interfere with, or detract from the educational process will not be allowed.

School based personnel shall follow this Policy on ALL days students are in attendance. School Directors may also determine the appropriate faculty dress to be worn on workdays students are not in attendance, on campus-designated "dress down days," field-based activity days, and/or "Casual Fridays." All other personnel shall follow this policy on all workdays unless directed differently by their supervisor. The School Director and/or an employee's supervisor will be solely responsible for initially interpreting and enforcing the faculty/staff dress requirements. Employees seeking an exception from any of the above standards should speak with the iLearn Schools Human Resources Coordinator. Attire requirements may be appealed as provided by Board policy.

It is within these principles that iLearn Schools will enforce the following dress code, specifically, but not limited to, the following:

DRESS AND GROOMING:

- Dresses and skirts which are no shorter than the top of the kneecap. The slit of a dress or skirt must come no higher than the knee. Dresses and skirts which are ankle length and tight enough to hinder walking are not acceptable attire.
- Slacks and dress Capri pants may be worn. Dress Capri pants must be below the knee. Fitted leggings and spandex-type leggings are not permitted as outerwear; they may be worn under a dress, skirt, or tunic top provided that the dress, skirt or tunic top meets the dress code length requirements.
- T-shirts are not permitted. Low-cut blouses which expose cleavage, see-through clothing, off the shoulder, halter style, spaghetti-strap tank tops, or clothing which reveals the midriff are not allowed.
- Tank tops are not permitted.
- Slacks and casual dress pants are acceptable. Pants cannot be of sweatpants or yoga pant material. Shorts may not be worn, except as below for physical education teachers. No wind pants/shorts, joggers, or warm-ups.
- Physical Education teachers should wear the athletic attire necessary to meet the requirements of their job responsibilities when actively teaching physical education classes and health classes. Physical education teachers may wear shorts.
- No jeans of any color are acceptable.
- Clothing must cover undergarments completely.
- Shoes without a back strap are unacceptable. Sandals, slippers, flip-flops, or thong sandals are not permitted. "Peep-toe" dress style shoes are permitted.
- Hair should be clean, combed, and neatly trimmed or arranged. Unkempt hair is not permitted. Sideburns, mustaches, and beards should be neatly trimmed. Non-traditional hair colors such as blue, pink, purple, and green, are not permitted. Make-up must be professional.
- Employees may wear tasteful jewelry in moderation based on specific job functions as well as operational and safety factors. Where job duties present any type of safety risk, jewelry may be prohibited or limited. Earrings are the ONLY visible piercing allowed. Jewelry used in conjunction with body piercing (such as nose rings, eyebrow, or tongue studs) is prohibited.
- Hats and bandanas are not to be worn inside.
- Tattoos that are racist, vulgar, show scenes of violence, drug-related, contain sexual imagery, gang related, or contain obscene phrases may not be visible.

7.16 SMOKING

Smoking is not permitted anytime, anywhere on school grounds or at school-sponsored events. "Smoking" means the burning of, inhaling the smoke from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked.

7.17 ALCOHOL AND DRUG USE

iLearn Schools believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting that is not tainted by the use or evidence of use or possession of any controlled substance.

iLearn Schools shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol or steroids, by any member of the professional staff at any time while on school property or while involved in any school-related activity or event. Any staff member who violates this policy shall be subject to disciplinary action in accordance with iLearn Schools policy.

The following rules represent iLearn Schools policy concerning alcohol and drug use. They will be enforced uniformly with respect to all staff. The purposes of this policy are:

- To establish and maintain a safe, healthy, working environment for staff and students;
- To ensure the reputation of iLearn Schools and its staff within the community at large;
- To minimize the potential for accidental injuries to persons or property;
- To minimize the effects of alcohol and drugs on absenteeism and tardiness, and to improve productivity;
- To refer staff to rehabilitation assistance in appropriate circumstances.

All staff are prohibited from possession, use, or being under the influence of alcohol or drugs or abusing prescription drugs while on the premises or while performing duties for iLearn Schools whether on or off school premises.

Supplying alcoholic beverages or drugs to students is prohibited.

The use of alcohol by staff on iLearn Schools' premises or while performing iLearn Schools business, except in connection with an event approved by iLearn Schools administration, is prohibited, provided, however, that in any such authorized events, staff is expected to use alcohol in a responsible manner.

No prescription drug may be bought or used on iLearn Schools' premises or while performing iLearn Schools business by any person other than the one for whom it is prescribed.

iLEARN SCHOOLS RESPONSE TO USE OF ALCOHOL OR DRUGS:

At the discretion of administration, the violation of any of these alcohol or drug use policies may, depending on the substance involved, the nature of the situation, and the staff member's prior work history, result in a staff member's (a) probation or suspension, (b) termination, or (c) referral to and requirement for successful completion of counseling or treatment as a condition of continued employment. Any staff member who is found transporting a student under the influence of alcohol or drugs will result in immediate termination.

