

**Nevada City School of the Arts
Charter Governance Council
Meeting Agenda**

Thursday, February 16, 2023
13032 Bitney Springs Rd, Building 8 (Atrium), Nevada City, California

Call Order: 5:00 p.m.

Roll Call:

Public Forum: *Members of the public who wish to comment during the Board meeting will be limited to three (3) minutes. If an interpreter is needed for comments, they will be translated to English and the time limit shall be six (6) minutes. The Board of Directors may limit the total time for public comment to a reasonable time.*

Plaudits:

Action Items

1. Approve Agenda

Consent Agenda

2. Approve January 26, 2023 Minutes - *See attached*

Reports

3. Director's FYI Report – Holly Pettitt – *See attached*
4. Board and Committee Reports
 - a. Nomination & Recruitment
 - b. Finance

Discussion Items

5. Discuss YBONC & Trail Network (Guest Visit from Erin Tarr @ BYLT) - *See attached*
6. Discuss & Review Director's Compensation Process
7. Discuss Director Succession Plan
8. Discuss Aligning School Calendar with NU
9. Discuss & Review Facilities Master Plan (Guest Visit - Ryan @ Charter School Capital) - *See attached*

Action Items

10. Review and Approve Policy Tracking - *See attached*
11. Approve Injury and Illness Prevention Plan Policy #501 - *See attached*
12. Approve 2022-23 NCSA Employee Handbook Policy #502 - *See attached*
13. Approve Use of Video Monitoring Policy #615- *See attached*

Adjournment 6:30 p.m.

Access to Board Materials: A copy of the written materials which will be submitted to the School Board may be reviewed by any interested persons on NCSA's website along with this agenda following the posting of the agenda at least 72 hours in advance of this meeting.

Disability Access: Requests for disability-related modifications or accommodations to participate in this public meeting should be made 24 hours prior to the meeting by calling (530) 273-7736. All efforts will be made for reasonable accommodations. The agenda and public documents can be modified upon request as required by Section 202 of the Americans with Disabilities Act.

**Nevada City School of the Arts
Charter Governance Council
Meeting Minutes**

Thursday, January 26, 2023

13032 Bitney Springs Rd, Building 8 (Atrium), Nevada City, California

Call Order: 5:06 p.m.

Roll Call: Lauren Hesterman, Meshawn Simmons, Meghan Archer, Trisha Zakon, Abby Oas, and Qayyuma Didomenico, Laura LeBleu (via Zoom)

Absent: LeeAnne Haglund, Andrew Todd

Guests: Holly Pettitt and Melissa Brokenshire

Public Forum: *Members of the public are invited to address the Governance Council regarding issues for future agendas. Comments to be limited to 3 minutes.*

Plaudits from Holly: Scott for conducting a successful Clair Tappaan Lodge trip, the elements made it challenging, so there was a lot of learning and experience gained. The middle school lockdown drill today; the students were silent and well concealed. Qayyuma: Holly and staff for achieving success with 9 teachers to the anti-bias curriculum, and for our arts recognition across the county. Lauren: 8th grade Death Valley team for their strong organization and leadership.

Action Items

1. Approve Agenda
Moved: Meshawn Simmons 2nd: Abby Oas
Unanimous Assent

Consent Agenda

2. Approve January 5, 2023 Minutes
Moved: Abby Oas 2nd: Trisha Zakon
Unanimous Assent

Reports

3. Director's FYI Report – Holly Pettitt
4. Board and Committee Reports
 - a. Nomination & Recruitment
 - b. Finance

Discussion Items

5. Discuss YBONC & Trail Network - Guest Visit from Jet Lowe (YBONC President)
6. LCAP Update
7. Discuss Assembly Bill 1234 - Public Officials requirement to take Ethics Training Course
8. Discuss Parent Survey and Any Possible Changes

Action Items

9. Approve 2021-22 School Accountability Report Card (SARC)
Moved: Meghan Archer 2nd: Qayyuma DiDomenica
Unanimous Assent
10. Vote on staggering terms for existing board members
Moved: Meshawn Simmons moved that Trisha, Meghan, Laura, Qayyuma, Andrew, and Abby would continue on the board until June 2023. In June 2023 Lauren, LeeAnn and Meshawn in will

be voted to continue for another 2 year term or new board members will take their place . 2nd:

Abby Oas

Unanimous Assent

Closed Session

11. Confidential Student Discipline Matter - Case #11323

Action taken: None.

12. Employee Discipline, Dismissal or Release

Action taken: None

Adjournment 6:42 p.m.

Submitted by: Meghan Archer

1/26/23

Approved by the NCSA Charter Council

LeeAnne Haglund, Board Chair

Date

Meghan Archer, Board Secretary

Date



School Director FYI Report

February 16, 2023

This report details highlights of the month, operational achievements and items that the Board may like to know and helps to satisfy compliance with our B-6 Communication to the Board policy as well as indicates progress toward our Ends. It is organized by the following:

1. Relevant financial information.
2. School level issues that help the board see the big picture.
3. Public events (activities and gatherings both on and off premises) of a nature that may affect the perception of the School in the community.
4. Internal and external changes like significant modifications to the normal pattern of school business.
5. Progress towards Ends Policies and LCAP

Plaudits

- Andrea C. - For her wonderful work on the 7th grade field study! It was a great success.
- Jon B. - For doing such a terrific job supporting our food program. He has helped to make lunches even better for our students.
- Sarah W. - For always ordering all of our supplies SO QUICKLY! She can find anything and everything.
- Hayley - Her quiet strength and continued dedication to supporting her students, especially those needing more support, is nothing short of spectacular.
- Katie - She is instrumental in all students being able to read at NCSA.
- Audra - For her incredible grace under pressure and for handling an extremely difficult situation beautifully.
- Keith - for his continued dedication and hard work as a paraprofessional. This is one of the hardest jobs at school.

Financial Information

- 2nd interim will be on the March agenda. We are currently looking at ways to cut our budget down because we are afraid we will not be getting as much funding next year. We are currently waiting on number estimates from the state.

Facilities Update

- We have multiple water leaks in fixtures. Ian is staying up on leaks in sinks and toilets, fixing what he can and noting what can not be fixed.

- Ice has also been trouble. Deicing has been taking place most mornings. Shoveled some ice that the ice melt had broken up on one walkway, which made things less slippery.
- Two roofers have been out to look at B9, bids to be coming in soon. Investigating a spray-on application for the flat parts of B9 that will provide a “no seam” solution.

School Wide Issues

- Vaping and Substance Use - I sent a letter to 19 students' parents about our suspicion of them using at school. We have locked the bathrooms, are purchasing vape detectors, and create an ed puzzle for all students to complete. Not sure what else we can do at this point - it is an epidemic at all schools, although with the law passing in January for no more fruity/candylike vapes, we are hoping to see a reduction in use.
- Icy roads are a problem - I continue to call the county to ensure they have de0-iced the roads.

Events

- Lockdown Drill went well although we have areas to improve upon. Cris Espedal from the county came to observe and had the following suggestions from Toni:
 - Signage - Our signage isn't clear enough especially at the street.- Emergency Services needs to be able to find us.
 - Security - Chris just walked onto campus at building 8 and no one, not even the person at the door asked who she was or how they could help her. She asked them where my office was (even though she knew) and they didn't know. Obviously a newer hire. Once she walked into the office everyone immediately acknowledged her. This is a missed opportunity to stop someone from entering the building.
 - Security - scary how much public access is allowed

NEW suggested protocols

- Doors should be locked at all times (no lock blocks). Students have to be let in. Chris says research shows that if an Assailant can't get in they move on, often even if there are windows. Lots of debate on this.
- If you choose to lockdown/Hide. Students should be out of site near doors so that they can exit if possible and not in the assailant's line of sight.
- If you choose to run you should keep running until you find a safe place, not just hide in the bushes.
- Fire extinguishers - Not just for fires anymore. If you choose to run or fight they can be used to blow chemicals in the face of the assailant and to hit them with so students can escape. They can be used to break window glass to escape (hit in the corner and use the metal casing to wipe away the bulk of glass).

Arts Based Choice for Education

- Held our 2nd Parent Info night in February - about 20 attendees and lots of tours. So far we have 167 applications.
- I am concerned about our music program. My hope is that more students will choose music in middle school next year. Currently there are only about 9 students total in music on T/Th - only 5 students in fiddle both days. We are considering requiring 6th graders to pick one music elective next year.
- Theater electives performing the Wizard of Oz in May!

Academic, Arts & Social Emotional Achievement

- 62% are at or above grade level in reading
- 36% are at or above in math
- Waiting on assessment results for middle school writing

Safe, Respectful and Equitable Conditions for Learning and Working

- Overall morale is low amongst staff. Students being disrespectful and constant extreme student behavior is wearing people down.
- We need to have a discussion about aligning our calendar with NU. On the agenda.
- We are planning on having another student join our small program over at Building 9. We are working with the JPA to get this set up.
- Keeping the focus on Black History Month needs to be a priority. I am sorry I didn't catch that during February we are talking about LGBTQ issues and not Black History during our board meetings. I'd like to remember that for next year. Perhaps in the next Nom Com we can come up with a schedule of DEI Topics for the year and when to delve into them.

Contributor and Collaborator to the Greater Community

- Nothing to Report

Nevada City School of the Arts

CGC 2/16/23, Pg. 7

Budget vs. Actuals: 2022-23 1st Interim Budget - FY23 P&L Classes

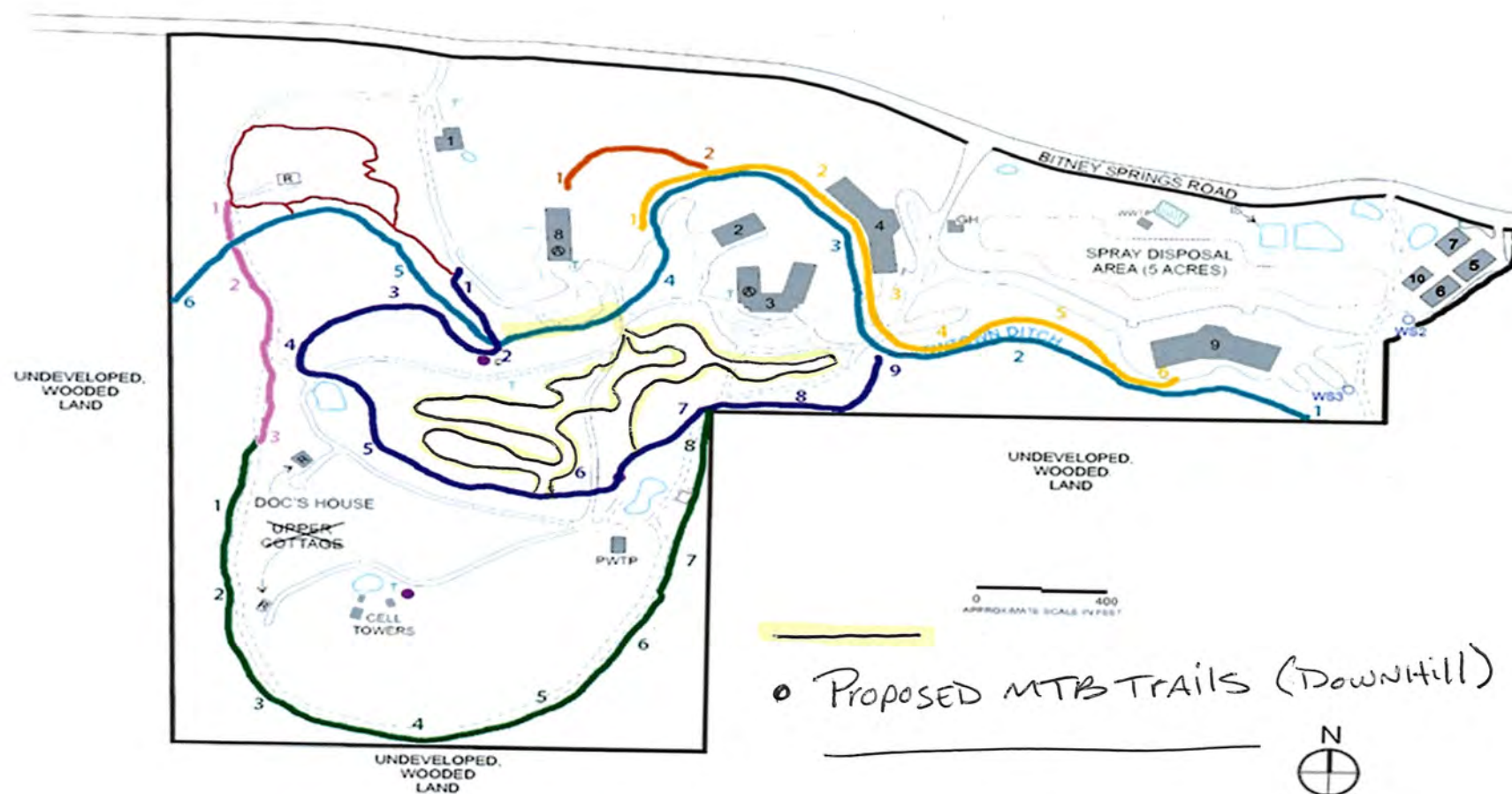
July 2022 - June 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
8000 Revenue - State	2,025,664.00	4,431,519.00	-2,405,855.00	45.71 %
8100 Federal Revenue	289,440.67	487,018.00	-197,577.33	59.43 %
8300 Other State Revenues	831,565.35	1,981,662.06	-1,150,096.71	41.96 %
8600 Other Local Revenue	479,638.56	645,051.25	-165,412.69	74.36 %
Uncategorized Revenue		200,000.00	-200,000.00	
Total Income	\$3,626,308.58	\$7,745,250.31	\$ -4,118,941.73	46.82 %
GROSS PROFIT	\$3,626,308.58	\$7,745,250.31	\$ -4,118,941.73	46.82 %
Expenses				
1000 Certificated Salaries	1,211,782.45	2,145,554.00	-933,771.55	56.48 %
2000 Classified Salaries	1,006,898.93	1,836,802.00	-829,903.07	54.82 %
3000 Employee Benefits	543,709.58	1,090,290.00	-546,580.42	49.87 %
4000 Books & Supplies	358,153.49	429,767.85	-71,614.36	83.34 %
5000 Services & Other Operating Expenses	1,494,437.12	2,247,558.00	-753,120.88	66.49 %
7000 Other Outflows	6,645.58		6,645.58	
Total Expenses	\$4,621,627.15	\$7,749,971.85	\$ -3,128,344.70	59.63 %
NET OPERATING INCOME	\$ -995,318.57	\$ -4,721.54	\$ -990,597.03	21,080.38 %
NET INCOME	\$ -995,318.57	\$ -4,721.54	\$ -990,597.03	21,080.38 %

