



2017–2018

Staff Handbook

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<p>Campuses</p>	
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Orenda Charter Schools is an equal opportunity employer and provides educational programs and services which do not discriminate on the basis of age, national origin, race, sex, color, religion, disability or against any other legally protected group. Complaints should be addressed to the superintendent, Richard Rickey at 512.869.3020.



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Board of Directors

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Travis Graves, Vice-President
Liz Mealy PhD, Member
Herman Matthews, PhD, Member
Mick Swope, Member

Administration

Richard Rickey, M.A.,M.P.H., School Superintendent
Carla Silber, M .Ed., Chief Operating Officer
Teresa Moreno, PHR, Director of Human Resources
Tommy Turner, Director of Community Relations
Margina Escobar, M.P.A., Director of Financial Services
Albert Rodriguez, Director of Technology
Ashely Kjos, Director of Development
Mercathea Hughes, M. Ed., LSSP, Director of
Special Education

**Orenda Education —
Sponsoring Entity**

Andrew Cottrill, Board President
Richard Rickey, CEO



A Message from the Superintendent

Welcome to Orenda Education! We are pleased that you have joined us and we know that your contributions will assist us in being a leader in providing quality educational services.

As an employee of Orenda, it is your responsibility to be knowledgeable about the contents of the employee handbook. Please take time to read it carefully, familiarizing yourself with its contents as soon as possible, because the handbook should answer many of your initial and ongoing questions about your employment with Orenda.

While the information contained in the handbook should give you answers to most of the general questions you might have about your job or Orenda's programs and practices, it is not intended to cover every situation that might arise. If you have questions about these guidelines or need further information about a specific policy, please consult with your supervisor or the Human Resources Department.

We hope that you find the Orenda Employee Handbook full of helpful and valuable information about the policies, benefits, practices, and opportunities available to guide and assist you in performing to the best of your ability and developing and realizing your potential as a valued employee.

Again, we are glad you have joined us and look forward to an association that is professionally rewarding and serves the best interests of students.

Richard N. Rickey

Richard N. Rickey, Superintendent



Company History

Incorporated in 1995, Orenda Education started out as a private not-for-profit organization that operated an emergency shelter for children who had been abused or neglected. The organization grew and eventually owned and operated a comprehensive behavioral healthcare system serving children and adolescents that included an emergency shelter, a psychiatric hospital, a residential treatment center and a psychiatry group practice clinic.

Orenda obtained a school charter in 2001 (generation 7) from the Texas State Board of Education and launched Orenda Charter Schools, a subsidiary of Orenda Education in January, 2002 to serve the school age patients being served in the Orenda behavioral healthcare system. A new school philosophy and structure was introduced. Teachers who fit the new educational model were hired. The Circle of Courage educational philosophy and curriculum was implemented and by the second year students began making dramatic strides in academic performance.

In 2005 the Orenda Education governing board decided to focus the organizations mission solely on the education of students. The hospital, residential treatment center and clinic were sold. The net proceeds from the sale of the company's healthcare programs and assets are being utilized to open additional Orenda schools.



Mission, Vision, and Core Values

Mission:

To create new and innovative school choice opportunities for families seeking an alternative to the large, more traditional public school system.

Vision:

To be a leader in the charter school movement, providing life-changing academic instruction to students who may not reach their academic and human potential in the large, more traditional public school system.

Core Values:

Belonging – Mastery – Independence – Generosity

Orenda schools are based on the “Circle of Courage” philosophy. The Circle of Courage is an integrated, holistic approach to child development and learning intended to promote a sense of belonging, mastery, independence and generosity. The Circle of Courage serves as a moral character development guide for our faculty and our students and helps set the tone for the students to become successful academically. At the core is our commitment to provide a school culture where all our staff and students feel welcomed and know they are a vital part of the school community (**Belonging**). We believe that each student has unique talents and gifts that must be discovered before the student can begin to feel competent. Increased competency enhances self-esteem and provides the motivation for further achievement (**Mastery**). At Orenda schools, our goal is to provide a stimulating academic experience where students can grow, develop and have ownership over their learning. Our schools are a place where students can have the freedom to learn in their own style, at their own pace and through their own interests (**Independence**). We also believe every student has a tremendous capacity for good will. We teach the importance of being generous and unselfish and expect our students to serve the school and the community through participation in our various service clubs (**Generosity**).



Staff Guidelines

Basic Principles

Orenda Education is dedicated to full compliance with all applicable laws and regulations governing our work. We conduct our business affairs and employment relationships in the most professional and ethical manner possible. The policies contained in this section of the employee handbook describe the basic principles that guide our compliance programs and employee relations practices.

Ethical Practices

Orenda Education is committed to providing quality services in a highly ethical manner. The purpose of the Policy on Ethical Practices is to help prevent violations of law and also to establish standards of conduct so that Orenda has a reputation for unquestioned ethical practices. Orenda employees, associates and board members are expected to maintain their conduct according to the principles outlined in the Policy.

Conflicts of Interest

Each employee owes a duty of loyalty to our company. Employees shall avoid any activity that may involve, or may appear to involve, a conflict of interest with their obligations to Orenda or the school in which they work.

Orenda employees shall not use any information about Orenda or its schools for their personal benefit. Employees should disclose business information only as required in the performance of their job duties or as expressly authorized by Orenda. Violation of this policy may result in personal liability to the employee for any benefit gained from improper use of such information or any damages sustained by Orenda or its subsidiaries as a result of improper disclosure of such information.

Employees should immediately disclose any potential conflicts of interest involving Orenda or its schools and themselves or their immediate families (including spouse or children). The Disclosure Statement form should be used for this purpose.

If you believe an inappropriate, improper, unethical, or illegal practice is occurring, or has occurred at Orenda, you must report the activity immediately. You are encouraged to inform your immediate supervisor or, in lieu of that, any member of management, the Company Chief Executive Officer or a Company Board Member.



Equal Employment Opportunity

It is the policy of Orenda that all persons are entitled to equal employment opportunity regardless of race, color, religion, sex, national origin, age, disability, or any other status or trait protected by state, federal, or local law. Additionally, it is the Company's policy to provide promotion and advancement opportunities in a nondiscriminatory fashion.

Sexual Harassment

It is the policy of Orenda that, as an employee, you and your work environment shall be free from all forms of sexual harassment. Unwanted verbal and physical conduct of a sexual nature by any employee, supervisor, manager or vendor, including sexual advances, requests for sexual favors or other such conduct is illegal and strictly prohibited.

What is Sexual Harassment? Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, and that fails to respect the rights of others, and, therefore, interferes with our work effectiveness.

Sexual harassment is unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature that either implies or clearly states that your employment is dependent on submission to such conduct or behavior. It also includes employment decisions that are made concerning you based on your submission to or rejection of such conduct and conduct that has the purpose or effect to create sexually intimidating, hostile or offensive work environment.

Sexual harassment may be overt or subtle. Whatever form it takes – verbal, non-verbal, or physical – sexual harassment is insulting and demeaning to the recipient and will not be tolerated in the workplace. The prohibition against sexual harassment applies not only to the workplace during normal business hours but also to all work-related social functions, whether on company property or not, and to business-related travel.

Reporting - It is imperative that you be aware of the avenues for reporting harassment that are available to you. If you feel you are being subjected to sexual harassment in the workplace by a co-worker, manager, supervisor or other individual (whether employed by the Company or not), or if you believe your employment is being adversely affected by such conduct, you should report the alleged act immediately to your supervisor or the Director of Human Resources.

