



EXCELLENCE WITHOUT EXCUSES

CHARTER DAY SCHOOL, INC.

July 1, 2019

**To:** All Staff of Charter Day School, Columbus Charter School, Douglass Academy, and South Brunswick Charter School

**From:** Charter Day School, Inc. Board of Trustees

**Memo:** CDS, Inc. Board Policies Handbook Amendment #0190620

**Organizational Structure (page 4):**

• **Board Authority and Duties**

The Charter Day School, Inc. Board of Trustees, [herein after referred to as the Board](#), is a body corporate and has general control and supervision of all matters pertaining to the schools. The Board will establish general policies in keeping with the needs of the [CDS, Inc. School](#) community and the requirements of state law and perform all specific duties imposed by law. The Board considers some of its most significant duties to be the following:

1. Providing leadership and direction through the formulation of goals and objectives, especially in defining and setting high academic standards for student success;
2. Creating policies that establish standards, accountability and evaluation of essential operations of their schools;
3. Taking steps necessary to help ensure legal compliance of Board and school functions [with state and local regulations](#).

• **Administration**

The Board has entered a contractual agreement with The Roger Bacon Academy to manage each of the schools under its supervision. The ~~Superintendent~~ [Headmaster, while employed by The Roger Bacon Academy](#), reports to the Board and is responsible for administrative operations in accordance to the Board's overall vision. The Headmaster [also](#) serves as the educational leader of the ~~s~~[S](#)School and administers the ~~s~~[S](#)School according to the policies set by the Board.

[The Board members and faculty of The Roger Bacon Academy and its affiliated schools approach each year with excitement and vitality. We look forward to a rewarding school year!](#)

**School Administrators (page 7):**

Laurie Benton  
*Headmaster*  
Charter Day School  
lbenton@rogerbacon.net

Nikki Chaney  
*Headmaster*  
Douglass Academy  
nchaney@rogerbacon.net

[Dawn Ivey](#)  
*Headmaster*  
 South Brunswick Charter School  
[divey@rogerbacon.net](mailto:divey@rogerbacon.net)

Steve Smith  
*Lead Headmaster*  
 Columbus Charter School  
[stevesmith@rogerbacon.net](mailto:stevesmith@rogerbacon.net)

[Kaitlin Warren](#)  
*Assistant Headmaster*  
 Columbus Charter School – Middle School  
[kwarren@rogerbacon.net](mailto:kwarren@rogerbacon.net)

[Jourdan Crawford](#)  
*Assistant Headmaster*  
 Charter Day School – Middle School  
[jcrawford@rogerbacon.net](mailto:jcrawford@rogerbacon.net)

**Conflicts of Interest (page 11):**  
**Faculty and Staff**

No ~~member of the staff~~ [employee of CDS, Inc.](#) shall derive any material personal profit or gain, directly or indirectly, by reasons of his or her participation with the school. Each individual shall disclose to the organization any personal interest, which he or she may have in any matter before the organization and shall refrain from participation in any decision on such matter.

Any member of ~~the staff~~ [CDS, Inc.](#) who is an officer, Board member, committee member or staff member of a client organization or vendor of the school shall identify his or her affiliation with such agency or agencies; further, in connection with any committee or Board action specifically directed to that agency, he or she shall not participate in the decision affecting that agency and the decision must be made and/or ratified by the full Board.

Any member of ~~the staff~~ [CDS, Inc.](#) shall refrain from obtaining any list of clients for personal or private solicitation purposes at any time during the term of their affiliation.

**Process of Grievance (pages 14-16):**

All references of “Superintendent” changed to “Director of Human Resources” in reference to employee grievance procedures.

**Resignations (page 18):**

As common courtesy, employees are encouraged to notify the School as soon as practicable when the decision has ~~sd~~ been made to resign. Employees are expected to submit their resignation in writing to their immediate supervisor. The employee’s supervisor will forward a copy of the written resignation to the ~~Finance Department~~ [Director of Human Resources](#) for processing and record keeping purposes.

Teachers are reminded of G.S. 115C-325(o)(2), which states, “A teacher, career or probationary, should not resign without the consent of the ~~Superintendent~~ Headmaster unless he has given at least 30 days' notice. If the teacher does resign without giving at least 30 days' notice, the Board may request that the State Board of Education revoke the teacher's certificate for the remainder of that school year. A copy of the request shall be placed in the teacher's personnel file.”