NEVADA CITY SCHOOL OF THE ARTS
CASH FLOW REPORT 2022-23

Date that actuals are posted thru.... 01/31/23

PRIOR YEAR ESTIMATED ACTUALS Descriptions			Current or Actuals 2022-23	Original Budget 2022-23	July	August	September	October	November	December	January	February	March	April	May	June	Total Jul-Jun	2022-23 Accrual
Beginning Cash Balance			457,850	457,850	457,850	317,117	174,762	522,465	224,427	562,347	435,334	496,238	481,697	484,232	91,711	370,837	457,850	0
RECEIPTS																		
State Aid (Apportionment)	8000-8019	2,981,065	2,967,676	0	111,798	358,770	176,241	176,241	176,241	437,099	214,089	213,999	213,999	213,999	563,999		2,856,477	124,588
RL Trf & PERS RLR	8080-8099	1,450,454	1,450,454	0	0	161,489	0	0	0	251,544	0	168,436	0	0	251,206	99,101	931,776	518,678
Total 8010-8099			8000-8099	4,431,519	0	111,798	520,259	176,241	176,241	427,785	437,099	382,525	213,999	213,999	465,205	663,100	3,788,253	643,266
Federal Revenues	8100-8299	487,018	499,169	0	2,500	52,768	9,802	85,912	46,021	77,729	21,458	111,427	29,000	47,636	23,400		507,652	(20,634)
Other State Rev.	8300-8599	1,981,662	1,843,581	0	31,176	31,341	117,060	286,482	63,207	221,073	113,093	356,967	86,588	359,118	58,719		1,724,825	256,837
Other Local Rev.	8600-8899	645,051	590,551	2,959	7,506	154,397	130,731	88,443	34,819	45,556	55,035	35,959	36,809	53,796	36,156		682,166	(37,115)
Sources	8931-8979	200,000	250,000	0	0	0	0	0	0	0	0	0	0	0	0		0	(50,000)
Contributions	8980-8999	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0
TOTAL REVENUE			7,745,250	7,601,431	2,959	152,980	758,765	433,834	637,078	571,832	781,458	572,110	718,352	366,396	925,756	781,376	6,702,895	792,355
DISBURSEMENTS																		
Cert Salaries	1000-1999	2,145,553	2,134,860	5,877	108,502	202,857	202,369	198,020	203,905	191,417	203,990	203,990	203,990	203,990	203,990		2,132,895	12,658
Classified Salaries	2000-2999	1,836,801	1,692,869	39,307	88,189	154,941	163,249	159,694	161,928	158,035	175,918	175,918	175,918	175,918	175,918		1,804,929	31,872
Empl Benefits	3000-3999	1,090,290	1,085,833	18,417	58,883	85,944	87,012	80,489	86,445	83,784	108,506	108,506	108,506	108,506	108,506		1,043,506	46,784
Supplies	4000-4999	429,768	356,175	62,751	68,937	47,510	37,298	34,493	52,277	34,279	25,540	25,540	25,540	25,540	25,540		465,244	(35,476)
Services	5000-5999	2,247,556	2,084,546	288,416	158,156	189,230	214,153	190,577	200,414	190,350	172,432	172,432	172,432	172,432	172,432		2,293,456	(45,900)
Total Books, Supp			4000-5999	2,677,324	2,440,721	351,168	227,092	236,739	251,452	225,070	252,691	197,972	197,972	197,972	197,972	197,972	2,758,700	(81,376)
Depreciation Exp	6000-6999	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0
Debt Service (Loan Interest)	7400-7499	0	0	367	0	178	1,583	1,454	1,449	1,615	1,090	0	0	0	0		7,735	(7,735)
Total 7000-7499			8290	0	0	367	0	178	1,583	1,454	1,449	1,615	1,090	0	0	0	7,735	(7,735)
Unapplied Cash Bill Payment		0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0
Interfund Transfers Out	7600-7629	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0
TOTAL EXPENDITURES			7,749,968	7,354,283	415,135	482,666	680,660	705,664	664,726	706,417	659,480	687,475	686,386	686,386	686,386	686,386	7,747,765	2,203
NET OPERATING REVENUE			(4,718)	247,148	(412,176)	(329,686)	78,105	(271,830)	(27,648)	(134,586)	121,978	(115,365)	31,967	(319,989)	239,370	94,990	(1,044,870)	790,152
In-Kind Contribution Revenue	8805	0	0													0	0	0
In house Contribution Revenue	8980	0	0													0	0	0
			(4,718)	247,148	(412,176)	(329,686)	78,105	(271,830)	(27,648)	(134,586)	121,978	(115,365)	31,967	(319,989)	239,370	94,990	(1,044,870)	790,152
Adjust to reconcile Net Revenue to Net Cash Provided by operations:																	0	0
Accounts Receivable	9200	50,710	50,710	7,971	5,159	(34,209)	(58,375)	253	12,523	4,626	12,784	3,811	(5,655)	10,310	0		(40,802)	91,513
Accrued AR	9210	450,000	450,000	166,162	44,577	92,604	191,704	212,937	52,008	204,583	0	0	0	0			964,576	(514,576)
Prepays	9330	59,606	59,606	57,799	0	0	0	0	(1,082)	0	(385)	0	(7,790)	(28,993)	(77,293)		(57,743)	117,349
Other Current Assets	9340		0	0	0	0	0	0	0	0	0	0	0	0	0		0	0
Capital Assets: Accum Dep Bldgs	9435		0	0	0	0	0	0	0	0	0	0	0	0	0		0	0
Accounts Payable	9500	(163,980)	143,368	132,848	56,152	(144,434)	151,816	(47,072)	(228,658)	91,514	(25,052)	(33,885)	96,426				193,023	63,604
Credit Card Payable	9620	5,143	7,819	(11,909)	148	(4,827)	1,472	(649)	(15,893)	1,857	(4,373)	(3,205)	(8,443)	(5,576)			(43,579)	43,579
Accrued AP	9501	(59,060)	(2,220)	(41,146)	0	0	0	0	0	0	0	0	0	0	52,873		9,507	(9,507)
Health Insurance Liability	9520	(46,471)	(72,311)	(13,733)	(7,338)	(5,411)	(2,049)	(10,661)	(10,499)	(11,466)	(7,742)	(13,796)	1,339	0			(153,668)	153,668
Payroll SUI Liability	9546	152	(4,479)	98	179	(2,806)	179	183	(4,828)	168	169	(4,354)	167	153			(15,171)	15,171
Payroll SDI Liability	9547	874	(9,425)	1,981	3,603	(2,885)	3,620	3,695	(8,152)	3,372	3,380	(6,637)	3,354	2,839			(1,255)	1,349
STRS Retirement Liability	9555	(9,606)	1,642	29,224	(1,268)	943	(2,463)	2,330	(1,950)	2,389	(235)	(687)	1,639	4,611			36,176	48,532
Sales Tax Liability	9565	(168)	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0
Workers Comp Liability	9575	4,100	(22,603)	2,277	(10,810)	508	430	(3,077)	323	1,218	1,237	4,101	4,214	0			(22,183)	22,183
NCSOS Loan	9641		0	0	0	0	0	0	0	0	0	0	0	0	0		0	0
Total Adjustments to reconcile			560,316	291,301	273,723	149,376	99,060	(25,583)	366,195	8,199	(60,449)	101,450	(28,806)	(71,907)	80,014	(22,394)	868,880	32,865
NET CASH AFTER OPERATING ACTIVITIES			555,598	538,449	(138,453)	(180,310)	177,165	(297,413)	338,546	(126,387)	61,529	(13,915)	3,161	(391,896)	319,384	72,597	(175,990)	823,018
Investing Activities																		
Capital Assets: Land	9410	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0
Capital Assets: Buildings	9430	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0
Capital Assets: Equipment	9440	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0
Construction in Progress	9450	0	0	(1,654)	(1,050)	0	0	0	0	0	0	0	0	0	0		(2,704)	(15,490)
NET CASH PROVIDED BY INVESTING ACTIVIES			0	0	(1,654)	(1,050)	0	0	0	0	0	0	0	0	0	0	(2,704)	(15,490)
Financing Activities																		
Lease Deposits	9670	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0
PG&E On-Bill Loan	9675	(66,345)	(66,000)	(626)	(626)	(626)	(626)	(626)	(626)	(626)	(626)	(626)	(626)	(626)	(626)		(7,511)	0
TCBK Loan - Land	9671	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0
TCBK Loan - Construction	9672	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0
TCBK Line of Credit	9676	0	0	0	39,631	171,164	0	0	0	0	0	0	0	(39,631)	(171,163)		0	(0)
Audit Adjustments	9793	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0
Opening Balance Equity		0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0
NET CASH PROVIDED BY FINANCING ACTIVIES			(66,345)	(66,000)	(626)	39,005	170,538	(626)	(626)	(626)	(626)	(626)	(626)	(626)	(40,257)	(171,789)	(7,511)	0
NET CASH INC/DEC				472,449	(140,733)	(142,356)	347,703	(298,038)	337,920	(127,013)	60,904	(14,541)	2,535	(392,522)	279,127	(99,192)	(186,205)	807,528
ENDING CASH BALANCE				930,299	317,117	174,762	5											



Proposed MTB Trails (Downhill)



- | | |
|---|---|
| <ul style="list-style-type: none"> ■ EXISTING STRUCTURE □ FORMER STRUCTURE 1 BUILDING NUMBER GH GUARD HOUSE R RESIDENCE B BARN OWS WELL SHED PS PULLY ON SHED | <ul style="list-style-type: none"> T TRANSFORMER C CISTERNA W WATER TANK P POND SURFACE IMPROVEMENT S SLUDGE DRYING BED AREA WWTP WASTE WATER TREATMENT PLANT PWTP POTABLE WATER TREATMENT PLANT |
|---|---|



Facilities Master Plan

A planning document to inform and guide our decision-making at
Nevada City School of the Arts



History & Purpose:

In 1999, Nevada City School for the Arts (NCSA) moved onto the Bitney Springs Business Park campus in a single building (Building 8, Lower Campus). After gradual expansions and growth of student and staff populations, in September 2016, NCSA bought the entire 316 acres with its 14 buildings, potable water treatment facility, waste-water treatment facility, a network of trails, ponds, and NID ditch infrastructure. In 2020, NCSA was able to sell two parcels, reducing property ownership to 150 acres and 13 buildings. Much of this infrastructure has been subject to 40+ years of deferred maintenance. The purpose of this document is to set forth a 10-year plan to bring our facility up to current County & State standards and to create a facility that is equitable, accessible, and able to further the end goals and mission of our charter and to meet the conditions of use set forth by Nevada County planning department.

Mission, Vision & Ends Policies:

The mission of the Nevada City School of the Arts is to nurture and inspire academic excellence through the arts for children in transitional kindergarten through the 8th grade.

Nevada City School of the Arts exists so that students, families, staff and the greater community have:

- ✚ an arts-based choice for elementary education.
- ✚ an educational institution that facilitates academic, artistic, and social-emotional achievement.
- ✚ a collaborator and contributor to the greater community.
- ✚ safe, respectful, and equitable conditions for learning and working.