Investigative Process - All complaints will be handled in a timely and confidential manner in order to protect you, encourage the reporting of any incidents of sexual harassment and protect the reputation of any employee wrongfully charged with sexual harassment.

All employees, managers and supervisors are expected to comply with this policy and cooperate in any investigation surrounding allegations of sexual harassment. Investigation of a complaint normally includes conferring with the parties involved and any named or apparent witnesses. You will not be



subject to coercion, intimidation, retaliation, interference or discrimination for filing a complaint or assisting in an investigation.

Disciplinary Action - Appropriate disciplinary action, up to and including discharge, will be taken based on the outcome of the investigation and the seriousness of the offense.

Americans with Disabilities Act

Orenda complies with the provisions of the Americans with Disabilities Act (ADA) and does not discriminate against any individual in recruitment, interviewing, or hiring, or during the course of employment with the company. As required by law, Orenda will provide reasonable accommodation for a known disability of an applicant or employee, unless the accommodation would cause an “undue hardship” on the operation of our business.

Drug Free Workplace

Orenda is committed to providing a safe work environment and to fostering the well-being and health of its employees. That is jeopardized when any Orenda employee illegally uses drugs on or off the job, comes to work under their influence, possesses, distributes or sells drugs in the workplace, or abuses alcohol or inhalants on the job.

Violations - It is, a violation of company policy for you to use, possess, sell, trade, offer for sale, or offer to buy illegal drugs or otherwise engage in the illegal use of drugs on or off the job. It is also a violation of company policy for you to work under the influence of or the impairment by alcohol. Further, you are prohibited from using prescription drugs illegally, i.e., to use prescription drugs that have not been legally obtained or in a manner or for a purpose other than as prescribed.

Disciplinary Action - If you are found in violation of this policy you will be subject to disciplinary action up to and including immediate termination. The goal of this policy is to balance our respect for individuals with the need to maintain a safe, productive and drug-free environment. The intent of this policy is to offer a helping hand to those who need it, while sending a clear message that the illegal use of drugs and the abuse of alcohol are incompatible with employment at Orenda.

Treatment - Benefits may be available for alcohol/substance abuse treatment if you are enrolled in a health plan offered by Orenda. Both inpatient and outpatient coverage is available to the extent specified in the plan document. You should review your summary plan description for an explanation of the approved benefits. You will not be subject to discrimination or retaliation in the workplace should you seek treatment or if you are considered to be recovering from addiction.

Testing - Since Orenda Schools can be collocated with a partnering facility, all Orenda campus employees must abide by the drug and TB testing required by the partnering facility. To ensure that drug and/or alcohol use or misuse is not recurring, your supervisor may request a drug test or evidence that you are participating in a drug rehabilitation program if reasonable suspicion of substance abuse occurs.



To maintain a Drug Free Workplace, Orenda reserves the right to conduct pre-employment substance abuse testing. Orenda will not discriminate against applicants for employment because of a past history of drug or alcohol abuse. It is the current illegal use of drugs and/or use of alcohol in violation of Company policy that Orenda will not tolerate.

Orenda reserves the right to test any employee for drug, alcohol or inhalant use if there is probable cause to believe that the employee is working while under the influence of drugs or alcohol.

Search of Personal Property - In the course of an investigation of drug use, inhalant use and/or use of alcohol in violation of the policy, Orenda reserves the right for a Company employee or representative to conduct a search of your person, desk, locker, automobile, briefcase, purse, or any other personal property that has been brought onto the company's property.

Employment at Will

Orenda employs you for an indefinite term and your employment may be terminated with or without cause, at any time, at the will of either you or the Company. No employee of the Company is authorized to represent or offer to any applicant, prospective employee or present employee, employment on terms other than this without specific written authorization from the Orenda CEO. It should be clearly understood that this Employee Handbook does not constitute a contract of employment or any other type of contract. The Company may change or modify these or other policies or procedures relating to employment matters from time to time as it considers appropriate in its sole discretion either in individual or corporate-wide situations without notice to you.

All corporate policies and procedures are interpreted and applied by the Company at its sole discretion, and its decisions in this regard are final. Under no circumstances are the policies and procedures set out in this Employee Handbook or in other communications to you promises by the Company that your employment will always be governed by them.



Your Job and Opportunities

To a large extent, your individual success and the successful performance of your department depend upon the quality of teamwork between you and your supervisor. One of your supervisor's fundamental responsibilities is to inform you of your job duties and answer questions about your job. This section of the employee handbook will provide you with additional information on other aspects of your work, such as internal job opportunities, employment eligibility, performance evaluation and training and development within the Company.

Job Openings

It is the policy of Orenda to fill job openings from qualified candidates. Generally, you should be employed at least six months before applying, internally, for posted positions unless your supervisor gives you express permission.

Job openings are usually posted on the Company's web site or through other notice methods by Human Resources. Qualified, interested employees have the opportunity to apply for open positions upon notifying their current supervisor of their interest.

Internal transfers must be in good standing which includes performance, attendance, punctuality, attitude, circle of courage values that support and incorporate our mission and vision. In addition, internal transfers will complete the regular job opening process such as application, interview, etc. If chosen for an open position by the Hiring Manager, HR will be notified and an offer letter will be made.

Employment Eligibility

Authorized Workers - It is the policy of Orenda to hire only authorized workers. Persons who are not citizens of the United States will be considered for employment on the same basis as citizen applicants, subject to the laws and regulations of the Immigration Reform and Control Act of 1986 and those agencies having jurisdiction over aliens. Orenda will verify the employment eligibility and identity of each new hire. Human Resources must attest that examination of the document(s) specified on the I-9 Immigration and Naturalization Form has been made.

Age Requirements - Candidates for employment must have reached at least their eighteenth birthday. The age limitation stated above is the only limitation related to age and employment utilized by Orenda.

Employment of Relatives - It is the policy of Orenda that relatives shall not be hired, transferred, promoted and/or demoted on either a temporary or regular basis into positions of a supervisory/subordinate relationship.

Marriage of Employees - In the event that the marriage of two employees results in either the husband or wife being in a supervisory/subordinate relationship, a transfer, promotion or demotion of one of



the employees is required within six months after the date of marriage. If no suitable opening is available, one of the employees will be required to give proper termination notice or the employee with the least Orenda service will be involuntarily terminated.

Pre-employment Screening - Background investigations, including criminal background checks, are conducted on all new and/or rehired personnel within the guidelines of Orenda policy (and/or Federal, State, and local law, if different), when an offer of employment has been extended. Additionally, pursuant to Senate Bill 9, all employees of Orenda Education must be submitted to Texas Education Agency (TEA) for a review of criminal history reports and to be identified for fingerprinting through FAST Fingerprint Pass. Employment with Orenda is conditional based on the result of the screening and an adverse report could result in termination of employment.

Licensing and Certification - If you are in a position that requires licensure or certification you must maintain current, up-to-date licensure or certification with the appropriate state or national board or agency. Orenda will verify all licenses and, if permitted by applicable state requirements, may maintain a copy of your current, valid, and required licenses, registrations and/or certifications. You will not be allowed to continue working without the required current licensure or certification for your position.