### **Technology Policy (pages 19-22):**

#### **Hardware & Software Procurement / Disposal / Inventory**

The physical management of hardware and software, both instructional and non-instructional rests with the ~~Superintendent~~ Headmaster. Conscientious efforts will be made in the management of these resources to achieve efficiency. Good management requires that necessary equipment and spare parts be readily available when and where needed if feasible from a financial and physical inventory perspective. In supervision of material resources, the Finance Officer will manage the controls of hardware and software system wide. Controls will include a continuing inventory of equipment and records of equipment assigned to staff for personal use. Procurement and disposal of all hardware and software will be managed by the Financial Officer and collaborated with the Director of IT.

#### **~~Skype~~ Telecommunications Application**

The school uses ~~Skype~~ a telecommunications application vetted by the Director of IT as a form of communication. It is equivalent to an instant messenger program. Each employee will be given an ~~an-Skype~~ account when issued a laptop computer. It will come with a user ID and a password, which must not be changed. ~~Skype~~ The telecommunications application is to be used for professional purposes only and may be reviewed by the Headmaster. It should be understood that communication via ~~Skype~~ this method is similar to a phone conversation and is to be reserved for informal matters only. All formal requests and items of importance should be requested through a business email account or memo to ensure a historical account. Deleting ~~Skypes~~ messages from the application will result in a verbal warning and ultimately suspension without pay.

### **Safety (pages 25-26):**

The School strives to make the working environment as safe as possible in order to eliminate or reduce conditions which shall result in personal injury and property loss to employees, visitors, students and parents. Employees are expected to abide by the safety policies and procedures of their department and to carry out their job duties in a safe and productive manner. It is the duty of every employee to report workplace hazards or safety concerns to their supervisor for correction.

Employees who work with hazardous materials will receive safety instruction on how to handle them properly. Other programs such as Blood Borne Pathogen Training are offered to employees on a scheduled basis according to OSHA legal requirements. ~~A handbook regarding blood borne pathogens is available to all employees.~~ A binder containing all employee safety protocol as well as Safety Data Sheets for hazardous chemicals is located in each school office.

In addition to workplace safety, safe schools are critical to creating a learning environment where students can succeed. Staff and students share in the responsibility to take reasonable precautions and safety measures to create and maintain safe schools. The following guidelines must be taken into account in dealing with the safety and care of school buildings and grounds:

## 1. Care of School Buildings and Grounds

- **Reporting Hazards and Maintenance Problems**

The Headmaster is required to inspect school buildings, playgrounds, equipment and buses for health, fire and safety hazards on a regular basis and as required by law. Any staff member who observes any potential hazards must immediately notify the Headmaster. All other maintenance problems are to be reported to the office as they occur and will be handled in a prioritized manner. The Headmaster must notify the ~~Superintendent~~ Head of Maintenance immediately of repairs needed in order to meet safety standards. Proper signs indicating potential danger are to be posted.

- **Layout of Buildings and Campus**

The ~~Superintendent~~ Headmaster shall provide to local law enforcement and emergency management agency's copies of floor plans of all school buildings and site plans showing campus boundaries and access points upon request and/or as the need for such plans arise.

- **Documenting and Storing Chemicals**

Any chemicals used on campus must be documented using a ~~Material~~ Safety Data Sheet (~~M~~SDS) and reported to the ~~m~~Maintenance ~~D~~epartment. This includes all chemicals commonly found in the classroom, provided by the school or personally brought from home (i.e. cleaning agents, paints, candles, glue, etc.). Ensure that all chemicals ~~with hazards~~ are placed in the locked container provided for each quad of classrooms and are properly labeled. It must remain locked at all times. No cleaning supplies are to be left in the classrooms or lavatory. The only permissible chemicals that students are allowed to use at any time are non-bleach disinfectant wipes.

- **Building, Grounds and Equipment, and Classroom Care**

Teachers are responsible for cleaning their own classrooms. The maintenance and custodial staff are not responsible for cleaning up after the students. Ensure proper equipment (gloves) is worn when cleaning restrooms or other areas that may be exposed to blood borne pathogens. If a child makes a mess in the classroom, it is the teacher's responsibility to clean it up or to have the child clean it up – depending on age appropriateness. Students should be made to clean their feet thoroughly prior to entering the classrooms. Please adhere to the following guidelines:

- Any damage to the classroom should be immediately reported to the ~~Facilities Director~~ Head of Maintenance.
- Be prepared for visitors at all times.
- Students are expected to keep their desks neat and orderly.
- Students are expected to perform age-appropriate chores in their classroom. No cleaning solvents will be used by students except non-bleach disinfectant wipes.