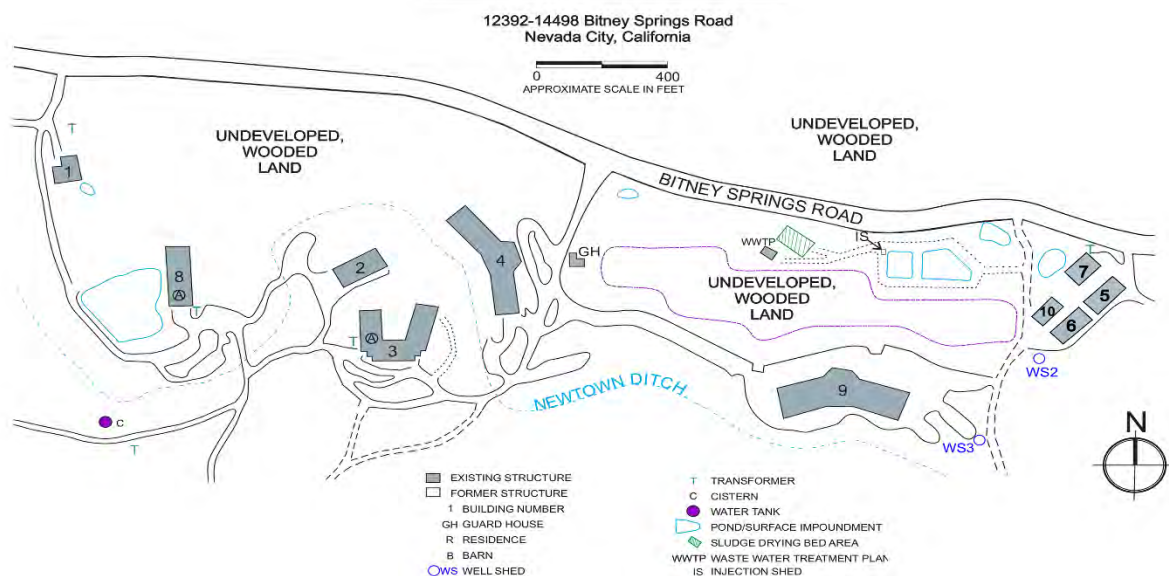
Development Methods:

The information used to develop this document has been gleaned from over 6 years of property ownership with deep investigations into the infrastructure of this campus. Many needs have become known that were previously unknown and undisclosed to NCSA. Reputable architects, county planning officials, energy consultants, and engineers have been consulted and enlisted to understand the systems that operate here. Contained within this document are their recommendations and insights to help guide us and plan for future upgrades based on stakeholder feedback and student and staff needs.



Facilities Overview

Address	APN	Acres	Square Feet
13024 Bitney Springs Road, Nevada City	052-050-030	31.41	1,368,219
13030 Bitney Springs Road, Nevada City	052-050-031	96.21	4,190,907
14498 Bitney Springs Road, Nevada City	052-070-049	22.89	997,088
		150.51	6,556,214



Building 1:

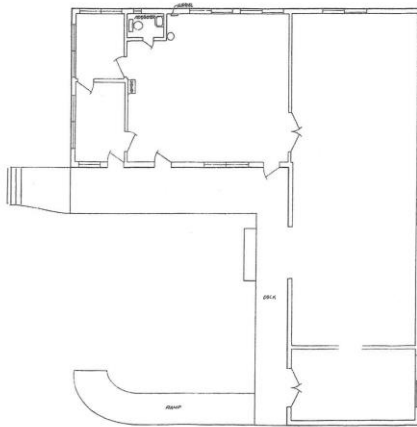
Address: 13034 Bitney Springs Road Single

Building Type: Story Cement Block

Square Footage: 3,400 sq. ft.

Occupancy: Classification "B" (Business)

Current Use: This building is leased by Five Flavors Herbs, Inc. The lease value is \$2,287 per month. The tenant has made some improvements inside the building. The lease is set to end August 2023.



Future Plans for this building will be based on tenant need. The school does not need to use this building as of 2023. Possible improvements needed include a new accessible path of travel to the building entrance from a new accessible parking spot. Interior improvements to the existing restroom, new plumbing fixtures, and finishes in the general areas. Standard maintenance to retain the building's existing integrity. This building will need roofing replaced in the next 10 years.

Proposed Renovations:	Budgeted Amount	Timeline
ADA Parking Space	\$10,000	TBD
ADA Pathway Accessibility	\$10,000	TBD
Bathroom Renovation (ADA Compliant)	\$20,000	TBD
New Roof	\$15,000	10 Years

Building 2:

Address: 13028 Bitney Springs Road

Building Type: Single Story Cement Block

Square Footage: 5,600 sq. ft.

Occupancy: Classification "E" (Educational)

Current Use: NCSA currently occupies this building and is used for the Music and Theater classrooms, providing areas for some elective classes, class theater performances and afterschool enrichment activities.



Future Plans include a new accessible path of travel to an accessible parking space in the adjacent parking area, upgraded basketball courts and new playground equipment. Interior improvements to the existing restrooms, new plumbing fixtures and a new roof will need to be done in the next 10 years. Standard maintenance to retain the building's existing integrity is the only other future plan for this building.

Proposed Renovations:	Budgeted Amount	Timeline
ADA Parking Space	\$10,000	5 Years
ADA Pathway Accessibility	\$10,000	5 Years
Bathroom Renovation (ADA Compliant)	\$20,000	5 Years
New Roof	\$20,000	10 Years
Basketball Court Upgrades	\$5,000	TBD

Building 3:

Address: 13026 Bitney Springs Road

Building Type: Single Story Wood

Square Footage: 20,000 sq. ft.

Occupancy: Classification "E" (Educational)

Current Use: This building is currently occupied by two Transitional Kindergarten classrooms, 6th through 8th grade classrooms, two Art Rooms, Administrative offices and RavenWolf Aftercare.



Future Plans include all new accessible paths of travel – improvements within and along the perimeter of the building, new accessible parking spaces, and new playground equipment at the exterior of the building. Interior improvements include reconfigured restrooms, new finish materials, and new exterior stairs. No changes to building size were proposed. The HVAC needs replacement or extensive renovations. Classrooms and offices are in need of new carpeting and painting, but are in good condition overall.

Proposed Renovations:	Budgeted Amount	Timeline
ADA Parking Space	\$15,000	TBD
ADA Pathway's Accessibility	\$20,000	TBD
Bathroom Renovations (ADA Compliant)	\$150,000	TBD
New Roof on East Wing	\$35,000	5 Years
Carpet/Paint All Classrooms	\$35,000	5 Years
HVAC Replace or renovate	\$1,300,000	TBD

Building 4:

Address: 13020 Bitney Springs Road

Building Type: Two-Story Wood

Square Footage: 31,000 sq. ft.

Occupancy: Classification "B" (Business)

Current Use: This building is currently used by NCSA for storage and is the main point of entry for the phone system and internet lines. Sk8 Box (indoor skate park) is currently using the bottom floor to provide after school indoor skate and scooter opportunities.



Future plans include using this building to house expanding NCSA educational programs and/or space for future summer programs. Potential for new playground equipment dependent on program needs. Consider possible leases to tenants who support or complement NCSA program needs.

This building is in poor condition, evidenced by poor indoor air quality and poor drainage on the uphill side which creates moisture issues on the first floor. The HVAC system is defunct and non-operational. There is a functional and certified elevator in the building.

Proposed Renovations:	Budgeted Amount	Timeline
ADA Parking Space	\$15,000	TBD
ADA Pathway's Accessibility	\$20,000	TBD
Bathroom Renovations (ADA Compliant)	\$300,000	TBD
New Flooring - all floors (Asbestos Tiles)	TBD	TBD
HVAC Replacement	\$1,000,000	TBD

Building 5:**Address:** 12394 Bitney Springs Road**Building Type:** Single Story Steel**Square Footage:** 6,000 sq. ft.**Occupancy Type:** Manufacturing/Business

Current Use: This warehouse building is currently leased to [GeoShip](#), a Bio Ceramic Dome Engineering. They also purchased the 106 acres across Bitney Springs from the school to create a live-work opportunity to build these all-natural geo dome housing alternatives. This warehouse is leased for \$5,092 a month currently and they are on an annual lease term.



There are no future plans to improve or expand these buildings at this time. Standard maintenance to retain the building's existing integrity is the only future plan for this building.

Building 6:**Address:** 12396 Bitney Springs Road**Building Type:** Single Story Steel**Square Footage:** 6,000 sq. ft.**Occupancy Type:** Manufacturing/Business

Current Use: This warehouse is currently leased to DS Welding, a metal fabrication contractor. The current lease is \$3,600 a month. The lighting has been upgraded by the tenant.



No future plans to improve or expand these buildings at this time. There is no HVAC. Standard maintenance to retain the building's existing integrity is the only future plan for this building.

Building 7:

Address: 12398 Bitney Springs Road

Building Type: Single Story Steel

Square Footage: 3,600 sq. ft.

Occupancy Type: Classification "B" (Business)

Current Use: This warehouse building is used for NCSA property maintenance offices and storage support services.



No future plans to improve or expand these buildings at this time. There is no HVAC. Standard maintenance to retain the building's existing integrity is the only future plan for this building.

Building 8:**Address:** 13032 Bitney Springs Road**Building Type:** Two Story Wood and Steel**Square Footage:** 24,000 sq. ft.**Occupancy Type:** Classification "E" (Educational)

Current Use: NCSA's Kindergarten through 5th grade classrooms are currently occupied in building 8. There is one art room, a music room, assembly/dance room and administration offices.



Future plans include accessible path of travel improvements within and along the perimeter of the building, a new integrated playground installation in the Kinder play area,

and a renovated or replaced deck around the back of building 8 (pond side). Interior improvements include reconfigured restrooms, new finish materials, and new plumbing fixtures, additional fire exits in classrooms that only have one door and new carpet or flooring and paint are needed for many classrooms. HVAC is an old boiler system and is outdated even with upgrades from the prop 39 energy grant in 2015. Standard maintenance to retain the building's existing integrity is the only other future plan for this building. Bathrooms need remodeling to allow for ADA access requirements and cleaner aesthetics. Additional exterior exiting for classrooms to meet local fire egress requirements need to be constructed.

Proposed Renovations:	Budgeted Amount	Timeline
ADA Parking Space (Pond Side)	\$15,000	TBD
ADA Parking Space – Top of Hill	\$15,000	TBD
ADA Pathway's Accessibility	\$100,000	TBD
Bathroom Renovations (ADA Compliant)	\$300,000	TBD
Carpeting/Paint for needed classrooms	TBD	TBD
HVAC Replacement	\$1,000,000	TBD
Replace/Repair Deck (Add additional)	\$500,000	TBD
Install Additional Exiting in Classrooms	\$100,000	TBD

Building 9:

Address: 13024 Bitney Springs Road

Building Type: Three-Story Wood and Steel

Square Footage: 75,000 Sq. Ft.

Occupancy Type: Manufacturing/Business/Educational/Assembly



First Floor (40,654 Sq. Ft.)

- East Wing and Central Core are currently occupied by Curious Forge “maker space.”
- West Wing and a portion of the area is occupied by multiple tenants & Existing Gym
Seismic steel structural supports will be required for NCSA student use and for private rental for athletics/assembly to community members/organizations.

Future plans include storage and NCSA student gym expansion, if there is enough money available. Otherwise, renting to local businesses would be the best opportunity for this part of the building.

Second Floor (26,700 Sq. Ft.)

- East Wing: Future plans for a portion of the area to be occupied by NCSA classrooms. Future occupancy is planned to be “E” – Education
 - Consider possible leases to tenants who support or complement NCSA program needs.
 - Possible expansion of a non-public school to support neuro diverse students.
- Central Core: Currently occupied by Art Space offering therapy services through fine arts. The Nisenan is also utilizing office/storage space for their tribe artifacts and historical items.
- West Wing is occupied by NCSA Administration offices.
 - Portion of the area is currently leased to Nevada County Charter Services Authority and used by their Special Education program staff.
 - Future occupancy planned to be “B” – Business

Third Floor (8,700 Sq. Ft.)

Existing Kitchen / Dining/ Assembly space is currently used to run the NCSA School Nutrition program offering scratch cooked breakfast and lunch to NCSA students. Future occupancy is planned to be “A-2.”

The current HVAC system is outdated with a boiler system in the basement running a coil loop pneumatic system throughout the building and 6 air handlers located on the roof of the building. The system is extremely inefficient and failing. ADA upgrades will be required, including seismic steel structural support to be in compliance for students to occupy this building.

Proposed Renovations:	Budgeted Amount	Timeline
ADA Parking Spaces (upgrades)	\$50,000	TBD
ADA Pathway's Accessibility	\$100,000	TBD
Bathroom Renovations (ADA Compliant)	\$500,000	TBD
Flooring/Paint for various portions	TBD	TBD
HVAC Replacement	TBD	TBD
Replace all doors	TBD	TBD
Plumbing needs replacement	TBD	TBD
Electrical needs replacement	TBD	TBD

Building 10:**Address:** 12402 Bitney Springs Road**Building Type:** Single Story Steel**Square Footage:** 3,200 sq. Ft.**Occupancy Type:** Storage/Business

Current Use: This warehouse building is used for NCSA property maintenance and storage support services.



Standard maintenance to retain the building's existing integrity is the only future plan for this building. Fair Condition. The HVAC is defunct.

Building 11:**Address:** 12812 Bitney Springs Road**Building Type:** Single Story Wood**Square Footage:** 328 sq. ft.**Occupancy Type:**

Current Use: Guardhouse at the main entrance – it houses an antiquated security system.



Standard maintenance to retain the building's existing integrity is the only future plan for this building. It is in fair condition.

Building 12:**Address:** 13036 Bitney Springs Road**Building Type:** Two-Story Wood Residence**Square Footage:** 3,569 sq. ft.**Occupancy Type:** Residential**Current Use:** Currently rented to NCSA property manager.