7.18 HARASSMENT

iLearn Schools recognizes that an employee's right to freedom from employment discrimination includes the opportunity to work in an environment untainted by sexual harassment or other harassment. Sexually offensive speech and conduct are wholly inappropriate to the harmonious employment relationships necessary to the operation of the school and intolerable in a workplace to which the children of the school are exposed.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature that would not have happened but for the employee's gender. Whenever submission to such conduct is made a condition of employment or a basis for an employment decision, or when such conduct is severe and pervasive, and has the purpose or effect of unreasonably altering or interfering with work performance or creating an intimidating, hostile, or offensive working environment, the employee shall have cause for complaint.

Unlawful discrimination and harassment can take many forms, and the precise definition is constantly changing. Harassment, other than sexual harassment, is verbal or physical conduct that denigrates or shows hostility or aversion to an employee because of race, creed, color, gender, gender identity and expression, national origin, ancestry, alienage or citizenship status, physical or mental disability,



predisposing genetic characteristics, or military status, or other legally-protected status in accordance with applicable, federal, state, and local laws, when such conduct has the purpose or effect of unreasonably interfering with an employee's work performance, creating an intimidating, hostile, or offensive work environment, or otherwise adversely affecting an individual's employment opportunities.

Harassment may include, but is not limited to, verbal abuse, ridicule, including slurs, epithets, and stereotyping, offensive jokes, inappropriate comments or gestures, threatening, intimidating or hostile acts, displaying or distributing offensive materials, writings, graffiti, or pictures, and other inappropriate verbal or physical conduct that has the effect of treating a person differently because of his or her membership in a protected category.

The harassment of any employee of iLearn Schools is strictly forbidden. Any employee or agent of this organization who is found to have harassed an employee of this organization will be subject to discipline, which may include termination of employment. Any employee who has been exposed to harassment by any employee or agent of this Board should report the harassment to an appropriate supervisor or the Affirmative Action Officer. An employee should complain of any failure of the school to take corrective action by recourse to the procedure by which a discrimination complaint is processed. The employee may appeal the Board's action or inaction to the United States Equal Employment Opportunity Commission or the New York Division of Civil Rights. Complaints regarding sexual harassment shall be submitted following the procedures outlined in Regulation No. 1530, Equal Employment Opportunity.

The Affirmative Action Officer shall instruct all employees and agents of this organization to recognize and correct speech and behavior patterns that may be sexually offensive with or without the intent to offend.

iLearn Schools prohibits retaliation against any employee who in good faith complains of harassment or discrimination or provides information in connection with any such complaint. Retaliation can include any disparaging comments, uncivil or inappropriate behavior, or any other negative treatment of an employee by employees or supervisors that result from the individual making a complaint or cooperating in an investigation. Any supervisor, agent, or employee who, after appropriate investigation, has been found by iLearn Schools to have coerced, retaliated against, intimidated, or harassed an employee for making a complaint or for serving as a witness will be subject to appropriate discipline, up to and including termination.

7.19 WHISTLEBLOWER PROTECTION

iLearn Schools does not tolerate fraudulent or dishonest use or misuse of its resources or property by its employees, and will undertake an investigation of any possible actions. Anyone within iLearn Schools found to have engaged in fraudulent or dishonest conduct is subject to disciplinary action, up to and including immediate termination, and civil and criminal prosecution when warranted. You are encouraged to report possible fraudulent or dishonest misconduct and any concerns to the Lead Person.

Whistleblower Protection

iLearn Schools will use its best efforts to protect whistleblowers against retaliation, as described below. However, iLearn Schools cannot guarantee confidentiality and there is no such thing as an "unofficial" or "off the record" report. Your identity will be kept confidential unless (1) you agree to be identified; (2) identification is necessary to allow the company or law enforcement officials to investigate or respond effectively to the report; (3) identification is required by law; or (4) the person accused is entitled to the information as a matter of legal right in disciplinary proceedings.

No one may retaliate against you with the intent or effect of adversely affecting the terms or conditions of



your employment (including, but not limited to, threats of physical harm, loss of job, punitive work assignments, or impact on salary or wages) for disclosing, objecting to, or refusing to participate in actions you reasonably believe to be either illegal or a violation of public policy. Whistleblowers who believe they have been retaliated against should report the alleged retaliation to the Lead Person. A proven complaint of retaliation will result in a proper remedy for the person harmed, and the initiation of disciplinary action, up to and including termination, against the retaliating person.