You are responsible personally for maintaining current license, registration, and/or certification at all times. You must present your renewal to Human Resources and/or your supervisor before the expiration date. The new verification form or licensure copy will be filed in your personnel file.

Employment Categories

Orenda maintains different employment categories based upon the frequency and number of hours of work normally scheduled for the employee.

Regular, Full Time - You are a regular full-time employee if you work, on a regularly scheduled basis, more than 30 hours per week and your employment is for no definite term. All benefits offered by the Company are available to you as a regular full-time employee.

Regular, Part Time - You are a regular part-time employee if you work, on a regularly scheduled basis, less than 30 hours per week but at least 15 hours per week. Regular part-time employees are employed for no definite term and are entitled to limited employee benefits.

Performance Management

A good orientation helps you adjust to your new work environment and become a productive team member more quickly. Giving you the information and attention needed to start a new job reduces the possibility of future misunderstandings or problems.



Orientation

During orientation, you will have an opportunity to hear about and discuss a variety of issues affecting your employment including information about the history and development of the Company and the facility, benefits, compensation and corporate compliance. In addition, organizational structure and department functions may be discussed. Orientation into the department, when appropriate, will normally be conducted by your immediate supervisor. A departmental orientation should include a review of your functional role and the setting of performance goals and objectives.

Evaluation Process

Your supervisor is responsible for establishing qualitative and quantitative job expectations for the positions he or she supervises. It is his or her responsibility to discuss these expectations with you and rate your performance in relationship to these standards.

Orenda Teacher Evaluation and Support System (O-TESS)

Orenda uses the T-TESS rubric with a modified evaluation process. The O-TESS process consists of beginning-of-year goal setting, mid-year goal progress coaching conference, a minimum of three walkthroughs, teacher self-assessment, and end-of-year summative conference.

Orenda Principal Evaluation and Support System (O-P ESS)

Orenda uses the T-TESS rubric with a modified evaluation process. The O-P ESS process consists of beginning-of-year goal setting, mid-year goal progress coaching conference, principal self-assessment, and end-of-year summative conference.

If you are a new employee, your supervisor will conduct a performance review after your probationary period which is the first 90 days of service. Your supervisor should review your performance on at least an annual basis and document the quality of your performance for each objective as compared to the performance standards established for your job.

Annual performance evaluations are done at the end of the academic year. However, your supervisor may wish to complete a formal review when:

- Counseling becomes necessary due to deficiencies in your job performance, or
- Your job performance has improved significantly (and consistently) since the last Performance Evaluation, or
- Your position responsibilities have changed significantly.

Once your supervisor has reviewed your Performance Evaluation with you, it should be signed to indicate receipt of the Performance Evaluation and submitted to Human Resources for inclusion in your personnel file. Refusal to sign the evaluation does not void the process or prevent the document from being included in your file.



Job Performance Improvement

Your Supervisor should consistently provide you with ongoing feedback about your job performance. Creating a growth plan, performance coaching and other positive performance improvement actions may be taken to correct deficiencies when your performance is not meeting expectations.

A three-step approach to correcting relatively minor but continuing or serial performance deficiencies is used at Orenda. Performance coaching includes verbal counseling, one or more written warnings and finally, termination from employment if you are unsuccessful in improving performance to expected levels.

Depending on the severity of the situation, steps may be eliminated when deemed appropriate. When a very serious offense is involved, immediate termination may be appropriate and will supersede the three-step corrective action approach. Violations requiring investigation may also warrant suspension prior to final action.

Employee Development

It is the Company's policy to do all that it reasonably can to contribute to the advancement of knowledge and skills of all Orenda employees. The Company also seeks to establish and maintain a work environment that fosters the growth and development of your career and contributes to your overall job satisfaction. Orenda also encourages you to be involved in professional organizations that will enhance your position in the Company and furnish you with ongoing continuing education that provides both personal and professional benefits.

Leaving Your Employment

Since employment with Orenda is based upon continuing mutual consent, either you or Orenda may discontinue employment at any time with or without cause or notice.

Resignation with Notice - We request that you provide a written notice of your intent to leave Orenda employment. The notice should be at least two weeks for non-exempt employees and at least four weeks for exempt employees prior to the last day of employment. Your notice of resignation should include the reason for leaving and the last day you will work. You must be actively at work on your final day of employment. If you resign from the Company with proper notice (minimum of two weeks) you may be considered favorably for future re-employment with the Company.

Resignation without Notice - If you provide no prior notice or less than the requested notice you will be considered to have terminated without notice. Since this type of resignation is documented as such in your file, it may negatively affect your chances for future employment with Orenda.

Involuntary Termination - You are considered to be released from the Company when you are terminated due to a lack of work, reorganization, reduction-in-force, or other management decision that is based on factors outside of your control.



Discharge - Discharge occurs when you are not satisfactorily performing your assigned work or when your misconduct is serious enough to warrant termination.

Benefits at Termination - Human Resources will provide you with information concerning your benefits at termination. Human Resources may also conduct an exit interview with you to determine the reason for termination and as a method to uncover problems/situations that may have led to your termination decision.

References - All requests for references on former employees or requests for information on current employees should be directed to and only handled by the Human Resources Department. Dates of employment, positions held, and location are the only information that will be provided on current or former employees.

Providing unauthorized references for current or former employees including verbal, personal, professional or “off the record” references are in violation of Orenda policy and may be cause for disciplinary action up to and including termination.

Re-employment

If you are an applicant for re-employment you will be considered on the basis of your qualifications and experience, including your previous work record with the Company.

Although the reasons for prior termination do not automatically exclude or qualify you for re-hire, they are important factors that should be considered in determining your suitability for re-employment. To be eligible for re-hire, you should have left the Company in good standing. Good standing is voluntary termination with appropriate notice or involuntary termination for which the employee was not at fault.



Working Together

Conduct

All employees are expected to conduct themselves and behave in a manner conducive to the efficient and productive operation of Orenda.

To maintain an orderly, safe, and respectful work environment, Orenda will respond to and correct inappropriate employee behavior or conduct. Minor violations of Orenda policy or work rules may warrant only a written warning, while severe or repeated violations may warrant immediate termination.

When your personal conduct does not conform to the philosophy or policies of Orenda the Company may take disciplinary action, up to and including termination.

Confidentiality

During the course of your employment, you often learn confidential and restricted information regarding Company operations, employees or students. Company information should be treated with the utmost confidentiality and should not be discussed with any person outside the Company.

The law requires that you keep information about student health and other personal information in the strictest confidence. Personal information concerning a student should never be discussed, except on a need-to-know basis, either inside or outside the Company and may never be released without proper authorization.

Release of confidential information is not only a serious breach of ethics, but also may involve legal proceedings and loss of job. Inquiries by any person or organization should be directed to your supervisor or the CEO/Superintendent. Release of information that is considered confidential will subject you to disciplinary action up to and including termination.

Media Inquiries - Inquiries of a routine, informational or local school campus nature regarding a specific Orenda school should be directed the school Principal or to the Department of Community Relations and Development. You should refer all specific inquiries from the media regarding Orenda, and/or Orenda plans in general to the Orenda CEO.

Legal Inquiries - All contact by or inquiries from attorneys or other legal counsel not representing Orenda should be directed to the Orenda CEO immediately.



Employee Records

Personnel files are business records of the Company and are the property of Orenda. Orenda maintains accurate up-to-date confidential employee records within the Human Resources Department.