Standard maintenance to retain the building's existing integrity is the only future plan for this building. It is a single-family residence rented at \$800/month. This building is in poor condition. This building needs new sheer wall siding, insulation, and a new roof. Windows have begun breaking intermittently due to settling. Interior finishes and fixtures are outdated and at the end of the life cycle. A new wood stove was installed in 2017.

Building 14:**Address:** 12498 Bitney Springs Road**Building Type:** Single Story Wood**Square Footage:** 1500 sq. ft.**Occupancy Type:****Current Use:** This building is abandoned and needs to be demolished.

Abandoned onsite wastewater treatment plant. Closed to staff and the public.

Building 15:**Address:** 13030 Bitney Springs Road**Building Type:** Single Story Wood**Square Footage:****Occupancy Type:**

Current Use: This is NCSA's operational potable water treatment plant. This is critical infrastructure to our campus.



Future plans for this building include siding replacement, new roof and renovations to the water treatment tank, including draining all water to sand & paint the inside of the tank. Plumbing fixtures are leaking on the outside of the building.

Proposed Renovations:	Budgeted Amount	Timeline
ADA Parking Space	\$15,000	TBD
ADA Pathway's Accessibility	\$20,000	TBD
Bathroom Renovations (ADA Compliant)	\$300,000	TBD
New Flooring - all floors (Asbestos Tiles)	TBD	TBD
HVAC Replacement	\$1,000,000	TBD

Building 16:**Address:** 13030 Bitney Springs Road**Building Type:** Wood Structure**Square Footage:** 400 Sq. Ft.**Occupancy Type:** Business

Small shed owned by ATT to service Cell tower. Very good condition. AT&T Sublets to Verizon Wireless.



Grounds:

Land/Forest Management plan:

A comprehensive land management plan is in the process of being developed, separate from this document, to detail and clarify our goals and strategy for acting as stewards of our natural spaces and unique environment. This document will include: definitions of our objectives for the land we own; a short description of our location and history of our property; a detailed assessment of the resources currently present, management recommendations from our staff, professional consultants, and concerned stakeholders; an activity schedule of our planned actions to manage our holdings; and supplemental information that is crucial to a thorough understanding of the nuances of this particular property and background that informs our management priorities.

Playgrounds:

Lower Campus Playground: recently upgraded and greatly enjoyed by the students. Several improvements still need attention: ADA access to playground features is needed, and wooden structures need to be altered to account for tree growth and maintained annually.

Upper Campus Playground: The basketball court is in poor condition and needs grading, paving, and permanent hoops installed. The courtyard space needs constant maintenance and care to keep the grass from dying. More equipment or structures for middle school students to play or hang out in would be desired.

Parking:

Our campus has over 500 marked and unmarked parking spots. Most were resealed and repainted during the summer of 2018 & 2021.

Open space:

Much of our open space is overgrown with brush consisting of manzanita, blackberry, scotch broom and chaparral that create hazardous fire conditions. Please see the section of this document titled *Fire Suppression and Prevention* under the heading *Critical Infrastructure* for more details on this important topic.

Tax liability on some of our lightly used open space makes a compelling argument for rapid reduction of our annual tax bill. Options to explore include conservation easements; increased presence of other non-profits; community use on larger holdings.

Area of Campus:	Parcel Number:	Annual Tax Liability:	Special Notes:	Market Value Approximation:
31.41 acres Buildings 2, 3 & 4	052-050-030-000	\$6,777	School Facilities – Upper Campus & Theater/Music Room	\$18,875 per Month
22.89 acres, Building 9	052-070-071-000	\$17,426	School Facilities – Cafeteria, Kitchen, Business Offices, Gym & Special Education Services	\$23,000 per Month
96.21 acres, Bldg 1 & 8, Water plant, cell twrs, prop mngr res.	052-050-031-000	\$7,487	School Facilities: NCSA Lower Campus (K-5 th Grade)	\$18,000 per Month

Access

Main Entrance: Open during Business Hours to two-way traffic. Locked after hours by a steel gate. Keyed access is allowed by school personnel, NID, Fire Department, Verizon, and AT&T.

East Entrance: Gate at Lone Lobo Drive. Closed to all traffic at this time. Keyed access allowed by school personnel and Fire Department

West Entrance: Open to one-way traffic only, used to enter school grounds. Marked fire lane. Locked after hours by cable gate. Keyed access is allowed by school personnel and Fire Department.

Critical Infrastructure

Potable Treatment Plant: The potable water treatment plant is a package conventional filtration plant, and the primary disinfection is ozone. It has been in continuous operation since 1987, and parts of the facility have begun to show their age. The plant is in need of repair to the water treatment processing tank that is rusting in multiple areas and the siding of the building needs to be replaced along with piping that needs to be repaired. The chief operator lives on site providing constant availability, and the equipment is in need of targeted repair or replacement.

Potable Water Storage: The clear well storage at the treatment plant decreased from the design capacity of 50,000 gallons to 30,000 gallons with the obsolescence of two 10,000-gallon poly storage tanks, which were removed in 2014; decreased water demand, and the tank's lifespans were key factors. The two remaining 15,000-gallon welded steel storage tanks have been in continuous use for over 30 years, and one developed a leak due to a rust tubercle and was taken out of service. The remaining tank is just as old and provides inadequate capacity, so two new poly tanks have been acquired and placed on the existing bed at the tank farm. We need to consider repairing the steel storage or purchasing smaller poly tanks again.

The additional 20,000-gallon potable storage will return good capacity to the facility as well as allow both steel tanks to be taken offline simultaneously for repairs when possible. The two poly tanks will not provide adequate capacity on their own except to provide service during the repairs of the steel tanks. The estimated cost of repairs to the steel tanks is currently \$53,000.00 and would provide as much as 50 years of service life to the steel tanks, which are in otherwise good condition and of very sturdy design. The new poly tanks have a 7-year warranty with a projected lifespan of around 10 years or so. The end of the remaining steel tank's serviceability is likely very near.

Potable Distribution System: The potable distribution system took significant damage in various areas during and after the Lone Lobe fire of October 2017. While all critical aspects of the damaged system have been repaired, some damaged but unused portions of the system have been abandoned, and features with cosmetic damage are used as is. All in all, the system remains sturdy and is working well but has some increased monitoring and repair requirements, primarily due to the system's age. The system is plastic pipe and was developed over the years as demands changed, and much of the system is poorly documented, making it more of a challenge to predict or repair problems. One of the major factors affecting the distribution system now is tree growth in the vicinity of buried pipes and ground squirrel penetration. Due to the scotch broom overgrowth, it has provided

ground protection for squirrels to wreak havoc to underground piping. Leaks are consistent through the system and we are currently working to find and repair them.

Raw Water Distribution System: Raw water to the site is provided by canal to a facility known as the lift station. Basically, two 15-horsepower pumps provide primary delivery to the system with gravity also employed. The lift station and surrounding area was severely damaged during and after the Lone Lobe fire and repairs there have been extensive. The latest of which include significant repairs to the six-inch main supplying water to the reservoirs high above the station, major repair to the roadway and drainage in the area, and major repairs to the pumps and related pipes and valves, which were worn from decades of continuous service. The system now appears to be in the best condition in many years; however, new aspects of the fire damage may still surface, and the majority of the system is well over 30 years old, with regular maintenance becoming increasingly critical and the number of unforeseen repairs is increasing.

Waste Water Systems: Waste water from buildings 2,3,4, and 9 is directed to the waste treatment plant via sanitary sewer, as is effluent from the septic tank that serves buildings 5, 6, and 7. The system is, as is much here, over 30 years old but continues to work well. The equipment shows age-related issues, and the need for unexpected repairs is ongoing. Key features at the plant remain in good working order. This year will see an increase in repairs, including pipes, valves, paint, etc. Increased requirements from the state have added a level of responsibilities. Damage to the infrastructure from the required removal of vegetation by a volunteer with a bulldozer created much damaged pipe to the water supply and waste line to 5, 6, and 7 that remain only partially usable.

Buildings 1, 5, 6, 7, 8, 12, and 13 are serviced by septic tanks. The tanks appear to be in good order, with the exception of the system at building 8. The two 1500-gallon septic tanks there appear to be at the end of their lifespan with over 40 years of continuous service. The concrete construction of the tanks appears to be breaking down, and there is evidence in the tanks that movement has occurred, with damage likely at the outlet. There is also evidence of increased vegetation and odors near the tanks. Options probably include the replacement of the tanks and possibly leach field work or rerouting the effluent to the treatment plant. Both are significant undertakings. The system is at risk of failing in the next 3 to 5 years.

Fire Suppression and Prevention:

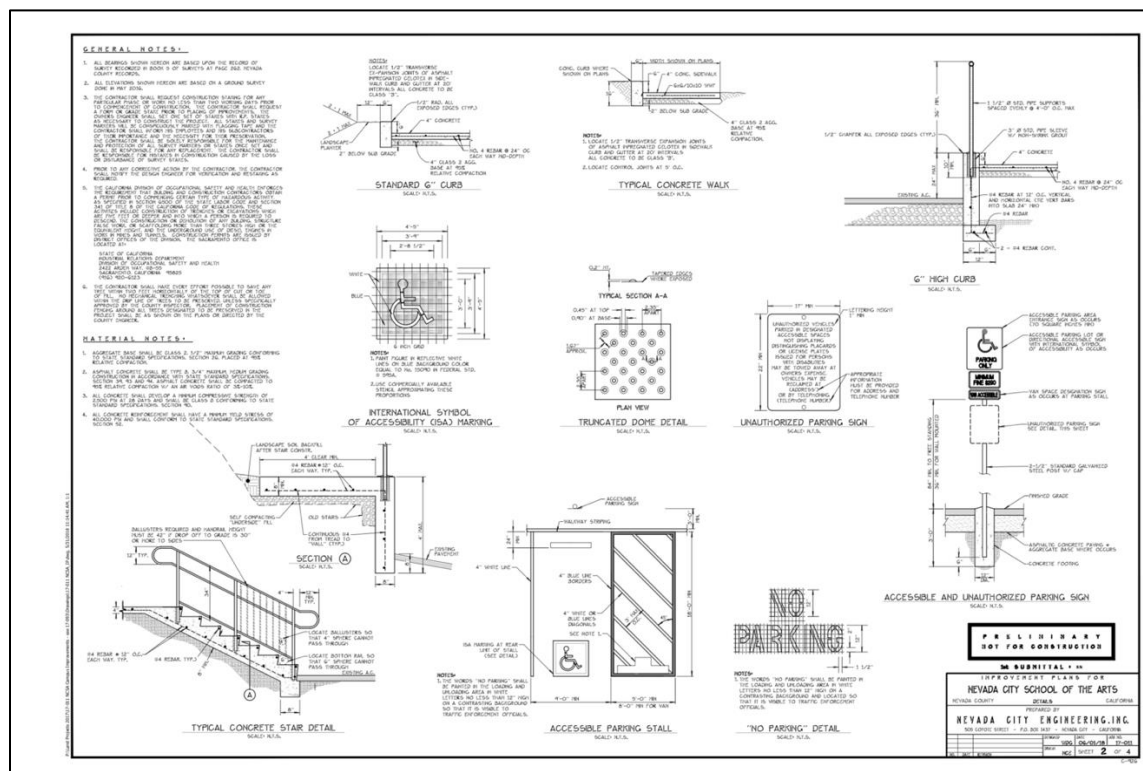
Campus-wide sprinkler inspection:

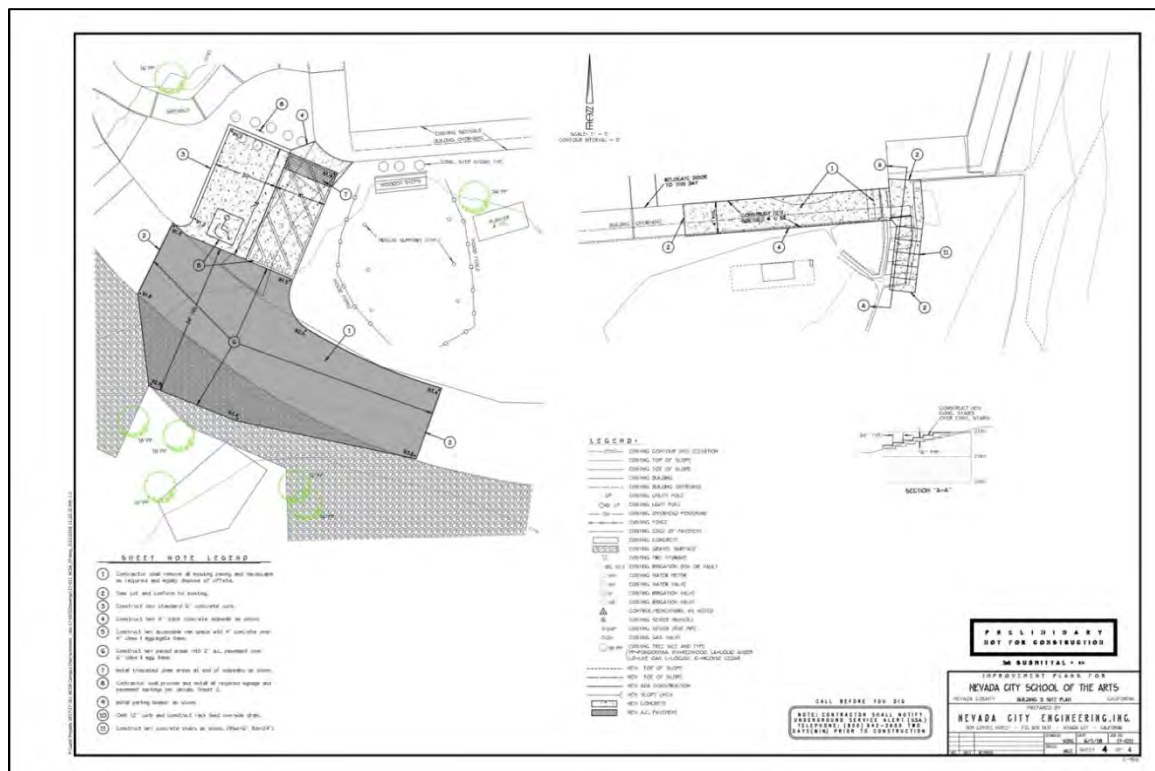
We have our 5-year fire inspection scheduled for this year 2023. The inspection will include fire hydrants and sprinklers throughout the entire property. Valves on all of our buildings' sprinkler supply have been updated since 2019. Repairs have been made to bring our buildings into compliance. Penn Valley Fire has approved these improvements. A new FDC connection was installed at building 3 in April, 2019.