This protection from retaliation is not intended to prohibit managers or supervisors from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors.

Procedures

The Lead person will review all suspected fraudulent or dishonest conduct in consultation with senior management as may be necessary or appropriate at their discretion. Cases involving possible violations of criminal law will be reviewed in cooperation with local law enforcement.

If the facts reported could be in violation of iLearn Schools' policies, the Lead Person will review the applicable policy or policies with you. If it is determined that fraudulent or dishonest conduct occurred, disciplinary actions will be initiated in a manner consistent with iLearn Schools policy. If it is determined that a violation under iLearn Schools' policies has not occurred, the Lead person will explain to you the reason for his or her determination and advise you of any other available reporting channels.

This policy is intended to complement and supplement existing policies and legal requirements. No statement in this policy is intended to authorize, or to prohibit disciplinary and/or legal action against an iLearn Schools employee who knowingly discloses information recognized or designated as confidential under law. Where provisions exist elsewhere under law or iLearn Schools policy governing information disclosure rights and obligations and/or retaliation relative to such disclosures, those shall apply in lieu of those contained in this policy.

7.20 END OF SCHOOL YEAR

Prior to the last day of school, an end of year checklist will be provided to all staff by the Building Administrator. Items on the checklist must be completed and initialed by the appropriate staff to indicate the completion of the task. On the last school day, the employee must return the End of Year Checklist and all files, laptops, iPads, computer files, electronic data, materials, equipment, keys, and other items owned by iLearn Schools, to the designated departments.

SECTION 8: GROUNDS/MAINTENANCE

8.1 BUILDING SERVICE PROCEDURES

Any maintenance related requests should be submitted through a work order request, which can be found on the iLearn Schools website. All requested information must be completed and submitted through this work order site. Once the head of maintenance receives the work order, one of the maintenance staff will be assigned to complete the request.

8.2 BUILDING SECURITY

The building is regularly open from 7:00am - 6:00pm on school days, except for approved programs that require the building to stay open after 6:00pm. The school is ordinarily closed over the weekends. Any



staff member wishing to enter the building on Saturdays, Sundays, or holidays must make prior arrangements with school administration. Staff must make certain that the last person leaving a room closes all the windows and locks the door.

8.3 BUILDING USE

The use of school buildings beyond the school day or during weekends by both school and community groups is encouraged as long as such usage does not interfere with the school's program. All usage by school groups must be approved in advance by the School Director.

8.4 KEYS

Each staff member is responsible for his/her keys issued at the beginning of each school year. Keys should be kept with the person to whom they have been issued at all times. They should not be left out in the open at any time.

Employees are not permitted to duplicate school keys. Staff should notify the Building & Grounds Coordinator if keys are lost or stolen.

All keys must be returned to the Assistant Director of Operations on the last day of employment/school year, unless otherwise indicated. School administrators will share protocols and procedures with all staff members.

8.5 SCHOOL PROPERTY INVENTORY

A physical inventory of all furniture and equipment will be performed on a periodic basis. Periodically, the Assistant Director of Operations must review and update the furniture and equipment inventory to ensure that it stays current. Care should be taken at all times concerning the physical condition of each classroom. All teachers must be alert to defacement or breakage of equipment in their room, and these incidents are to be reported to the Assistant Director of Operations.

8.6 VISITORS

A person (not a student of the school involved nor an employee of iLearn Schools) who has legitimate school business to transact, such as a conference with a staff member, and whose conduct is not disruptive or disturbing to the normal operation of the school is deemed a visitor. Staff expecting visitors for a school activity should notify administration and security of the visitor's name, as well as the date and time of expected arrival. All visitors must register with security and wear a school-issued visitor pass.

Children of staff are not to be in the building during school hours unless cleared by the administration. Children of students or siblings of students are not permitted in the building during school hours without permission from an administrator.

SECTION 9: TECHNOLOGY

9.1 INTERNET USE

The Internet is a powerful communications tool and a valuable source of information. However, an employee's improper use of Internet services can waste time and resources, and potentially create legal liability and embarrassment for both iLearn Schools and the employee.

Internet services include, but are not limited to, e-mail, web browsing, and newsgroups. This policy applies to any Internet service that is accessed on or from the premises of iLearn Schools and/or accessed using computer equipment that is the property of iLearn Schools. Ethical and non-discriminatory speech is expected on personal internet resources, such as Facebook, Instagram, Vine, or other social media outlets.

Internet services are provided by iLearn Schools for school use. Incidental use of Internet services for personal, non-work-related purposes is acceptable. However, personal use must be infrequent and must not:

- Involve any prohibited activity;
- Interfere with the productivity of the employee or his/her co-workers;
- Consume system resources or storage capacity on an ongoing basis; or
- Involve large file transfers or otherwise deplete system resources available for business purposes.