You may review your personnel record, with a member of the Human Resources staff in attendance, with at least one day's notice. You may not copy any documents in the file without prior approval of Human Resources. Review or photocopying of personnel documents by former employees is not permitted except as required by law.

Problem Solving Procedure

You are encouraged to work with your supervisor to problem solve employment and work-related problems. If you feel the problem remains unsolved after such effort you are encouraged to contact the next line supervisor (the person that your supervisor reports to) to seek resolution.

Relationships at Work

It is your responsibility to establish and maintain an appropriate and professional relationship with each co-worker, student, or other customer you come into contact with. In a like manner, Orenda is committed to your safety and well-being and discourages the expression or demonstration by a co-worker, student or other customer of inappropriate social and/or sexual behavior toward any Orenda employee. You are required to report any such inappropriate behaviors expressed or exhibited toward employees or by fellow employee members towards others.

Some relationships between employees can interfere with company morale, create the risk of favoritism, or give the appearance of favoritism. Relationships of a romantic or sexual nature may also lead to claims of sexual harassment if only one party later wishes to end the relationship. You should understand that while you may date another employee, if you feel pressured to date or otherwise become involved romantically with anyone that you do not wish to be involved with, you should notify Human Resources.

While Orenda does not seek to interfere with your personal life or your off-duty conduct, we do feel it is appropriate to discourage romantic or sexual relations between employees in order to maintain a professional atmosphere free from distractions, favoritism and improprieties. Under no circumstances, can an employee have a romantic or sexual relationship with a student. This would be subject to an investigation up to and including termination.

Employees who become involved in a mutually romantic relationship with another employee cannot also have a worker – supervisor reporting relationship. Management should be notified when this occurs so that the reporting lines of authority may be changed when possible.



A married employee involved in a romantic or sexual relationship with another employees is considered to be inappropriate behavior and are grounds for termination if not stopped immediately upon notice.

Smoke Free Workplace

In accordance with school law's zero tolerance, and because Orenda feels a responsibility to provide and maintain a healthful, clean and safe working environment, smoking is not permitted at the Orenda corporate and school locations.

You are encouraged to accept the responsibility of informing our visitors of the Company's smoke free workplace policy.

Solicitation

It is recognized that there are many worthy causes in which Orenda employees have an interest. However, some limitations must be imposed on solicitation activities to avoid disruption of company operations.

You may not solicit others or distribute literature for any cause during working time. Working time does not include break periods and meal times, or other periods during the workday when the employees are not properly engaged in performing their work tasks.

Only approved Orenda charitable solicitation campaigns may be conducted on Company property during work times. Only the CEO may approve those campaigns/programs for which solicitation will be made.



Your Work Environment

Your safety and security, as well as that of our students and other customers, is of the utmost importance to Orenda. This section of the handbook provides you with information on school and facility-based safety programs, your personal safety while working for Orenda and the security requirements for all Orenda data information systems and media.

Workplace Safety

Orenda has a safety program that provides for the protection of property and personal safety of employees, visitors and students.

Accidents - Orenda safety and loss prevention programs will provide specific procedures to handle incidents involving injuries to employees, visitors and students. In the event of an accident you are to report this immediately to your supervisor.

Fire Safety - To provide for the protection of life and property, all Orenda owned or leased facilities and schools prepare and execute fire emergency plans as part of the safety and loss prevention program and in compliance with local rules and regulations.

Student Transportation - Transporting **students in personal vehicles is strictly prohibited.**

Orenda is committed to providing a safe workplace that is free from violence or threats of violence. Any and all acts of violence in the workplace are prohibited and subject to disciplinary action, up to and including discharge. Additionally, any and all threats of violence, direct or indirect, serious or said in jest, are prohibited. All threats will be taken seriously and are subject to disciplinary action, up to and including discharge.

Employees concerned about family violence being brought into the workplace or onto the work parking lot are encouraged to notify their supervisor or the Human Resources Director.

Any employee who receives a protective or restraining order that lists Orenda as a protected area is required to provide the HR Director with a copy of the order and information requested by Orenda to identify the individual subject to the order.

Personal Safety and Security

It is the Company's intention to safeguard our employees while on the job, as well as protect Company property. Therefore, you are required to report to your supervisor or assigned security officer any concern you may have regarding personal or property security.

Searches and Inspections - All Company property, including but not limited to lockers (whether secured by a lock or otherwise), desks, file cabinets, and contents held by facility personnel and company vehicles, is subject to a search at any time. You are discouraged from bringing personal items to work.



The Company may, from time-to-time, search and/or require you to allow searches of briefcases, tool boxes, packages, purses and other belongings, including personal vehicles, brought onto Company property when deemed necessary and at management’s sole discretion. Any failure on your part to cooperate fully with any search or inspection may lead to disciplinary action, up to and including immediate termination.

Information Security

Orenda continues to adopt and make use of new means of communication and information exchange. This means that you may have access to one or more forms of electronic media and services, including computers, e-mail, telephones, voice mail, fax machines, external electronic bulletin boards, on-line services, and the Internet.

Employee Access and Use - Orenda encourages the use of these media and associated services because they can make communication more efficient and effective and because they are valuable tools for use in accomplishing the Company’s business objectives. However, you should remember that electronic media and services provided by Orenda and created for Orenda are Company property and their purpose is to facilitate and support Company business. Electronic media and services provided by Orenda are not for personal use.

You will have access only to those information resources necessary for the performance of your duties. You may not disclose or enable access of information resource to unauthorized persons and you should never compromise, disable, or destroy any information resources.

Electronic media cannot be used for knowingly transmitting, retrieving, or storing any communication that is:

- Discriminatory or harassing;
- Derogatory to any individual or group;
- Obscene;
- Defamatory or threatening; or
- Engaged in for any purpose that is illegal or contrary to Orenda’s policy or business interests.

Non-compliance with the information security policies, standards, or procedures is grounds for disciplinary action, up to and including termination, and civil and/or criminal prosecution. The appendix of this handbook contains an Acceptable Use Agreement that must be read and signed by all employees.

Company Access to Employee Files - While the Company does not routinely monitor electronic information created and/or communicated through electronic media, individual use patterns may be monitored. Such monitoring may be used to determine cost analysis, resource allocation, optimum use of information resources, or other patterns of use that indicate an employee may be violating Orenda’s policies or engaging in illegal activity.



Orenda reserves the right, at its discretion, to review your electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy, and other Orenda policies.

Confidentiality

You must respect the confidentiality of other individuals' electronic communications. Except in cases in which explicit authorization has been granted by company management, you are prohibited from engaging in, or attempting to engage in:

- Monitoring or intercepting the files or electronic communications of other employees or third parties;
- Hacking or obtaining access to systems or accounts they are not authorized to use;
- Using other people's log-ins or passwords; and
- Breaching, testing, or monitoring computer or network security measures.

Anyone obtaining electronic access to other companies' or individuals' materials must respect all copyrights and cannot copy, retrieve, modify, or forward copyrighted materials except as permitted by the copyright owner.



Attendance

Standards

It is the policy of Orenda to encourage habits of good attendance and punctuality on the part of every employee. Student success should be a primary goal of all Orenda employees, and work attendance by employees is crucial to the accomplishment of this goal. All employees must be on the job, on time, in order for students to receive the support necessary to be successful. These are components of successful job performance and the provision of high quality education to those we serve.