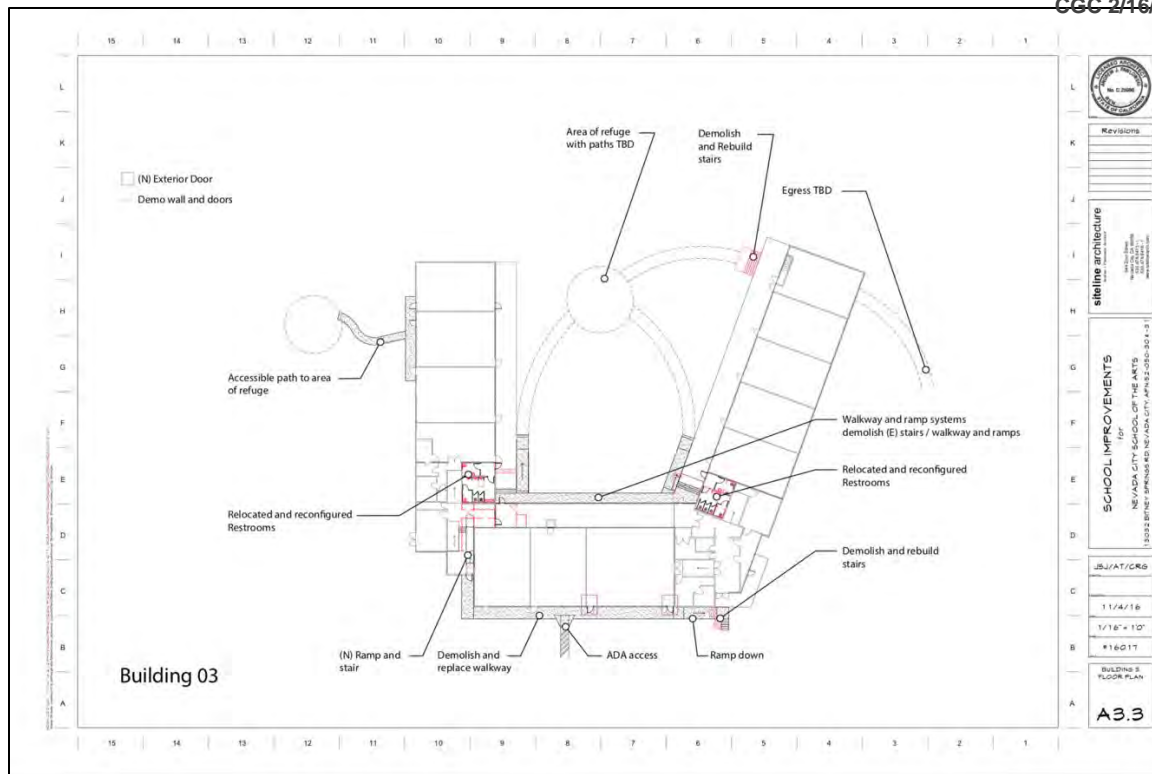
Defensible space and fire fuel reduction:

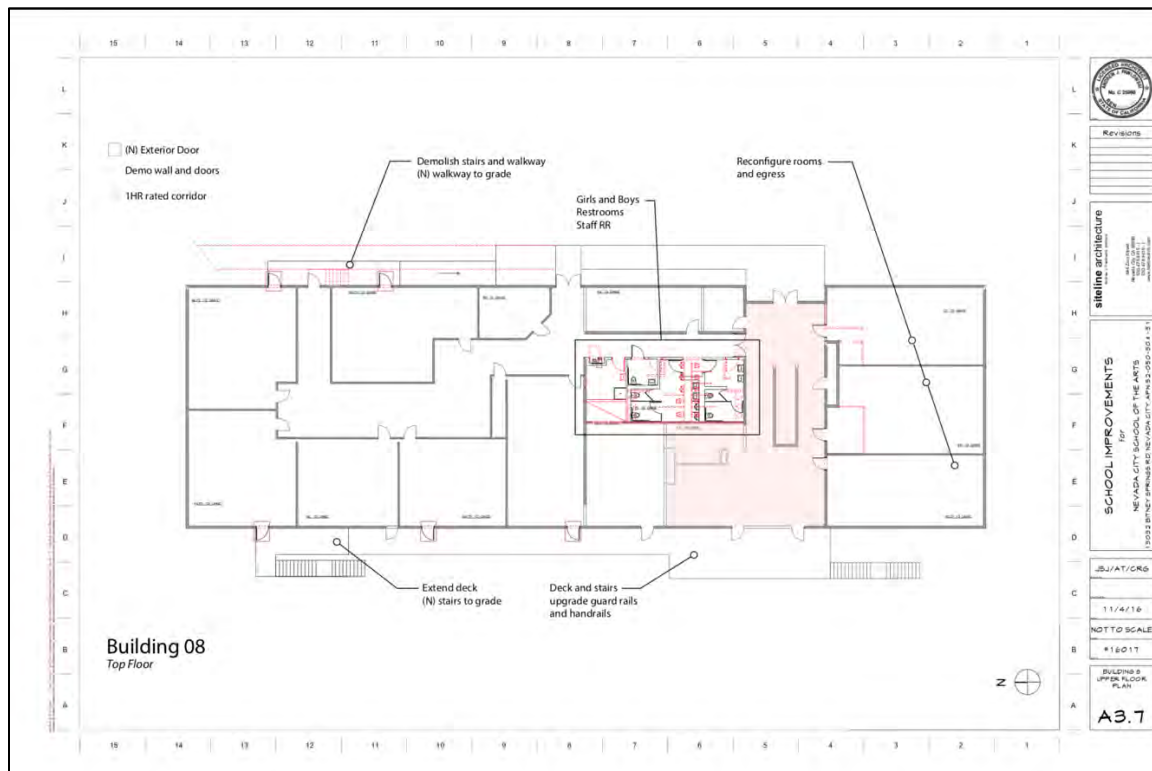
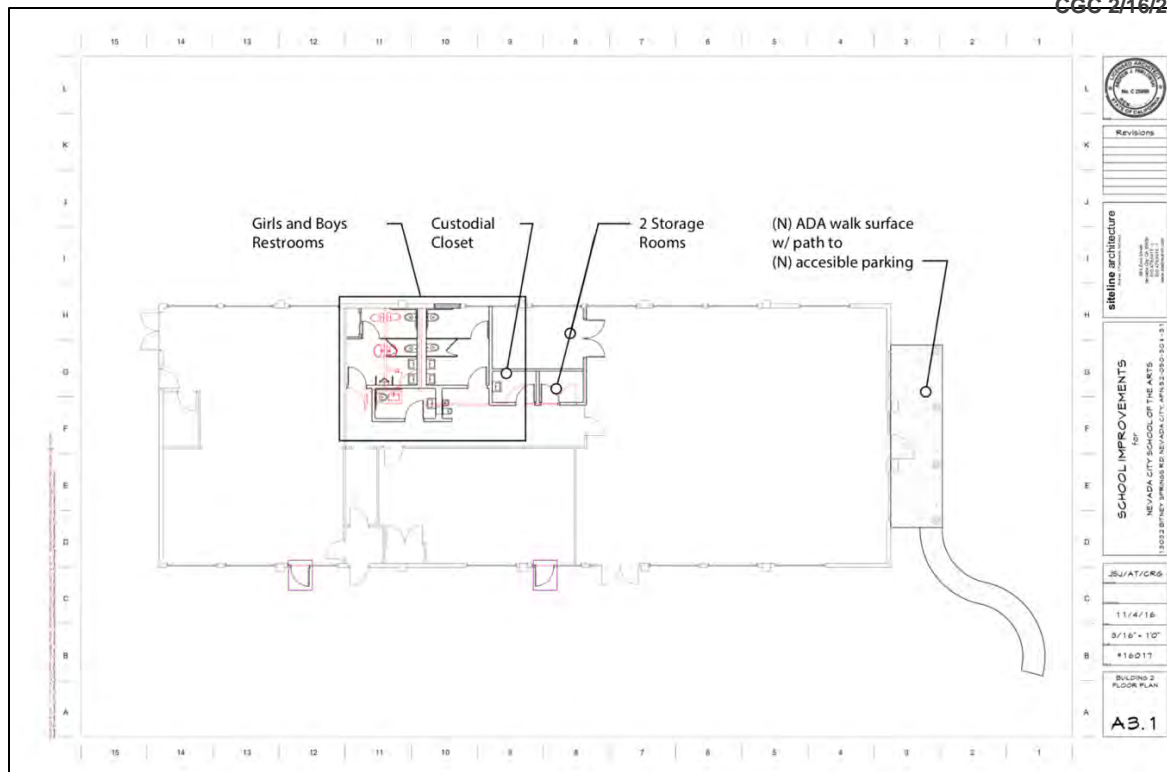
As we learned on October 13th, 2017, our school is susceptible to wildfire. In the summer of 2018, NCSA saw the start of creating fire breaks around our school buildings and critical infrastructure. Buildings 2 and 8 had the bulk of the clearing done, as they were surrounded by the densest fuel. There is more work to do. According to Nevada County Fire Safe Council Guidelines, we plan to thin our forested areas within 200' of each of our buildings and our property boundaries to the recommended standard (for slopes 0%-20%) of 10' horizontal space between tree canopies every year. Vertical clearance above remaining understory species to 3 times the height of the shrubs. Cal Fire began brush clearing sensitive areas on November 19, 2018, and is scheduled through all breaks every school year and during the summers when they are available. The total cost for the school year is \$6000.00 plus porta-potties and fire permits. They are doing a wonderful job and have currently cleared around building 2, building 9 and building 4, powerlines along Bitney Springs road, and at a neighbor's house to maintain our required clearance.

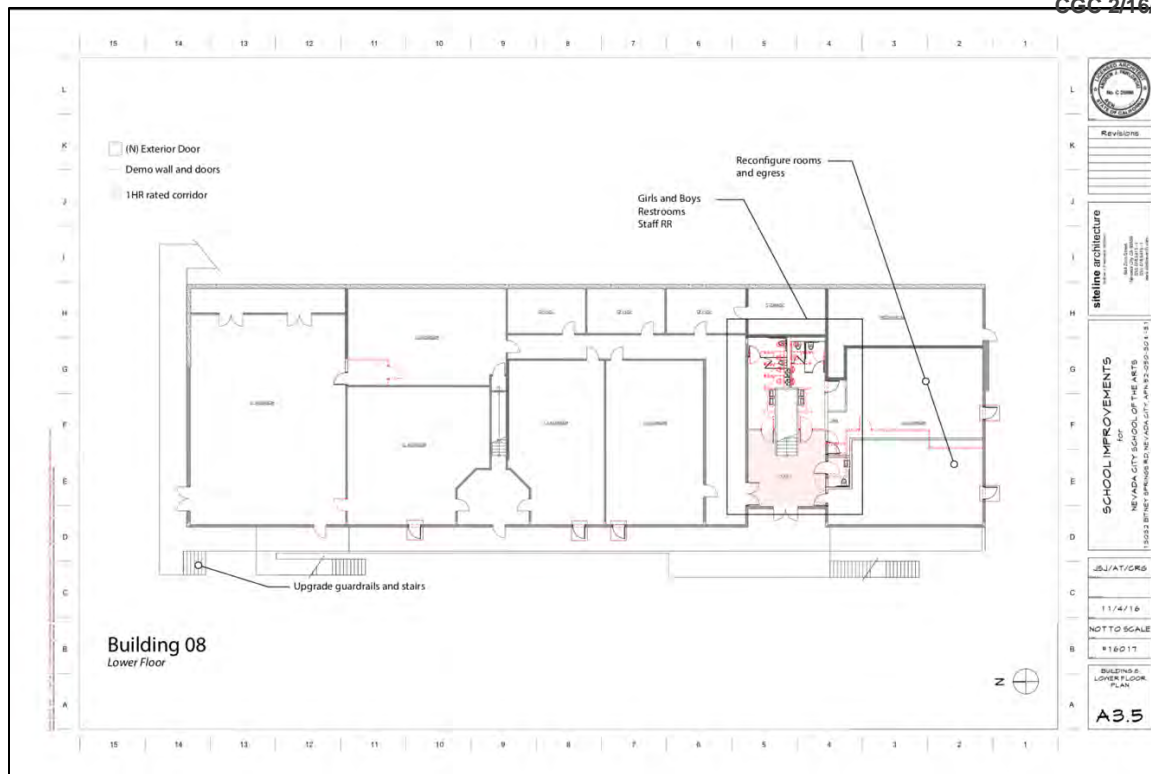
The Conditional Use Permit that was granted to NCSA in September 2016 and includes mandatory improvements to increase access to the school in order to be in compliance with the federal Americans With Disabilities Act (ADA). These improvements have been designed by Sitrine Architecture for the purpose of planning and construction. The proposed changes to our buildings are as follows:



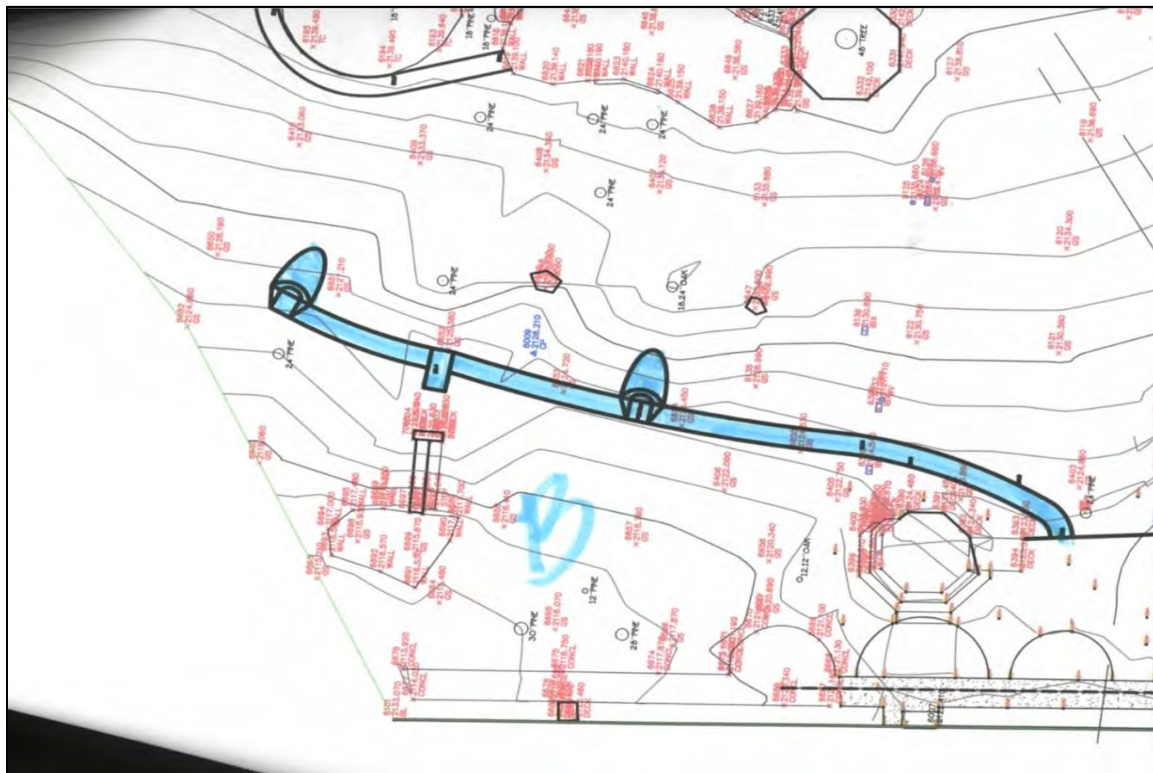








Lower Campus Playground proposed ADA access to playground features:



Deferred Maintenance:

Our school has suffered 20+ years of deferred maintenance that has not been addressed. This is evidenced by failing door latches, broken window blinds, leaking plumbing fixtures and piping, deterioration of wooden decking, obsolete HVAC controls (Building 3, 8, 9, & 4), inefficient and inadequate lighting, leaking ponds, failing roofing etc. We must account for the unforeseen cost of this deferred maintenance that will be required. The pernicious effect of this state of degradation soaks up money from our maintenance budget and time from our staff that already have scheduled repairs and maintenance tasks to perform. Also, unpredictable failure of our antiquated systems can lead to a perception of disrepair among staff and students. In order to provide an excellent educational experience in an equitable and accessible facility, we must allow for a well-supplied emergency fund that can shield us from the surprise and financial hardship of unexpected repairs. Fortunately, our capable maintenance staff is clever and adaptable. However, we must recognize the unknowable nature of repairs due to deferred maintenance and set our budgets, staffing and schedules accordingly.

HVAC in Buildings:

Building 8 is functioning, but inefficient and inconsistent. Because the building is on an old boiler system, there are only two thermostats in the building providing inequitable distribution of air throughout the classrooms. We would love to renovate these systems to provide each classroom with its own temperature controls or at least break it down into regulated sections.

Building 3 is functioning, but it is not providing an environment for learning because it is loud and extremely inefficient, much like building 8. We would like to see mini splits or a better option for each classroom to have it's own temperature control and ventilation.

Building 9 is by far our largest building with the most income generating potential. As we fill out our rentable spaces with arts aligned businesses and continue operations in our cafeteria, classrooms, and business services there, we must address the need for a functioning HVAC system in this building. Currently, heating and air conditioning is manually operated by a few knowing staff members, but even this make-shift control scenario serves only limited occupied areas of the building with heating or cooling. Ventilation is essentially nonexistent in most parts of the building, and this is unhealthy for the building and its occupants. If we are to rely upon this building for its income potential, this must be addressed.

The existing equipment is dated, near the end of its life cycle, and energy inefficient in comparison with modern HVAC components. The original control systems (think thermostats and occupancy sensors) has failed completely and is beyond repair. After consultations with reputable energy consultants, multiple mechanical engineers, numerous HVAC service providers, community members, and the original designing engineer of the building, Ken Meyers, it has been determined that the best route forward to a sound HVAC strategy is to replace the existing equipment with multiple heat pump units that serve each occupied space individually. An example of this type of system (often called a mini-split) is already servicing the JPA office in Building 9. This path allows for the greatest flexibility in

managing the many different occupied spaces, is resilient against building wide failures, and can be done incrementally as our building population grows. The systems are approximately \$18k-\$30k each, with service for the cafeteria upwards of \$60K. This is a crucial upgrade that must be made in order to have an adequately functioning facility and mandatory to maintain a code-compliant commercial kitchen.

General Program Considerations regarding Facilities

This section has been informed by a staff survey that was held during the spring of 2019. Great effort was made to include staff concerns and experience to best determine our priorities when considering improvements to our campus facility and program. 42 staff members participated in the survey of campus strengths, weaknesses, usage, and upkeep. These are the findings, summarized to represent to bulk of opinions expressed.

Staff reported loving our campus. Its lovely trees and outside spaces make it a very pleasant place to work. The majority of staff is very happy with the amount of light in our classrooms, classroom views of the surrounding environment of forested woodland and pasture. The classrooms are big enough with excellent additional amenities including our multiple music rooms, our dance rooms, our theater, and our trail network.

According to our staff, our campus is deficient in these areas:

Access:

- ADA access to facilities is limited: school entrance, bathrooms, hallways, classrooms, and gymnasium.
- Our Student pick up and drop off is inefficient and obtuse.
- Crosswalks and road markings need to be repainted.
- Better exterior lighting is needed, with many of our teachers and staff staying at work until it is dark.
- Walkways are uneven and can be slippery

Infrastructure:

- HVAC is inefficient and loud. Inconsistent heat is provided to classrooms, with some too hot, some too cold, and always too loud.
- Sinks in classrooms would be greatly appreciated.
- Staff-only bathrooms would be greatly appreciated. All our bathrooms are outdated and nearing the end of their lifespan, with broken fixtures, poor lighting, and leaky pipes.
- A dedicated lunch area for the students is needed. A covered area outside for eating lunch preferred.
- Buildings need a new coat of paint on exterior. New carpet is desired in rooms with old carpet.
- Water fountain needed in Gymnasium
- Better control of lighting. Partial lighting vs. full lighting is desired to accommodate certain classroom projects and student needs.

- Better soundproofing in Building 2. Music and Drama programs compete to be heard with thin walls.

Program:

- There are not enough dedicated music spaces for the number of music classes that we have.
- The Building 3 courtyard is dusty and not conducive to children's recess games. Drainage of play area needs improvement. Play structures and fields appropriate for middle schoolers are needed.
- TK play area needs age-appropriate playground features: swings, playhouse, climbing feature, etc. Access to hazards should be removed.
- Smaller break-out rooms are needed for math work groups.
- Several more small staff offices are desired.
- A school garden is desired, and student participation in landscaping could be encouraged.

Proposed Improvement, Uses, and New Facilities:

Proposed projects intended to support our programmatic goals and produce income that will fund our operations.

Cafeteria:

The kitchen supports the overall learning and health of our students and the general school community. One specific goal is to ensure that all students have access to a full, nutritious lunch each school day.

The kitchen has the potential to earn income in a few different ways. If we can be self-sustaining with our school meal program (well, self-sustaining with the subsidy for enrollment in the National School Lunch Program), we can then use the kitchen/cafeteria for other purposes to generate funds. Examples of this are Weekly Friday Parent Cafe, Fundraiser Dinners (Bingo Night, Jazz Night, etc.), Meals for Back-to-School Night/Performances, and rental of the cafeteria/kitchen space to groups who would like to utilize the space for catered events. There is also a limited potential to earn money through vending meals to other charter schools in need, but there would be initial start-up costs involved to add equipment and labor to accomplish additional meal programs.

Multi-Purpose Playfield:

A multi-use playfield has been proposed for ~40,000 square feet of the land immediately south of Upper Campus (Building 3). This will provide a safe and friendly environment for recess, after-school sports, and recreation activities for our students.

Trail Network:

Trails: Historical trails are used by students, staff, and local community members for walking and exercise. Views are stunning, including sightlines to the Sierra Buttes, the Sutter Buttes, Deer Creek Falls, and Lake Wildwood. ~60 acres burned in October 2017, creating ideal conditions to develop new and extensive trail networks that have income-producing potential from hosting events and races as well as enhancing students' ability to enjoy and experience the diverse ecosystems present on campus.