Employees should not expect privacy with respect to any of their activities using Internet access or services provided by iLearn Schools.

The Administration of iLearn Schools reserves the right to review any files, messages, or communications sent, received, or stored on its computer systems/network, and may also limit the use of the Internet service in part or whole.

Employees violating this policy are subject to discipline, up to and including termination of employment. Employees using the computer system for defamatory, illegal, or fraudulent purposes may also be subject to civil liability and criminal prosecution. All computer resources, including content, are the property of iLearn Schools, and employees will be held personally responsible for their activities.

Employees are strictly prohibited from using Internet services in connection with any of the following activities:

- Engaging in illegal, fraudulent, or malicious conduct;
- Working on behalf of organizations;
- Conducting personal business;
- Sending or receiving offensive, obscene, or defamatory material;
- Annoying or harassing other individuals;
- Sending uninvited emails of non-work-related nature;
- Monitoring or intercepting the files or electronic communications of employees or third parties;
- Obtaining unauthorized access to any computer system;
- Using another individual's account or identity without explicit authorization;
- Attempting to test, circumvent, or defeat security or auditing systems of iLearn Schools or any organization without prior authorization; or
- Distributing chain letters, jokes, solicitations, offers to buy or sell goods, or other non-business materials of trivial or frivolous nature.

9.2 USE OF ILEARN SCHOOLS' ELECTRONIC DEVICES

iLearn Schools may furnish staff with school-owned electronic devices, including: cell phones, computer laptops and/or notebooks/tablets. School furnished electronic devices shall be issued for educational purposes related directly to the staff member's job responsibilities. The guidelines are as indicated:

1. The positions and types of devices purchased and issued shall be determined by the Lead Person in consultation with the business administrator and IT personnel, and approved by the Board of Trustees;
2. The Lead Person may approve school furnished electronic equipment based on the following criteria:
 - The job responsibilities performed may be facilitated by the equipment issues, and there is a job-related need for the device;
 - The school budgetary funds exist for the purchase and maintenance of the devices;
 - The devices are distributed in a fair manner. No employee is excluded from the issuance of a device for arbitrary and capricious reasons according to school policy 2224 Affirmative Action/Nondiscrimination.
3. Employees sign a loan of equipment agreement that includes board policy and regulations for the acceptable use of the Internet, school equipment, and the school network (6142.10 Internet Safety and Technology and 4119.26/4219.26 Electronic Communication by Staff).
4. The Lead Person or his/her designee shall be responsible for monitoring the equipment, and ensuring that it is used solely to perform tasks related to student instruction or other related educational purposes.
5. Use of the school furnished electronic device shall be for a designated period of time set forth in the equipment loan form signed by both the Lead Person and staff member issuing the device. The signed form shall be kept on file in the appropriate office.
6. Users of school furnished electronic devices shall not install any operating applications or utility software. It is also understood that the users shall not copy software from the computer laptops for installation onto another computer.
7. Any expenses that may be incurred by the staff member for personal communications on school furnished electronic devices, and in particular cell phones and iPhones, shall be the responsibility of the staff member.
8. Users who receive a school furnished electronic device under the terms and conditions of the board shall assume full responsibility for maintaining the hardware/software in good working condition. The users also shall assume full responsibility, including financial responsibility, for any damage to, or loss of, the system while it is in their possession.
9. Any exceptions to this policy will be addressed by the Lead Person on a case by case basis.

9.3 ELECTRONIC COMMUNICATIONS

iLearn Schools recognizes electronic communications, and that the use of social media outlets creates new options for extending and enhancing the educational program of the school district. Electronic communications and the use of social media can help students and staff members communicate in regard to: questions during non-school hours regarding homework or other assignments; scheduling issues for school-related co-curricular and interscholastic athletic activities; school work to be completed during a student's extended absence; distance learning opportunities; and other professional communications that can enhance teaching and learning opportunities between staff members and students. However, iLearn Schools recognizes that staff members can be vulnerable throughout electronic communications with students.



In accordance with the provisions of N.J.S.A. 18A:36-40, iLearn Schools adopted Policy #4119.26/4219.26 to provide guidance and direction to staff members in order to prevent improper electronic communications between staff members and students.

The Lead Person or the School Director will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the online, digital world, as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will place special emphasis on:

1. Improper fraternization with students using social networking websites over the Internet:
 - Teachers may not list current students as “friends” on networking sites;
 - All e-contacts with students should be through the district’s computer and telephone system;
 - All contact by coaches with team members shall be sent to all team members;
 - Teachers will not give out their private cell phone or home phone numbers without the prior approval of the district;
 - Inappropriate contact via email or phone is prohibited;
2. Inappropriateness of posting items with sexual content;
3. Inappropriateness of posting items exhibiting or advocating the use of drugs and alcohol;
4. Examples of inappropriate behavior from other districts, as behavior to avoid;
5. Monitoring and penalties for improper use of district computers and technology;
6. The possibility of penalties, including dismissal from employment, for failure to exercise good judgment in online conduct.