Since excessive absences negatively impact student performance, employees should be aware that the District may employ a range of measures to manage such absences. Continued tenure in a given position may not be assured if attendance is unreliable. While occasional circumstances may cause an employee to be absent for all or part of the day, frequent absences or tardiness detracts from quality education and places an undue burden on those employees who must fill in for the absent employee.

Tardiness is defined as absence, which includes late arrival and early departure; reporting after the scheduled starting time or returning late from breaks or meal periods.

Notification Requirements for Illness and Emergencies

If an employee is going to be unable to report for work as assigned due to illness and/or emergency, the employee should personally notify the supervisor by phone within 4 hours of their scheduled start time. Such notice must be given as far in advance of the time assigned for reporting to work as possible. An employee absent because of illness should advise the immediate supervisor of his or her status and estimated date of return on a daily basis unless advised otherwise by the supervisor.

Absences of over three days in duration, frequent absences or absences of a suspicious nature may require a medical verification.

Excessive Absenteeism/Tardiness

Except as provided by law, employees who have excessive absences equal to 10 business days or more during one school year may be subject to separation from employment due to unavailability for work. An absence which is not covered by any available leave and is not otherwise excused is also considered an excessive absence. A workday, for purposes of this policy, is a day on which the employee is required to perform services for the District as determined by the employee's work schedule set by the District. After 10 days, employees must submit a written request for any personal day taken to the Superintendent for approval.

For the purpose of this policy excessive tardiness and/or absences is defined as follows. Employees who arrive at work later than the scheduled starting time are considered tardy. Those who arrive late more than three (3) times in any month or twelve (12) times in any twelve month period are considered to be tardy an excessive number of times and may result in dismissal.



If an employee is going to be late, the School Principal or Immediate Supervisor must be notified directly, no later than the time the employee's scheduled work period begins. At no time should the employee give their message to anyone other than the designated supervisor.

The Supervisor should monitor their employees' absences and tardies and should be discussed with the employee if there appears to be an issue. This should also be reflected on a Performance Evaluation and/or on an Employee Performance Improvement Plan form. These should be forwarded to the HR Director to be placed in the employee's Personnel File.

Job Abandonment

An employee absent from work for two consecutive days without notifying the immediate supervisor or his/her designee will be considered to have quit without notice.

Unexcused absences are cause for dismissal. One (1) unexcused absence will result in a verbal counseling; two (2) unexcused absences within a 12 month period will result in a written counseling; and a third (3) unexcused absence within a 12 month period will result in dismissal.

Absence from Duty

Orenda offers a number of leave time off benefits to school employees in order to attract and retain talented people and enhance their employment with the Company. These programs include State Personal Time, Local Sick Time, Bereavement, Jury Duty pay and voting time. The specific provisions for each program are explained in this policy.

State Personal Leave

All eligible employees earn 5 State Personal Leave days based on their scheduled hours over the course of a calendar year. There is no limit on the accumulation of state personal leave and it can be transferred to other Texas School districts and is generally transferable to education service centers.

Scheduling Time Off

Personal leave that is taken at an employee's discretion must be scheduled at least 10 business days in advance. Employee requesting personal leave will request in writing to his/her supervisor. Personal leave will be granted subject to the following limitations so that it does not cause an undue hardship on the Campus or District:

- No more than 5% of campus employees can be out due to personal leave, for our small and rural campuses this will be subject to the discretion of the Campus Principal
- May not last more than three consecutive work days, with a maximum of five in a semester and ten in a school year



- Personal leave may not be taken on the following key days*:
 - The day before a school holiday
 - The day after a school holiday
 - Days scheduled for end-of-semester or end-of-year exams
 - Days scheduled for STAAR/EOC tests
 - Professional or staff development days

*For extenuating circumstances, leave requested on a key day will require both supervisor and Superintendent approval at least two weeks in advance.

Normally, leave request should be considered on a first come, first serve bases, however, if two requests are presented simultaneously, the employee with longer continuous service and in good standing should be given first consideration.

The Principal/supervisor will approve/deny all requests for personal leave until they reach the max of (10 days) total regardless of the leave being used. In which case, request will be submitted to the Superintendent for approval. Employee will automatically be docked his/her daily rate of each absence taken on a day that has not received final approval from the superintendent or designee and a negative write up will be placed in their personnel file.

Local Sick Leave

All eligible employees earn 5 Local Sick Leave days based on their scheduled hours over the course of a calendar year. There is no limit on the accumulation of local sick leave. However, local sick leave does not transfer to other Texas school districts.

If an employee uses more sick leave than he or she has earned, and no personal state leave is available, the employee will be docked their daily rate for the days missed and will be deducted from the employee's next paycheck. Local sick leave can be used for the following reasons only:

- Illness of the employee
- Illness of a member of the employee's immediate family*
- Family medical emergency

Bereavement

In the event of a death of a member of a regular, full-time employee's immediate family, he or she will be allowed up to three (3) regular scheduled days off without loss of regular pay, beginning with the day of death up to and including the day following the funeral.

The immediate family is defined as the employee's:

- Spouse
- Child or step-child
- Parent (or someone who filled the parental role)
- Grandparent (great grandparent)



- Grandchild
- Sister or Brother
- Aunt or Uncle
- Niece or Nephew
- Parents-in-law, Brother or Sister-in-law
- Any relatives living with the employee

Compensation for leave will be based on the employee’s regular base rate of pay, exclusive of any other premium compensation. Hours worked in excess of 40 hours per week do not count toward the accrual of leave time and leave hours are not counted as time worked when calculating overtime pay.

Managing Leave Accounts

All employees are responsible for managing their leave accounts. If there is leave available, then an employee may use what has been earned/accrued with supervisor approval. However, if leave time is not available, then the employee will be docked for hours/days missed and be subject to disciplinary action up to and including termination.

Any Orenda Charter Schools employees needing to be absent from work must notify their supervisor in order to be paid for the absence. Please adhere to the following guidelines:

Planned absence: When an employee wishes to request planned time off, it should be submitted to their supervisor for approval at least 10 business days prior to the absence. For those positions that require a substitute, the substitute request or arrangements should promptly so that job has better chance to be filled. Absences will be considered for approval depending on several factors including number of staff out that day, school activities occurring, your absence history and other campus hardships that may be involved.

Unplanned absence: If you must take unplanned time off, contact your supervisor immediately to report your absence so that the supervisor has maximum time to adjust schedules and personnel. You **MUST** notify your supervisor as soon as possible. If your unplanned absence becomes prolonged, you must check in with your supervisor regularly or as agreed to by your supervisor.

Leave for Certification Exam: An absence associated with taking a certification exam required by Orenda is considered “School Business” ONLY for the time taking the test the testing time plus associated travel beyond the employee’s normal commute. Any time taken beyond the testing time and associated travel along with study time will be considered personal time. Leave for certification exams must be submitted in advance along with the testing ticket for the exam showing the test, start time, and location for approval.

NOTE TO SUPERVISORS: If you must take time off, planned or unplanned, unless you are incapacitated to the point where you are unable to make a phone call, you must call your staff to notify them of your absence and regularly address pending concerns.



Substitutes

Substitutes should be secured as soon as the absence is known- at least one week in advance for personal and for uncharged absences such as staff development, school business, and jury duty. Upon arrival to work, all substitutes must report to the Office to sign in and receive a set of keys (classroom, bathroom, etc.), badge or other material distributed by the campus. At the end of the day, return the items to the Office and sign out.