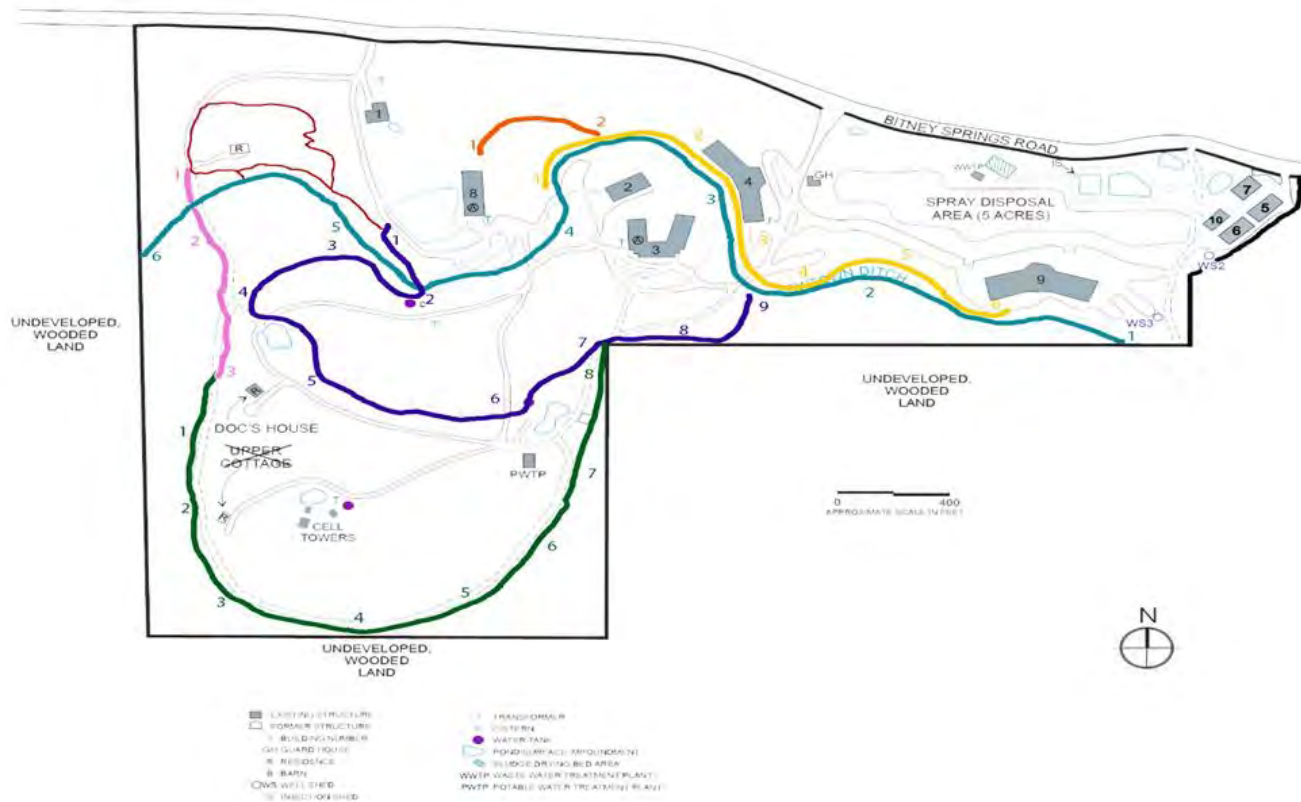
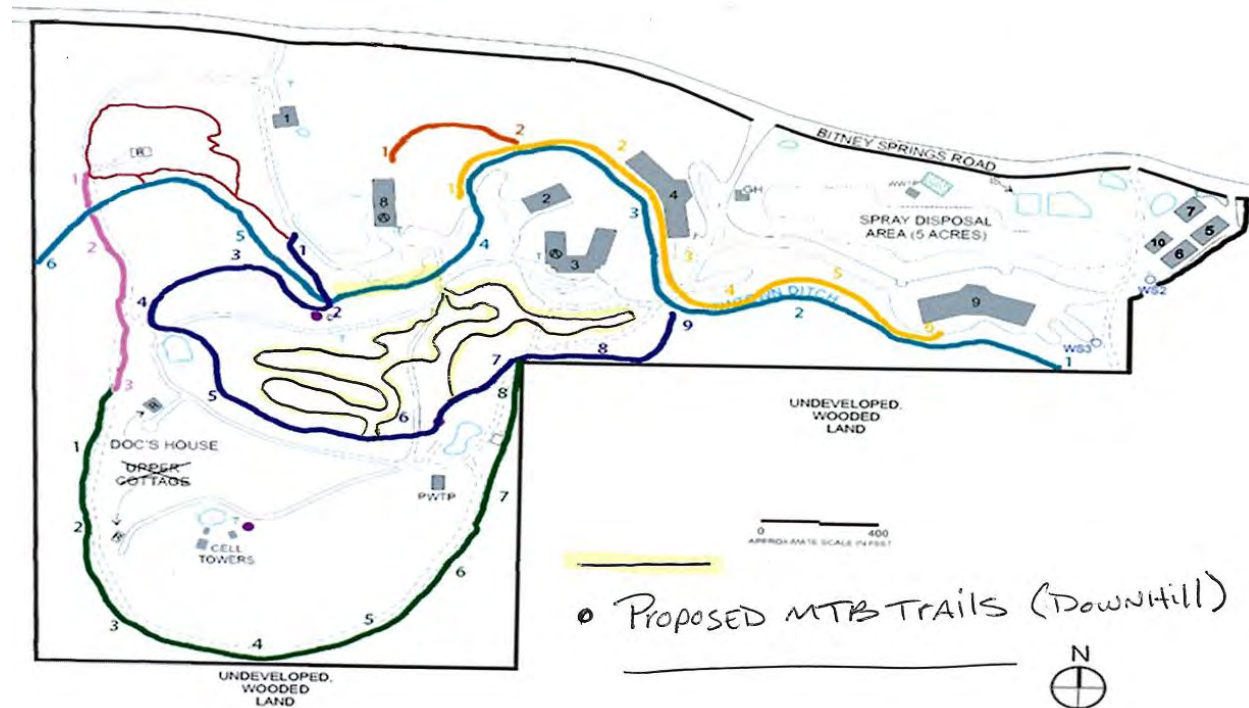
Bear Yuba Land Trust & Bicyclists of Nevada County (BONC) have offered to make a public trail network on our campus for the good of the community and our school.

An extensive build-out of our existing trail network would provide our students with opportunities to spend more time outside, building fitness and environmental awareness. Movement classes and main lesson teachers could explore and have greater interaction with the ecosystems found here on our campus. Afterschool sports programs could use it to build competitive cross country and mountain bike teams.

The more land we have under our usage, the more opportunity we have to lower our property tax burden. Currently, much of our land is taxed at business park property tax levels because much of it is not expressly used for our school operations. A five-mile trail that is 3 feet wide could potentially bring another 16+ acres under our direct control (trail area only), thereby lowering our taxable property amount.

Bear Yuba Land Trust (BYLT) and Bicyclists of Nevada County (BONC) have proposed building a trail network that could provide benefit for our school and our community. They have proposed a 5-mile track that could be an income producing venue for NCSA if we were to host event like weekend-long youth mountain bike and cross country races. Income could be made from a percentage of the race fees, charging a modest fee for parking, selling concessions from our cafeteria during events, and perhaps even hosting camping on the northern parcel of land. Currently BONC & BYLT are on hold while we research this further, However, the mountain bike teachers and members have proposed trails that they feel better suite our land and programs. We are hoping to bring this back in house and contract with Steve Wentz to come and finish more proposed trails after he has already installed the "Quip" trail that has been highly beneficial and a great start to the bigger trail network.

Here is a rough draft of the proposed trail:



Greenhouse & Farm Site:

A simple hoop-style green house has been proposed to add new electives that involve gardening, food production, and native plant propagation. Student activities could provide supplemental foodstuff to support our cafeteria operations, bringing down food costs to the school and increases food awareness amongst student body and staff.

If the pilot greenhouse program shows promise and goes well, it has been proposed that we expand into developing acreage east of the main entrance, south of Bitney Springs Road, to further create abundance and awareness around food and its production. We could also include a composting component that will start to be required soon.

Gymnasium Renovation:

Renovating the gymnasium in Building 9 has emerged as a potentially profitable enterprise. In addition to providing safer and more pleasant facilities for our school sports team and elective classes, it appears that most gymnasiums in our county are consistently rented out at decent rates. A new floor improved ADA-accessible entry, ADA-compliant bathrooms, and some bleachers would make our teams more comfortable and could create rental income on nights and weekends when we are not using it. Currently we have been told that building 9 will require extensive steel structural support renovations if we want to move forward with children being in building 9.

Long-term development plan:

2023: Create a facilities masterplan; complete construction documents for code-mandated improvements regarding health, safety, and accessibility; Identify necessary changes to school buildings to provide compliance with the building code's "risk category" requirements in Chapter 16; Identify locations for future multi-use field and outdoor amphitheater; Enlist landscape architect to work with the civil engineer to develop a cohesive site plan with areas of refuge and accessible paths of travel; Maintain potable water storage tanks to ensure availability of potable water for all building occupants; Repair campus-wide fire suppression system per 5-year inspection; Continue brush clearing in accordance with Fire Wise Community standards; modify Building 9 electrical infrastructure and perform necessary electrical system maintenance; conduct necessary maintenance at the on-site Waste Treatment plant.

2024:

2025:

2026:

2027:

2028:

Policies

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P - Procedure

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A - Attachment

N - Notice (change yearly)

Number	Policy Name	Original Adopted/Ratified Date	Update Date	Reviewed by	Review Date	Board Approved Revision Date	Annual Notice Required
100	Board of Directors - Policy Register	11/22/2016	9/27/2017	Director/Council/CBLD		1/27/2022	
A	Ends Policy	11/22/2016	9/27/2017	Council/CBLD		1/27/2022	
B	Executive Limitations - Global Executive Constraint	11/22/2016		Director/Council/CBLD		1/27/2022	
B1	Financial Condition and Activities	11/22/2016		Director/Council/CBLD		1/27/2022	
B2	Planning and Financial Budgeting	11/22/2016		Director/Council/CBLD		1/27/2022	
B3	Asset Protection	11/22/2016		Director/Council/CBLD		1/27/2022	
B4	Treatment of Parents and Students	11/22/2016		Director/Council/CBLD		1/27/2022	
B5	Staff Treatment and Compensation	11/22/2016		Director/Council/CBLD		1/27/2022	
B6	Communication to the Council	11/22/2016		Director/Council/CBLD		1/27/2022	
B7	Council Logistical Support	11/22/2016		Director/Council/CBLD		1/27/2022	
B8	Emergency School Director Succession	11/22/2016		Director/Council/CBLD		1/27/2022	
C	Council Process - Global Governance Commitment	11/22/2016		Council/CBLD		1/27/2022	
C1	Governing Style	11/22/2016		Council/CBLD		1/27/2022	
C2	Council Responsibilities	11/22/2016		Council/CBLD		1/27/2022	
C3	Agenda Planning	11/22/2016		Council/CBLD		1/27/2022	
C4	Council Meetings	11/22/2016		Council/CBLD		1/27/2022	
C5	Council Members' Code of Conduct	11/22/2016		Council/CBLD		1/27/2022	
C6	Officers' Roles	11/22/2016		Council/CBLD		1/27/2022	
C7	Council Committee Principles	11/22/2016		Council/CBLD		1/27/2022	
C8	Governance Investment	11/22/2016		Council/CBLD		1/27/2022	
D	Global Council-School Director Connection	11/22/2016		Council/CBLD		1/27/2022	
D1	Unity of Control	11/22/2016		Council/CBLD		1/27/2022	
D2	Accountability of the School Director	11/22/2016		Council/CBLD		1/27/2022	
D3	Delegation to the School Director	11/22/2016		Council/CBLD		1/27/2022	
D4	Evaluating the School Director	11/22/2016		Council/CBLD		1/27/2022	
102	Conflict of Interest Code	10/27/2022		Attorney/Melissa	10/27/2022	10/27/2022	
200	Instruction						
201	Title I, Parent and Family Engagement Policy	2/27/2020	3/23/2020	Angie/Holly/Melissa/Attorney	12/1/2021	1/27/2022	
201F	School-Parent Compact	2/27/2020	3/23/2020	Angie/Holly/Melissa/Attorney	12/1/2021	1/27/2022	

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Number	Policy Name	Original Adopted/Ratified Date	Update Date	Reviewed by	Review Date	Board Approved Revision Date	Annual Notice Required
202	Independent Study Policy	6/30/2017	9/17/2020	Attorney/Melissa/Holly/Erin	9/1/2022	9/22/2022	
202Fa	Independent Study Master Agreement	6/30/2017		Erin/Melissa/Attorney	9/1/2022	9/22/2022	
202Fb	IS Assignment Record/Daily Participation Record	6/30/2017		Erin/Melissa/Attorney	9/1/2022	9/22/2022	
203	Comprehensive Sexual Health Education Policy	2/27/2020		Debbie/Melissa/Attorney/Holly	12/1/2021	1/27/2022	
204	English Language Learners (ELL) Policy	12/1/2021		Holly/Melissa/Attorney	12/1/2021	1/27/2022	
205	Student Study Team Policy	4/30/2020		Holly/Melissa/Attorney	12/1/2021	1/27/2022	
206F	Zoom Participation Agreement	8/24/2020		Toni/Holly	12/1/2021	1/27/2022	
207	Hot spot Contract/Agreement	8/24/2020		Toni/Melissa/Holly	11/5/2020	1/27/2022	
300	Student						
301	Enrollment Policy	1994	11/20/2019	H. Pettitt	12/4/2021	1/27/2022	
302	Title IX Harassment, Intimidation, Discrimination and Bullying Policy	10/1/2014	1/16/2020	Attorney/Melissa/Holly	12/1/2021	1/27/2022	Yes
302F	Title IX Harassment, Intimidation, Discrimination and Bullying Complaint Form	10/1/2014	9/28/2017	Attorney/Melissa/Holly	12/1/2021	1/27/2022	
303	Education for Homeless Children and Youth Policy	6/13/2019	9/28/2017	Attorney/Melissa/Holly	12/1/2021	1/27/2022	Yes
304	Educational Records and Student Information Policy	1/16/2020	1/16/2020	Attorney/Melissa/Holly	12/1/2021	1/27/2022	Yes
304F	Request for Student's Cumulative Records and SSID	1/16/2020	1/16/2020	Attorney/Melissa/Holly	12/1/2021	1/27/2022	
305	Education for Foster and Mobile Youth Policy	1/30/2020	1/30/2020	Attorney/Melissa/Holly	2/27/2020	1/27/2022	Yes
306	Free and Reduced Priced Meals Policy	2/27/2020	2/27/2020	Attorney/Melissa/Holly	2/27/2020	1/27/2022	Yes & Website
307	Nondiscrimination Statement	2/27/2020		Attorney/Melissa/Holly	2/27/2020	1/27/2022	
308	Student Wellness Policy	6/21/2018	9/23/2020	Attorney/Dre/Melissa	2/27/2020	1/27/2022	Yes
309	Student Freedom of Speech and Expression Policy	2/27/2020		Attorney/Melissa/Holly	12/1/2021	1/27/2022	
310F	Permission for Student Google account	3/26/2020	8/24/2020	Toni/Holly/Melissa	12/1/2021	1/27/2022	
311	Suicide Prevention	6/26/2017	6/26/2017	Scott/Irene/Holly	12/1/2021	1/27/2022	
312	Administration of Medication Policy	5/16/2016	9/12/2018	S. LaJuenesse	12/1/2021	1/27/2022	
313	Cell Phones, Pagers & Other Electronic Signaling Devices Policy	9/28/2017	6/28/2019	Attorney/H. Pettitt	12/1/2021	1/27/2022	
314	Section 504: Policy, Procedures, and Parent Rights Regarding Identification, Evaluation and Education	3/26/2020		Attorney/H. Pettitt	12/1/2021	1/27/2022	
315	Special Education Policy	3/26/2020		Attorney/Holly/Melissa	12/1/2021	1/27/2022	
316	Classroom and School Volunteer, Visitation and Removal Policy	3/26/2020		Holly/Melissa	12/1/2021	1/27/2022	