The Lead Person or his/her designees may periodically conduct Internet searches to see if teachers have posted inappropriate materials online. When inappropriate use of computers and websites are discovered, the School Directors and chief school administrator will download the offensive material and promptly bring that misconduct to the attention of the board’s personnel committee for review.

Cell Phones

School staff shall not contact parents’/guardians’ or students’ cell phones unless directed to do so by the parent/guardian or student. School personnel shall limit cell phone interaction with students to contact that pertains to legitimate school business. Legitimate school business includes:

1. Answering academic inquiries regarding homework, other classwork or assignments;
2. Scheduling appointments for school related conferences and/or extra help;
3. Clarifying classroom expectations and/or assignments;
4. Notifications related to classroom, club, or sports schedules, events, trips, assignments, or deadlines.

Cell phone contact with students shall be as brief and direct as possible. When brief contact is not sufficient and/or feasible to resolve the matter, teachers shall schedule face to face conferences during regular classroom and extra-help periods to confer with the student. No contact shall exceed three (3) replies.

Staff shall not send messages containing material that may be defined by a reasonable person as profane or obscene; messages that are racist or sexist, or that promote or illicit illegal or unethical activity; or messages:

1. That violate the district’s affirmative action policy;
2. That are personal in nature and not related to the business of the district;

3. That can be interpreted as provocative, flirtatious, or sexual in nature;
4. That contain confidential information to persons not authorized to receive that information.

Text Messages

No staff member, coach, or volunteer shall text message any student individually. All text messages to students shall be sent to the class, team, club, or organization.

Computer Communication

School personnel shall adhere to the following guidelines when sending or receiving messages via internal or external email:

1. All messages shall pertain to legitimate school business.
2. Personnel shall not reveal passwords to others. If a staff member believes that a password has been lost or stolen, or that the email has been accessed by someone without authorization, he/she should contact the Help Desk immediately. Email windows should not be left open on the screen when the computer is unattended.
3. Messages and email files shall be deleted in a timely manner. The network system operator may archive and then delete messages that are retained after 90 days unless other arrangements are approved by the Lead Person or the appropriate district personnel responsible for technology. The network system operator shall ensure that all email records are retained for the period of time specified by law and board policy 3570 Records (retained three (3) years for external correspondence and one (1) year for internal correspondence).
4. To ensure that federal copyright laws are not violated, staff shall not send messages that contain text without the author's permission.
5. Staff shall not send messages containing material that may be defined by a reasonable person as obscene; messages that are racist, sexist or promote illegal or unethical activity; or messages:
 - That violate the district's affirmative action policy;
 - That are personal in nature and not related to the business of the district;
 - That are broadcast to a large group of other personnel without a supervisor's permission;
 - That contain confidential information to persons not authorized to receive that information.
6. Personnel shall become familiar with the district's policies and regulations on staff and student access to networked information resources before initiating email use.

Employees learning of any misuse of the email systems shall notify the School Director immediately.

9.4 SOCIAL MEDIA

While all employees of iLearn Schools are permitted to participate in Social Media, we expect everyone who participates in online commentary to understand and to follow these simple but important guidelines. These guidelines cover all social media platforms including, but not limited to:

1. Social Networking Sites (Facebook, Myspace, Google+, Tumblr, Foursquare, LinkedIn);
2. Micro-blogging sites (Twitter);
3. Blogs (including company and personal blogs, as well as comments);
4. Video and Photo Sharing Websites (Flickr, YouTube, Instagram, Snapchat);
5. Forums and Discussion Boards (Google Groups, Yahoo! Groups);



6. Online Encyclopedias (Wikipedia, Sidewiki).

iLearn Schools recognizes the importance of the Internet in shaping public thinking about our school and our current and potential students, employees, and partners. iLearn Schools also recognizes the importance of our employees joining in and helping shape industry conversation and direction through blogging and interaction over social media. iLearn Schools is committed to supporting your right to interact knowledgeably and socially in the blogosphere and on the Internet through blogging and interaction over social media.

Consequently, these guidelines in this blogging and social media policy will help you to make appropriate decisions about your work-related blogging and the contents of your blogs, personal websites, postings on wikis and other interactive sites, postings on video or picture sharing sites, or in the comments that you make online on blogs, elsewhere on the public Internet, and in responding to comments from posters either publicly or via email.