Employment Standards

Audio and Video Recording

An employee is prohibited from making any audio or video recording while acting in the course and scope of their employment or while on school property with the written consent of all parties subject to the recording. School functions such as athletic activities or performances are exempt from this prohibition.

Company Communication

Orenda Charter Schools offers Internet and Email access for its employees. It is essential that all employees check their Orenda email on a regular basis. As the Administration office operates off-site from each campus, essential information may be communicated through email. Other means of communication include mailboxes and a fax machine. On some campuses in-classroom telephones or walkie-talkies provide communication among staff to ensure student safety. It is expected that employees reply to emails and phone calls from parents and other staff members within 2 business days. Staff should not use their personal email to communicate with students and parents. All staff are expected to use professionalism in all communications.

Copy Machines

Please do not violate copyright laws. Students are allowed to use the copy machine with staff supervision. Only school-related items should be copied on the machine. For toner replacement and maintenance issues, please see the Principal for assistance.

Custodial/Maintenance Services

Requests for maintenance, additional cleaning of your area or other maintenance services should be made in writing to the Principal or the designated contact at your campus.

Students and staff are expected to practice cleanliness in the building at all times. Our goal is to keep the school as clean and well maintained as possible.

Dress Code for Staff

Orenda Charter Schools maintain high expectations of our students as well as our staff. In order to expect the best from our students, we must also expect the best from our staff members. Our professional dress code is intended to assist staff in presenting themselves professionally both on campus and at the district office.



Orenda has adopted what is sometimes referred to as a “business casual, professional casual” attire policy.

- Women may wear blouses that follow the four finger rule; the straps of the blouse must be at least four fingers wide.
- Dresses must also follow the four finger rule and must be approximately knee length.
- Men’s shirts must have sleeves.
- If the staff member is a coach or subbing for a coach, appropriate athletic attire is permissible.

Jewelry and makeup must be in good taste. Please be aware that coworkers and students may be sensitive or allergic to chemicals in perfumes, cologne, lotions, and/or body spray, so wear with restraint.

Jeans may be worn on Fridays only. *(Auxiliary staff members in the facility, transportation, food service, after school supervision and IT Departments may wear jeans as appropriate for their duties.)*

The following items are prohibited, as they do not project a professional image:

- Shorts
- Flip flops or slippers
- Hats, caps, or other head coverings may not be worn inside the building
- Any item with potentially offensive words, terms, logos, or slogans or with any slogans advertising tobacco, alcohol products, or any controlled substances
- Spaghetti strap tops, tops with bare shoulders or bare backs, midriff tops and/or halter tops
- Blouses with revealing necklines or any clothing that reveals undergarments or any tight or body revealing clothes

Any staff member in violation of this policy will receive a verbal warning. If the violation is egregious, the staff member may be sent home for the day and required to use personal leave for the absence. Continued violation of this policy will result in disciplinary actions up to and including termination.

Incident Report

All accidents occurring at school, which result in injuries to students or staff, must be reported to the principal immediately. In addition, completed Incident Reports must be signed by the principal, and forwarded to the Administration Office. A copy or fax of every Incident Report should be scanned or faxed to the Administration Office within 24 hours of the incident. In the event of an employee injury, Orenda Charter Schools has 24 hours to turn in an injury claim to the Occupational Accident Insurance Provider. It is CRITICAL that employee injuries be reported immediately so that the Administration office may follow proper reporting procedures with the insurance company. See the Appendix for a copy of this form.



Insurance

At the time of hire, all employees will receive information to enroll in a health insurance plan as well as an opportunity to participate in a supplemental benefits cafeteria plan. Those employees who wish to enroll in a health insurance plan must submit their enrollment form to the Administration Office within the first 30 days of employment. All employees who choose not to enroll, must submit the same form indicating they are declining health insurance. See the Appendix for a quick reference guide and a highlight of benefits.

Inventory

Staff members are responsible for all items in their classroom, such as desks, chairs, TV-VCR equipment, textbooks, computers, printers, maps, globes, etc. Items should not be removed without approval from the Principal. An inventory will be conducted periodically to account for all items. You will be financially responsible for missing items issued/signed out to you. Lack of responsibility for properly accounting for items issued to you, may lead to disciplinary action.

Orenda Property Use

Orenda property can only be used for school-sponsored events that have been reserved in advance following the campus procedures. Orenda property may not be used for personal events or private commercial purposes. **Orenda does not allow the use of district facilities for employee personal financial gain.**

Outside Employment

Each employee should consider his/her position with the school as top priority and should accept no other employment if such employment detracts from performance with the school.

Payroll Dates

Pay day falls on the 15th of each month or the business day prior to it if the 15th falls on a holiday or weekend. Time cards, extra duty, absences and deductions are reflected for the previous month for current payroll. Pay details can be checked online by logging into the Employee Service Center (ESC). Direct deposit is encouraged for all employees. For specific details regarding payroll please see the Business Office Reference Guide.

Personal Property

Orenda advises staff not to bring personal property to campus. The school is not responsible for the personal property lost or stolen at school. Personal technology such as printers should not be brought



or used at school. Orenda administration limits personal microwaves and refrigerators to two per building and is not responsible for maintaining these items and/or damage or theft of those items.

Reporting Child Abuse and Neglect

An employee, volunteer, or agent that believes a child has been adversely affected by physical, sexual, or mental abuse or neglect must make a report within 48 hours of first suspecting such abuse or neglect. The report must be made to law enforcement or the Department of Family and Protective Services, Child Protective Services.

Staff Duty

Staff daily work schedules vary according to campus. Check with your Principal to determine your daily work schedule and regular duty schedule. It is essential for student safety that you are present and on-time for your assigned duty. You are responsible for arranging for coverage if you are not able to fulfil your assigned duty. Students must be supervised by a staff member at all times.

In addition, employee pay is based on your required hours and work calendar days so employees may be docked if no leave is available and required hours are not met.

Staff Meetings

All staff is required to attend staff meetings which may take place outside of your scheduled work hours or perform assigned duties as requested. The purpose of the staff meetings is to debrief from the day, solve problems, and plan for student success.

Traffic Violations

If an employee, during the course of Orenda business, receives a traffic violation, the employee will be personally liable for any expenses incurred from that violation. Employees are required to report any traffic violations received during the course of Orenda business immediately to their supervisor and HR director. If during the course of transporting a student(s), an employee receives a traffic violation that employee may be subject to disciplinary action, up to and including discharge.



Classroom Procedures

Daily Tasks

- Monitor students for safety
- Provide academic instruction
- Meet the emotional needs of the students
- Take attendance
- Keep notes on students to write weekly narrative progress notes
- Administer assessments to drive instruction (pre-, post-, formative, summative, screenings, benchmarks)
- Photocopy assignments for students
- Prepare for ARD meetings and/or referrals
- Never allow students to be without staff

Field Trips

- All academic field trips need to be aligned with the TEKS for the course and have an educational purpose. A field trip form needs to be completed by the teacher and submitted to the campus principal for approval. Semester 1 field trips need to be submitted by September 15th. Semester 2 field trips need to be submitted by January 15th.