**Time Records (page 32):**

Accurate and complete time sheets of actual hours worked during the workweek shall be signed by each non-exempt employee and approved by his/her supervisor. ~~Administration~~ Supervisors shall issue time sheet procedures and shall review the time sheets periodically throughout the year to ensure leave and time reported matches the time sheets.

**Work Schedules (page 32):**

An academic school year is defined to be July 1<sup>st</sup> through June 30<sup>th</sup>. All 10 month employees are required by the ~~Board of Trustees~~ Employer to work a minimum of 200 days and a maximum of 220 days. The general work schedule for all exempt employees will be an 8-hour work day with specific scheduling as determined by the Headmaster. Employees required to work on days when school is not in session will work a schedule of 7:30-4:00pm. An exception to this schedule will occur on Fridays that are designated as school vacation days and the Wednesday prior to Thanksgiving which will work a schedule of 7:30-~~12:30PM~~ 1:00PM, not to include a lunch break, and will be counted as a five hour work day for the purposes of PTO.

**Paid Time Off (PTO) (page 34):**

- All PTO days must be approved by your supervisor
- All PTO days are considered 8 hour days
- Five days advanced notice should be given for personal days without reason
- Days may not be taken during any in-service training or professional development
- Consecutive days may only be taken when school is not in session
- PTO days will not be granted during standardized testing
- PTO days can ~~only~~ be used in half hour increments ~~of one hour up to a full day~~
- A maximum of eight PTO days will carry over to the following year
- PTO days are not cash redeemable with the only exception being for teachers and teacher assistants (see Redemption of Unused PTO Days below)
- Upon separation of employment, no pay will be given for unused days
- PTO must be used when attending a school sponsored event (i.e. field trips, campus activities) unless ~~you are attending as~~ the teacher or ~~the~~ assistant of the class or have been asked specifically by administration to participate

**Emergency School Delay/Closure Closing (page 37):**

An emergency school delay or closure ~~closing~~ is defined as a cancellation of part or all of a normally scheduled school day due to any reason that may endanger the safety of our students and staff including but not limited to: inclement weather, electrical failures, and water system failure. In the event of predicted inclement weather, our staff should ensure that all electrical items are unplugged, items are moved away from windows and exterior walls, and that all A/C's are turned off.

Emergency school delay or closure ~~A~~ announcements will be made on local news stations' broadcasts and websites strictly under the name of the School ~~or The Roger Bacon Academy.~~  
**Our schools do not follow the local school district's schedule of closings and delays.**

Generally, prior to school resuming, a faculty work time will be announced to prepare for the students' return. Please review the "Emergency School ~~Delay/Closure~~Closing" section of the Parent and Student Handbook for further specifics on announcements and procedures.

**Student Teachers and Other Interns (pages 42-43):**

The Board believes that student teachers make a direct, positive contribution to the process of education and that the school district has a professional responsibility to participate in the effective preparation of new teachers. Accordingly, student teachers from accredited colleges and universities may be assigned for student teaching experience in the school system. The school shall endorse formal collaborative agreements between the school system and institutions of higher education that establish roles and responsibilities in the student teacher program. The ~~Superintendent~~ Headmaster or designee is authorized to execute such agreements as required by the State Board of Education for the approval of teacher education programs.

The specific assignment of student teachers shall be determined through cooperative involvement of the administrative staff, the respective principals, and appropriate teachers. The ~~Superintendent~~ Headmaster or designee shall assign student teachers to those experienced teachers identified as likely to make the most effective contribution to the profession through their work with prospective teachers. While the supervising teacher works with beginning teachers to provide an effective student teaching experience, the supervising teacher shall remain accountable for the quality and extent of student learning.

Student teachers shall follow the policies and procedures of the Board and the ~~Superintendent~~ Headmaster, as well as those of the school to which they are assigned.

A student teacher shall be removed by the ~~Superintendent~~ Headmaster or designee if it is determined that the student teacher's presence is detrimental to the welfare of the students or school system, or if it found that he or she is academically unprepared for student teaching.