Communication with Students

Employees of iLearn Schools are not permitted to communicate with students through the above listed social networking sites, including, but not limited to, adding students as “friends” via Facebook, or “followers/following” via Instagram. All digital communication between staff members and students shall be conducted via school email, and school-based and school monitored digital platforms, such as Schoology.

Confidential Information

iLearn Schools encourages you to write knowledgeably, accurately, and using appropriate professionalism. Despite disclaimers, your web interaction can result in members of the public forming opinions about iLearn Schools and its students and employees.

Employees of iLearn Schools are not permitted to disclose confidential information in regards to the school, students, policies and/or procedures. Do not disclose or use confidential or proprietary information about iLearn Schools in any form of online media. Sharing this type of information, even unintentionally, can result in legal action against you and the school.

Legal Liability

Recognize that you are legally liable for anything that you write or present online. Employees can be disciplined by the organization for commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment. You can also be sued by organization employees, competitors, and any individual or company that views your commentary, content, or images as defamatory, pornographic, proprietary, harassing, libelous, or creating a hostile work environment.

By following these simple guidelines, we ensure that the integrity of iLearn Schools and its employees is maintained through all digital media/communications.



9.5 EMPLOYEE ACCEPTABLE USE OF ELECTRONIC RESOURCES

Employees will not:

- Leave a computer unattended when they are logged in.
- Store electronic school related CONFIDENTIAL information on a personal device.
- Store electronic personal related CONFIDENTIAL information on a school device.

Passwords:

- Must be kept secretive since users are accountable for all work completed under their user ID (use of password for system access may be tracked and audited).
- May NEVER be shared (unless for obvious reasons, such as technical assistance).
- Are required to be changed if it is suspected that someone knows or has used it.
- Will be kept secure; NO Post-It® Notes or similar storage of passwords (Do not post passwords or store in accessible areas, such as unlocked desk drawers).

SECTION 10: GENERAL INFORMATION

10.1 SCHOOL CANCELLATION POLICY

All iLearn Schools' campuses will follow the Central Office decision with regard to school closings related to weather or other emergencies whenever possible.

As in any emergency, individual judgment must prevail over policies or procedures. Thus, every individual must make their own decisions about attempting to get to iLearn Schools unless iLearn Schools day is officially canceled.

10.2 SCHOOL REACH

iLearn Schools utilizes the School Messenger communication service to send important messages to faculty, staff, parents, and students. As such, it is important that all staff contact numbers be updated for accuracy by providing HR with the most current information.

10.3 USE OF ILEARN SCHOOLS' VEHICLES

Vehicles owned by iLearn Schools are to be used for iLearn Schools' business only and may not be used for personal business. Employees must obtain approval from the Lead Person before driving iLearn Schools' owned vehicles. In addition, the employee must have an appropriate valid CDL driver's license and obey all driving rules and regulations.

10.4 SCHOOL TELEPHONES

Only school related telephone calls should be made on school telephones. Calls specific to personal student information should not be made with students present.

10.5 CELL PHONE USE

No school employee will be allowed to use cell phones in the school classroom and common areas of the school unless they have prior approval by an administrator to utilize such electronic devices as part of their official duties or in the event of predicted family emergencies. Additionally, staff members are discouraged from talking on cell phones or sending text messages while entering/exiting the building. Cell phones may be used in the staff lounge.

10.6 INTELLECTUAL PROPERTY RIGHTS

Any materials created by staff members for use by iLearn Schools or produced using the staff or resources of the school, are works-for-hire, and all intellectual property rights are retained by the school.

10.7 COPYRIGHTED MATERIALS

Employees are expected to comply with the provisions of copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data, web material, and programs, etc.). Copyrighted materials are to be used in the classroom for educational purposes only. Duplication or back-ups of computer programs and data must be made within the provisions of the purchase agreement.

10.8 EMERGENCY/SUBSTITUTE LESSON PLANS

All teachers must prepare a substitute folder to be shared with the Assistant Director of Academics. Substitute folders must be regularly maintained by the teacher. The substitute folder must include:

- Daily schedule
- Classroom rosters
- Emergency lesson plans for at least three days
- Student groupings
- Seating charts
- Sufficient copies of all handouts
- Student medical conditions
- Citations
- Map of building
- Procedures for fire drill
- Any other material required for the plans to be followed

Having a comprehensive substitute folder will reflect planning on your part, and will ensure that instruction is not interrupted by the teacher's absence. It will also assist the substitute teacher in being able to smoothly manage class. If the absence extends through multiple days, the teacher must provide detailed lesson plans and activities for each class for everyday that he/she is absent.

The Assistant Director of Academics will provide the due date for substitute plans. Plans may be emailed to a colleague to keep instructional content current with the activities underway in the class that week, but this still does not replace the substitute folder requirement.