Below is the district guidelines for field trips:

- 3 Field trips per year, K- Grade 4
- 2 Field trips per year, Grades 5-12

Grade Policy

Teachers are required to keep and maintain accurate records of student performance and attendance. This information may be kept in a written record book but, must be kept on a pre-approved grade book software computer program. When setting up grade categories and weights, the following criteria need to be followed:

- At least 60% of the grade needs to be minor grades
- No more than 40% of the grade can be major grades
- One single grade can't be weighted more than 15% of the student's report card grade
- 5 minor and 1 major grades must be given by progress report time
- 10 minor and 2 major grades must be given each report card (six or nine week) grading period
- Advanced Placement courses may weight grades 60% major and 40% minor provided at least 4 major grades are given during the report card (six or nine week) grading period

Grade categories weights must be the same all teachers of the same course. All grading categories and weights must be approved by the campus administrator.



Lesson Plans

Teachers are required to maintain written evidence of weekly lesson planning. Teachers are expected to complete their lesson plans in the established district format with all required components. Lesson plans are due by Friday before the Monday of implementation. Lesson plans should always align to the TEKS.

Liability

Teachers or other staff members in charge of the supervision of a classroom should never leave that classroom unattended. Staff is subject to incur personal liability if an accident occurs and students assigned to them are unattended. If an emergency situation arises, contact the Principal so that coverage can be arranged. Always use your phone or intercom to communicate emergency situations to the front office.

Progress Reports and Report Cards

Interim Progress Reports are sent to parents by the teacher in the middle of each grading period (six or nine week) period for students who have below a 70 in any class. Report cards will be issued at the end of each six or nine week grading period and mailed to parents. All progress reports and report card grades must be submitted by the campus established date and time. Any report card grade corrections need to be completed on the campus form and submitted to the Principal for approval before the change can be made with the registrar.

Promotion and Retention

A student may be promoted on the basis of academic achievement and/or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must demonstrate mastery on grade level standards and meet requirements for attendance.

Students in grades K–8 will be advanced based on a number of factors, including state test results; reading and math ability; maturity (in lower grades); and class grades. Decisions are made by a committee comprised of teachers, administrators, and, where applicable, counseling and special education staff. Parents are notified at least four weeks before the end of the school year if retention is a possibility.

A student in grades 9–12 will be advanced a grade level based on the number of course credits earned as outlined in the Student –Parent Handbook.

Student Attendance

All public schools in Texas shall maintain records to reflect the average daily attendance (ADA) for the allocation of Foundation School Program (FSP) funds and other funds allocated by the Texas Education Agency. The official ADA times for each campus are as follows:



Nolan Creek 10:15am
College Prep 10:15am
New Horizons 10:30 am
Kingsland 10:00 am
Tech 10:15am & 2:30pm

Teachers are required to take attendance every period of the day for the purposes of determining class credit and grade promotion. The official attendance for the day will be taken at the ADA time established for each campus regardless of the instructional setting. Teachers have a 20 minute window, 10 minutes before and 10 minutes after the official ADA time, to submit attendance. Any student arriving after the official attendance time will be marked absent for average daily attendance purposes. Students who arrive less than 10 minutes late to any class during the school day, with the exception of the official attendance class, will be marked tardy. Students who arrive late 10 or more minutes late to any class during the school day, with the exception of the official attendance class, will be mark absent for that class.

The teacher is responsible for keeping attendance throughout the year and for the proper reporting to the office for a general accounting. Teachers will verify official attendance reports after every 6 week period.

A student must be present for at least 90% of the number of days a class is offered in order to receive credit for the class.

Textbooks and Instructional Materials

District-adopted and purchased textbooks are required to be used for the assigned course and must be provided to students. Teachers can use additional instructional materials and resources to supplement the district-adopted textbook. Teachers who check out a class set of textbooks or other instructional materials such as calculators are responsible for maintaining inventory of these textbooks and materials. Any textbooks and/or materials that are damaged, lost, or stolen must be reported to the Principal and district textbook coordinator immediately. Staff may be responsible for replacement costs of any lost textbooks or materials checked out to them including class set of textbooks. Textbooks and materials checked out to the student become the responsibility of the student if lost or damaged.

Technology Equipment

Staff is expected to use district- purchased technology to perform their job responsibilities. Staff will sign a receipt of custody at the time of check out. Employees are responsible for technology checked out to them. Any technology equipment that is damaged, lost, or stolen must be reported immediately to the Principal and IT Director.



Emergency Procedures

Detailed emergency procedures for each campus will be provided by the campus Principal. Emergency procedures will be reviewed with staff and students at the beginning of each school year.

Required Drills

Fire/evacuation drills are held monthly. Lockdown, reverse evacuation, severe weather, and shelter-in-place drills are held each semester.

Alternate Evacuation Site

An alternate evacuation site has been established for each campus in the event that students and staff are not able to return to the campus due to an emergency situation. Campus principals will provide those sites and procedures to staff.



Grievance Procedures

The Orenda encourages employees to discuss their concerns and complaints through informal meetings with their colleagues and supervisor. Concerns and complaints should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. Neither the Board of Directors nor any School employee shall unlawfully retaliate against a parent or student for voicing a concern or complaint.

For purposes of this policy, “days” shall mean school days, and announcement of a decision in the student’s or parent’s presence shall constitute communication of the decision.

Informal Conferences

A parent or student may request an informal conference with the Head of School, teacher, or other campus administrator within seven school days of the time the parent or student knew or should have known of the event(s) giving rise to the complaint. If the person is not satisfied with the results of the informal conference, he or she may submit a written grievance form to the Head of School.

Formal Grievance Process

The formal grievance process provides all persons with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, a person can bring concerns or complaints to the Board, as outlined below.

A grievance must specify the harm alleged by the parent and/or student, and the remedy sought. A parent or student should not submit separate or serial grievances regarding the same event or action. Multiple grievances may be consolidated at the School’s discretion. All time limits shall be strictly complied with; however, if an administrator determines that additional time is needed to complete a thorough investigation of the complaint and/or to issue a response, the administrator shall inform the parent or student in writing of the need to extend the response time and provide a specific date by which the response will be issued. Costs of any grievance shall be paid by the grievant.

Level One Complaint – Principal Review

A parent or student shall submit a written Level One Grievance to the Principal within the later of (1) fifteen school days from the time the event(s) causing the complaint were or should have been known, or (2) within five school days following an informal conference with the Principal. The School reserves the right to require the grievant to begin the grievance process at Level Two. The grievance should be specific with examples and evidence and where possible, suggest a resolution.

The Level One Decision must be issued within fifteen school days of the Principal’s receipt of the complaint.

Note: A complaint against the Chief Executive Officer shall begin at Level Four.



Level Two Complaint – Chief Operating Officer Review

If the parent or student is not satisfied with the Level One Decision, or if no Decision is provided, the parent or student may file a written appeal to the Chief Operating Officer of Orenda Charter School. The appeal must include a signed statement of the complaint, any evidence supporting the complaint, and a copy of the written complaint to the Principal and a copy of the Level One Decision, if issued. The appeal shall not include any new issues or complaints unrelated to the original complaint. The appeal must be filed within ten school days of the Level One Decision or the response deadline if no Decision is made. The Level Two Decision must be issued within fifteen school days of the written appeal.

Level Three Complaint – Chief Executive Officer Review

If the parent or student is not satisfied with the Level Two Decision, or if no Decision is provided, the parent or student may file a written appeal to the Chief Executive Officer of Orenda Charter School. The appeal must include the documentation submitted to the Chief Operating Officer or designee, and a copy of the Level Two Decision, if issued. The appeal shall not include any new issues or complaints. The appeal must be filed within ten school days of the Level Two Decision or the response deadline if no Decision is made. The Level Three Decision must be issued within fifteen school days of the written appeal.

Level Four – Board of Directors Review

If the student or parent is not satisfied with the Level Three Decision, or if no decision is provided, the parent or student may submit to the Chief Executive Officer or designee a written appeal to the Board of Directors. The request must be filed within ten school days of the Level Three Decision or the response deadline if no Decision is made. The student or parent shall be informed of the date, time, and place of the hearing.

The Board of Directors shall hear the employee complaint, and may set a reasonable time limit for presenting the complaint. Only written documentation and issues previously submitted and presented by the employee will be considered. An audiotape recording of the hearing may be made.

The Board of Directors shall communicate its decision, if any, orally or in writing before or during the next regularly scheduled Board meeting. If no decision is made by the end of the next regularly scheduled Board meeting, the decision being appealed shall be upheld. The Board may not delegate its authority to issue a decision, and any decision by the Board of Directors is final and may not be appealed.

Any complaint involving concerns or charges regarding an employee shall be heard by the Board in closed meeting unless the employee to whom the complaint pertains requests that it be heard in public.



Required Staff Development

Title	Timeline	Required Roles	CPE Hours	Provider
Child Abuse	Within 30 calendar days of hire	All campus staff	1.0	Recognition of Maltreatment of Children and Child Abuse Reporting Training: Texas Department of Family and Protective Services (DFPS) provides online training http://www.dfps.state.tx.us/Training/Reporting/default.asp
Sexual Abuse	Within 30 calendar days of hire	All campus staff	2.0	Sexual Abuse Prevention Training: Darkness to Light (D2L) provides online training https://www.d2l.org/
Suicide Training	Within 30 calendar days of hire and annually	All campus staff	1.0	Kognito: Texas Youth Suicide Prevention Project Online Training http://www.texassuicideprevention.org/training/video-training-lessons-guides/certification-training/
CPR, AED, and First Aid	Within 10 school days and every two years thereafter	All PE teachers and coaches including cheer and dance	3.0	August District Staff Development or online through Orenda at ProTrainings http://www.procpr.org/en
Restraint Training (CPI)	Every year for core team or 30 school days after emergency restraint	Special Education Teachers and Campus Core Team (at least 5 staff)	8.0 (initial) 4.0 (refresher)	Region 12
Sexual Harassment	Within 30 days of hire and annually thereafter	All staff	0.5	Orenda Human Resources
State Testing Training	Annually each February before handling secure materials	All campus staff and district instructional staff	3.0	Orenda District and Campus Testing Coordinators



Acceptable Use Policy

Purpose

The purpose of this policy is to ensure school-level compliance with all procedures and regulations regarding the local area network and Internet usage. All students, parents, teachers, administrators, and school staff who obtain their Internet access through the School are expected to use these services appropriately.

User Responsibilities

The use of the Internet is a privilege. Abusive conduct will lead to the privilege being revoked. Student/staff use of Internet resources must be related to an expressed educational and/or administrative goal or objective.

1. The use of the School's Internet and computer network must be in support of educational goals, research, and class assignments, and be consistent with the educational objectives of Orenda.
2. Users must have a valid, authorized account to access the network, and use only those computer resources that are authorized. Accounts may be used only in accordance with authorized purposes.
3. Individual accounts may be used only by the owner of the account, except where specifically authorized by administrators. In the case of class accounts, all use must be under the supervision of the sponsoring teacher/supervisor.
4. The user is responsible for safeguarding the computer account. Users are expected to protect access to accounts by periodically changing their password and keeping it confidential. They must respect the privacy of others by not tampering with their files, passwords, or accounts.

Acceptable Use

Users are to properly use Orenda network resources for educational and/or administrative purposes. Respectful and responsible network etiquette and behavior should be in keeping with the School's mission statement. Students and staff are expressly prohibited from accessing obscene, profane, vulgar, or pornographic sites or materials.

Monitored Use

Electronic mail transmissions and other use of the electronic communications system by students and employees shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use for educational or administrative purposes. Forgery or attempted forgery of electronic mail messages is prohibited. Only the School's authorized IT Manager may read, delete, copy or modify the electronic mail of other system users.

Vandalism

Vandalism is defined as any malicious attempt to harm, disrupt or destroy data of another user of Gateway's network or any other agencies or networks that are connected to the Internet. This includes, but is not limited to, the uploading or creating of computer viruses. Any of these actions may be viewed as violations of School policy, administrative regulations and, possibly, as criminal activity under applicable state and federal laws. Users must respect the privacy of other users, and will not intentionally seek information on, obtain copies of, or modify any file, data, or password belonging to



another user, or represent themselves as another user unless explicitly authorized. Deliberate attempts to degrade or disrupt system performance and/or degrade, disrupt or bypass system security are violations of School policy and administrative regulations, and may constitute criminal activity under applicable laws.

Any prohibited behavior under this policy will result in the cancellation of technology privileges. Orenda will, in accordance with School policy, cooperate with local, state, or federal officials in any investigation concerning or relating to misuse of the School’s network.

Network Etiquette

Each network user is expected to:

- Be polite (i.e., an all-caps message implies shouting);
- Use appropriate language;
- Refrain from any activity that may be considered “cyber-bullying,” including but not limited to threats of violence, extortion, obscene or harassing messages, harassment, stalking, child pornography, and sexual exploitation;
- Maintain confidentiality of the user, colleagues, and students;
- Respect copyright laws; and
- Be respectful in all aspects of network use.

Acceptable Use Agreement Acknowledgment Form

I have read and agree to abide by the Orenda Staff Acceptable Use Policy. I further understand that any violation of this policy may constitute a criminal offense. Should I commit any violation, my Internet and computer access privileges may be revoked, and disciplinary action and/or appropriate legal action may be taken.

Staff Name

Staff Signature

Date



Orenda Charter Schools

Staff Handbook Receipt

2017 - 2018

I, _____, hereby acknowledge that Orenda Charter Schools Staff Handbook, which provides guidelines on the policies, procedures, and programs affecting my employment with this organization, is available on our website, www.orendaeducation.org and available on Google Docs through Orenda email access. I accept responsibility for familiarizing myself with the information in this handbook and will seek verification or clarification of its terms or guidance where necessary.

I understand that this handbook represents only the current Human Resources policies, practices and benefits. Regardless of what the handbook states or provides, Orenda retains the right to rescind, modify, or deviate from these or other guidelines, policies, practices or procedures relating to employment matters from time to time as it considers necessary and at its sole discretion. Orenda may also add, change or delete wages, benefits and all other working conditions with or without agreement at management’s sole discretion.

I further understand that my employment is for no definite terms and that I have the right to terminate my employment at any time, with or without cause or notice, and that the Company retains a similar right. My status as an “at-will” employee may not be changed except in writing as signed and approved by the Superintendent.

I acknowledge that this handbook is neither a contract of employment nor a legal document and nothing in the handbook creates an express or implied contract of employment. I understand that I should consult my supervisor or a representative of the Human Resource Department if I have any questions that are not answered in this handbook.

Signature _____

Print Full Name _____

Date _____

TO BE PLACED IN EMPLOYEE’S PERSONNEL FILE, HUMAN RESOURCES DEPARTMENT