10.9 E-MAIL, MAILBOXES, AND MAIL

Staff should check emails at least three (3) times a day - at the beginning of the day, during lunch, and at the end of every school day, if not more often. Each staff member is assigned a mailbox by the main office at the beginning of each school year. Names are placed under each mailbox. Personal incoming mail and internal memos are placed in the mailboxes. Teachers may receive mail and faxes at the school's address and number. Mailboxes should be checked at least once per day.

A basket is also available in the main office for outgoing mail. Outgoing mail should be in the office by 10:00am to ensure posting on that day.

10.10 SOLICITATION AND DISTRIBUTION

There will be no soliciting of employees by other employees or any person anywhere on iLearn Schools' property unless prior approval is obtained in writing from the Lead Person. This includes selling and delivery of merchandise (e.g., Girl Scout cookies, Tupperware, or tickets to fundraising events) and/or the distribution of literature, petitions, etc.

10.11 SCHOOL OFFICE

A business-like atmosphere is expected to exist in the front office at all times. Most visitors only see the outside of the school and the office from which they form the basis for opinion of the school—therefore, it is imperative that the teachers and other staff members refrain from congregating in the front office.

10.12 DAILY ANNOUNCEMENTS

Every morning, students and teachers will listen to daily announcements and other relative information. Teachers are also expected to read announcements as part of the routine daily schedule. Afternoon announcements are usually made during the last five (5) minutes of the day. Any staff member who wishes to have an announcement broadcast to the school should see office personnel for the protocol.

10.13 STUDENT DISCIPLINE

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Code of Conduct and Student Handbook. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management procedures that have been adopted by the district. Other employees that have concerns about a particular student's conduct should contact the classroom teacher or campus School Director.

Teachers must file a written report with the Assistant Director of Operations when they have knowledge that a student has violated the Student Code of Conduct. The School Director or administrator will send a copy of this report to the student's parents within 24 hours.

Discipline should be handled by the professional staff members to the furthest extent possible. The staff member should confer with the student, School Director, and parents in regards to all unusual problems. Cooperation and understanding between the parents and the school can often eliminate problems before they develop into unpleasant situations.



10.14 STUDENT RECORDS

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records. The following people are the only people who have general access to a student's records:

- Parents of a minor or of a student who is a dependent for tax purposes
- The student (if 18 years or older, or if attending an institute of post-secondary education)
- School officials with legitimate educational interests

The student handbook provides parents and students with detailed information on student records. Parents or students who want to review student records should be directed to the campus School Director for assistance.

10.15 TEXTBOOK RESPONSIBILITIES

Staff members are responsible for the control and use of textbooks by students, including control of classroom sets. Textbooks should be checked regularly for covers, damages, etc. Please notify the School Director when a student loses or damages a book. It is the student's responsibility to pay for the lost/damaged book. Do not issue another textbook without authorization from the main office.

10.16 LOST AND FOUND

Lost and Found items are turned into the main office.

10.17 ID CARDS

Each staff member is responsible for his/her ID card issued at the beginning of each school year. ID cards should be kept with the person to whom they have been issued at all times. ID cards should be worn at all times.

10.18 GRIEVANCES

Disputes that arise throughout the course of employment and school operation shall be resolved in accordance with the following grievance procedure, which is designed to promote equitable settlement of grievances at the lowest appropriate level, and to facilitate an orderly process for the resolution of grievances.

For the purposes of this policy, "grievance" means an unresolved problem concerning the application or interpretation of any applicable or school policies, regulations or procedures; "grievant" is a school employee who alleges a grievance; "party" means the grievant or any person named in the grievance as allegedly having violated a law, bylaw, policy, or regulation; and "day" means a school or work day.

There will be no reprisal of any kind taken against any employee or employee's representative for participation in a grievance.

Any grievance should, at the first instance, be discussed in one or more private, informal conferences between the parties involved or between the grievant and his/her immediate supervisor. A grievance not resolved in one or more such private meetings may be processed in accordance with the following procedure:

Level One: Within three (3) days of the occurrence of the act or omission giving rise to the grievance, the grievant must present his/her grievance in writing to his/her immediate supervisor. The written document will be a clear, concise statement of the grievance, and will include the policy, regulation, or procedure that the grievant alleges to have been violated; the factual circumstances on which the grievance is based; the person or persons involved; the decision, if any, rendered at the private conference; and the remedy sought. Within seven (7) days, the supervisor shall present a decision to the grievant in writing. If the supervisor does not respond during the time permitted, the grievant may appeal to the next level.

Level Two: A grievant not satisfied with a decision at Level One may appeal that decision in writing to the Human Resources Coordinator within three (3) days after receipt of the decision or the expiration of the time during which the decision must be rendered. The written appeal will include a copy of the original grievance; the decision rendered, if any; and a clear, concise statement of the reasons for the appeal of the decision. The Human Resources Coordinator shall present a decision to the grievant within seven (7) days. If no decision is rendered within that time limit, the grievant may appeal to the next level.

Level Three: A grievant not satisfied with a decision at Level Two may appeal that decision in writing to the Lead Person within three (3) days after receipt of the decision or the expiration of the time during which the decision must be rendered. The written appeal to the Lead Person will include copies of the original grievance, the appeal of that grievance at Level Two, and the decision, if any, rendered at Level Two. Within ten (10) days after the delivery of the appeal, the Lead Person shall submit a decision in writing together with the reasons that support that decision to the grievant and any other party to the grievance. (Policy 4118)

The decision of the Lead Person shall be final.



APPENDIX A

iLearn Schools' Contractual Staff Requirements - ACTIVITIES 2023-2024 Academic Year Grades PK-6

Welcome to iLearn Schools' network. Whether you are a returning staff member, or new to our campus family, there are myriad activities that occur on our campus that you may become involved in. iLearn Schools' students are noticeably involved in co-curricular and extra-curricular activities; it is this passionate and competitive drive that not only brings out greatness in our students, but unmatched support and commitment from our staff, families, and the community-at-large.

Every campus staff member is contractually obligated to participate in the following school-wide events:

Back to School Night (September)

All Parent/Teacher Conferences Fall/Spring (TBD)

*Winter Concert (December) **and** Spring Concert (May)*

*Should a staff member not attend any of the mandatory events above, they must assume an additional activity to make up for the missed activity with prior approval of the School Director. Should a staff member not fulfill these contractual obligations, the staff member will be deducted ½ day pay for **each** required, yet unfulfilled obligation.*

Additionally, all staff members are **contractually obligated** to volunteer at **two annual, extra-curricular events in addition to those listed above**. Volunteering at these events generally includes, but is not limited to: setting up before, cleaning up after, running a table/stand/booth (tickets, snacks, etc.), and supervision. **These events occur OUTSIDE of the standard school day, and typically require a minimum of four hours, including set-up and/or clean-up time.** *Please note: Should you receive an additional stipend/compensation for participating in these activities, this will negate the earned staff credit for obligation. Should a staff member not fulfill these contractual obligations, the staff member will be deducted ½ day pay for **each** required, yet unfulfilled obligation.*

Campus AC's will provide the total number of volunteers who are needed, and the number of volunteers who may be approved for each event. PTO events may be considered at the discretion of the School Director.

Potential events may include:

Family Picnics

Cultural Pride Celebrations

Movie Nights

Family Science Night

Family Math Night

Family Literacy Night

Grandparents' Night

Student Socials/Dances

Winter Plays/Spring Musicals

Art Showcases

Academic Olympiads

IDOL Competitions



Makers' Festivals
PTO-sponsored Events

*Sporting Events** (as indicated by the
Athletic Coordinator)*

iLearn Schools District Wide events

****Please note:** Volunteering at PTO-sponsored events and iLearn Schools' sporting events are approved activities; however, some sporting events (selling concessions, keeping time, etc.) might not meet the four-hour duration general guidelines. Therefore, **activities such as these that are shorter in duration** may be combined, and **TWO** of these activities will meet **ONE** contractual obligation requirement.

The activities calendar will be shared with you in August. Additional events, dates, and times will be added to the calendar as they emerge. Should you take the lead for any activities/events on your campus over the course of the year that you feel would need volunteers over a 4+ hour time period outside of school hours, please e-mail **both** your School Director **and** campus activities coordinator for approval. Volunteer hours are documented by the Campus Activity Coordinator and submitted to the Campus Director and HR for evaluation at the end of the academic year.

Additionally, it is strongly suggested that each staff member attend one annual PTO meeting. This provides you the opportunity to meet families and present any special programs and accompanying financial support requests directly to the organization. The PTO is a welcoming, helpful asset for our students and teachers and your involvement is always appreciated.

Employee Name (*signature required*)

Date



EMPLOYEE ACKNOWLEDGMENT

I have received a copy of and have been instructed to read the foregoing iLearn Schools’ Personnel Handbook. I understand that it is not a binding contract, but it is a source of information and a set of guidelines for implementation of personnel policies. I understand that iLearn Schools can unilaterally rescind, modify, or make exceptions to any of these policies, or adopt new policies, at any time, with or without notice.

EMPLOYEE'S SIGNATURE

PRINTED NAME

DATE

Please sign this page and return it to Human Resources immediately.

A copy of this acknowledgement will be retained in your personnel file.