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Number	Policy Name	Original Adopted/Ratified Date	Update Date	Reviewed by	Review Date	Board Approved Revision Date	Annual Notice Required
317	Dress Code Policy	3/21/2019		H.Pettitt	12/1/2021	1/27/2022	
318	Social Media Policy	1/16/2020		Attorney/Melissa/Holly	12/1/2021	1/27/2022	Yes
319	Concussion Policy	3/4/2019		S. LaJuenesse	12/1/2021	1/27/2022	
320	Immunization Policy	4/30/2020		Attorney/Stacy/Melissa	12/1/2021	1/27/2022	
321	Head Lice	9/25/2009	12/1/2021	S. LaJuenesse	12/1/2021	1/27/2022	
324P	Informing Parents about Diabetes Procedure	10/26/2016	11/18/2016	S. LaJuenesse	12/1/2021	1/27/2022	
325	Student Accident Policy	4/30/2020		Melissa/Attorney	12/1/0221	1/27/2022	
326P	Child Abuse Reporting Procedure	3/20/2019		H. Pettitt		1/27/2022	
327	Conflict Resolution (student)	6/1/2019		H. Pettitt		1/27/2022	
328	Discipline, Suspension and Expulsion Policy & Procedures	05/03/2017	5/3/2017	Legal Team		1/27/2022	
329	Promotion and Retention Policy	6/30/2017	9/28/2017	Attorney/Melissa/Holly		1/27/2022	Yes
329F	Promotion & Retention Appeal Request Form	4/30/2020		Attorney/Melissa/Holly		1/27/2022	
330	Early Admissiion to Kindergarten	9/15/2014	9/24/2018	NCSOS	12/1/2021	1/27/2022	
331	Student Attendance Review Board (SARB) Referral Policy	9/5/2014	8/24/2020	Legal Team	12/1/2021	1/27/2022	
332	Income Eligibility Form Entry for Unduplicated Student Policy	3/20/2015	9/28/2017	Erin/Melissa/Attorney	12/1/2021	1/27/2022	
333	Mobile Agreement	4/30/2020	7/10/2020	Toni Holman	12/1/2021	1/27/2022	
335	Student Instructional Technology Acceptable Use and Internet Safety Policy	10/3/2019	8/24/2020	Toni/Holly/Melissa	12/1/2021	1/27/2022	
336F	Locker Agreement	4/30/2020		H. Pettitt	12/1/2021	1/27/2022	
337	Public Art on display at NCSA campus	12/7/2012	3/23/2015	J. Deaderick	12/1/2021	1/27/2022	
338	Local Meal Charge Policy	6/21/2018	3/22/2021	Melissa/Dre/Sarah/Cindy	3/22/2021	1/27/2022	
339	Transgender Policy	1/27/2022					
339F	Student name and or gender change form	1/27/2022					
340	Civil Rights Complaints Policy and Procedure	8/18/2022					Yes
400	Community Relations						
401	Communication Pathways	10/28/2011	3/9/2016	H. Pettitt	12/1/2021	1/27/2022	
402	Complaints Concerning School Employees	8/20/2010	6/30/2017	Legal Team		1/27/2022	
500	Personnel Policies						
501	Injury and Illness Prevention Plan	10/26/2018	4/30/2020	Melissa/Legal Team		1/27/2022	
502	Employee Handbook	9/25/2015	4/30/2020	Melissa/Legal Team		1/27/2022	

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Number	Policy Name	Original Adopted/Ratified Date	Update Date	Reviewed by	Review Date	Board Approved Revision Date	Annual Notice Required
502N	Professional Boundaries Notice	9/25/2015	10/25/2016	Melissa/Holly	12/1/2021	1/27/2022	
503	Teacher Credentialing Exceptions	12/7/2012	9/26/2017	NCSOS/Melissa	12/1/2021	1/27/2022	
503F	Assessment of Adequacy of Subject-Matter Knowledge	12/10/2020		Melissa		1/27/2022	
600	Management Support Services						
601.2	Uniform Complaint Policy and Procedures - Provided by Superintendent	2/27/2020		Attorney/Melissa/Holly	3/26/2020	1/27/2022	Yes
601.3	Williams Complaint - Provided by Superintendent						Yes
601.1	Annual Notice - Provided by Superintendent						Yes
602	Tobacco Policy	2/27/2020		Toni/Melissa	12/1/2021	1/27/2022	
603	Classroom-Based Attendance Policy - Needs further review with attorney	2/27/2020	4/30/2020	Holly/Erin/Melissa/Attorney		1/27/2022	
604	General Complaints Policy	8/20/2010	6/30/2017	Legal Team		10/27/2022	
604F	General Complaint Form	2/27/2020		H. Pettitt		1/27/2022	
605	Comprehensive Safety Plan	10/2/2014	2/27/2020	Chris Espedal		9/22/2022	
606	Indian Education Letter - Provided by County						
606F	Indian Education Form - Provided by County						
607	Disenrollment Complaint Policy & Form	4/30/2020		Holly/Melissa/Toni/County		1/27/2022	
608	Accounting Policies and Procedures	5/16/2017	8/31/2017	Melissa/Auditor	12/1/2021	1/27/2022	
609	Fixed Assets Policy and Procedure	10/23/2017	10/26/2017	Melissa/Auditor	12/1/2021	1/27/2022	
610	Purchasing Policies	8/16/2016	9/21/2020	Melissa/Auditor	12/1/2021	1/27/2022	
611	Covid-19 School Site Specific Protection Plan	8/13/2020	9/3/2021	H. Pettitt	8/1/2021	1/27/2022	
612	Code of Conduct Policy	9/24/2020	9/21/2020	Melissa/Holly		1/27/2022	
613	COVID-19 In-House Testing Policy			Melissa/Holly	1/12/2021	1/27/2022	
614	COVID-19 Prevention Plan		3/10/22		1/21/2021	1/27/2022	
614A	COVID-19 Prevention Plan – Appendix D: COVID-19 Training Roster				1/21/2021	1/27/2022	
614A	COVID-19 Prevention Plan – Appendix C1: Investigating COVID-19 Cases					1/27/2022	
614A	COVID-19 Prevention Plan – Appendix C2: Addendum school Exposure-Reporting					1/27/2022	
615	Video Monitoring Policy						



INJURY AND ILLNESS PREVENTION PLAN



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Purpose - Introduction

The goal of this Injury and Illness Prevention Program (IIPP) is to provide a safe and healthy workplace for all employees and to reduce the risk of occupational injuries and illnesses. To achieve this, Nevada City School of the Arts, hereinafter referred to as "Nevada City School of the Arts" or the "Charter School," has developed and implemented an Injury and Illness Prevention Program (IIPP) as required under the California Code of Regulations, Title 8, Chapter 4, Subchapter 7, Section 3203.

The purpose of this manual is to provide a systematic and accessible informational source to communicate the Employee Safety and Health Program and procedures to implement it. Statements contained in this manual are intended to provide for consistent implementation of these procedures. All employees of Nevada City School of the Arts are governed by the procedures set forth, unless otherwise stipulated by a specific policy or written statement.

Procedures contained in this manual shall rescind any previous publications governing the same or similar matters. Any questions concerning the currency, interpretation or application of any Employee Safety and Health procedures shall be referred to Nevada City School of the Arts management.



Nevada City School of the Arts Safety Policy

It is Nevada City School of the Arts policy to promote good health, well-being, and occupational safety for its employees, students, and visitors. This policy endorses programs which:

1. Provide safe and healthful conditions and reduce injuries and illnesses to the lowest possible level. No task is so important and no service so urgent that it cannot be done safely.
2. Assure compliance with federal, state, and local regulations providing for environmental health and occupational safety.
3. Provide information, training, and safeguards to employees regarding health and safety hazards, and to the surrounding community regarding environmental health hazards arising from our operations and events.
4. Install and maintain facilities and equipment in accordance with recognized and accepted standards essential to reduce or prevent exposure to hazards by employees, clients, and visitors.
5. Provide appropriate personal protective equipment to all employees at Nevada City School of the Arts expense when engineering controls are not adequate to minimize exposure.
6. Provide medical services as required by law and as may be dictated by existing circumstances or programs.
7. Nevada City School of the Arts has developed and implemented a comprehensive safety program. These programs comply with all federal, state, and municipal laws, codes, acts, regulations and standards relating to health, safety and the environment.



Responsibilities for Safety

Every employee shares an equal responsibility for safety. As such, specific responsibilities for safety are indicated below. Every employee must recognize and enthusiastically fulfill their respective responsibilities for safety.

Nevada City School of the Arts Management & Supervisors - are responsible for the implementation of specific elements of the IIPP and related programs as outlined in this document. Specifically, the School will designate Toni Holman as a Safety Officer to ensure implementation of the IIPP.

Employees - will adhere to Nevada City School of the Arts policies and procedures as directed by management. Any employee who fails to adhere to job safety and health rules, Nevada City School of the Arts policies and procedures, or places others in danger of injury may be subject to disciplinary action as directed by Nevada City School of the Arts policy. Employee responsibilities include, but are not limited to:

- 1) Adherence to all safety rules and standard operating procedures.
- 2) The appropriate use of personal protective equipment.
- 3) The appropriate use of Nevada City School of the Arts equipment, including all safeguards and procedures.
- 4) The prompt reporting of all known and suspected work-related injuries and illnesses, no matter how minor they appear. The report should be made to the employee's supervisor or other appropriate available persons.
- 5) The reporting of all observed unsafe behaviors and conditions. The report should be made to the employee's supervisor or other appropriate available person as soon as the condition is discovered.



Employee Rights

Employee rights are identified for clarification. Any employee who has questions regarding their rights should discuss their concerns with their supervisor or Human Resources.

1. The right to a safe and healthful working environment.
2. The right to receive training in general safe work practices and specific training with regard to hazards unique to any job assignment.
3. The right to be given information and training about potential health hazards of materials and chemicals, and access to Material Safety Data Sheets.
4. The right to refuse work that would violate a health and/or safety standard or order where such violation would pose a real and apparent hazard to his/her safety or health, or the safety or health of others.
5. The right to observe Nevada City School of the Arts personnel or consultants when harmful substances, subject to CAL-OSHA standards, are monitored and measured in the workplace.
6. The right to be told by Nevada City School of the Arts if he/she is being, or has been, exposed to concentrations of harmful substances at levels higher than the exposure limits allowed by CAL-OSHA standards.
7. The right to see and obtain copies of records of exposure to toxic substances, harmful physical agents and medical records maintained by Nevada City School of the Arts and the records of exposure to toxic substances and harmful physical agents of employees with similar past or present jobs or working conditions.
8. The right to request an inspection of the work site by making a complaint about unsafe or unhealthy working conditions to CAL-OSHA, which will keep the name of the person who makes the complaint confidential.
9. The employee has the right to an employee representative accompanying Nevada City School of the Arts or Nevada City School of the Arts representative and a CAL-OSHA representative on an inspection, and to talk privately to the CAL-OSHA representative during an inspection.
10. The employee has the right to see any citation Nevada City School of the Arts receives posted at or near the place where the violation occurred.



Identifying and Evaluating Unsafe Conditions and Behaviors

Purpose:

Management has the responsibility to identify unsafe conditions and behaviors and to take steps to eliminate hazards and reduce the potential for injuries and illnesses. To ensure that hazards are identified and safety standards are met, assessments of the workplace are to be performed.

When & How:

Safety and health inspections shall be conducted using an inspection checklist. The inspections shall include the facilities and equipment at each Nevada City School of the Art site. Inspections shall be conducted:

1. At least quarterly
2. Whenever any new procedure/ equipment is introduced into the workplace.
3. When injuries are investigated.
4. Whenever management is made aware of a new or unrecognized hazard.

The person or persons conducting the inspection shall maintain a copy of the inspections and their recommended corrective action. A copy of the inspection and any associated work requests or other documents associated with correcting an unsafe condition or behavior shall be forwarded to the designated individual. Completed inspection checklists shall be maintained for at least one year. All unsafe conditions and work practices to be corrected shall be listed on the Nevada City School of the Arts inspection form, and shall include a timetable for the corrections to be completed. The list shall include the nature of the unsafe condition, its location, the date it was identified, and if possible, the person identifying it, the corrective action to be taken (including its start and estimated completion dates) and the date it was actually corrected. Once the corrections are completed, the program coordinator shall notify the employee and department supervisor and post the notice in the assigned location.

In addition to the official site inspections, employees who may observe unsafe conditions or work practices can report such concerns on the "Report and Correction of Unsafe Conditions or Work Practices" form ([Appendix C](#)). Notice of this form's availability shall be made to all employees during training and will include information as to where the forms may be obtained. Employees shall be informed that they may fill out the form anonymously if they prefer and that no reprisal can or will be taken against them for unsafe conditions or work practices they may report. In addition, employees shall be informed that they may telephone Cal-OSHA to verbally report unsafe conditions or work practices if they so choose. All received notices (either verbal or on the reporting form) shall be investigated within a reasonable time.



Nevada City School of the Arts may choose to use other resources and expertise outside of Nevada City School of the Arts to evaluate the sites for general or specific safety, health or environmental protection concerns. The findings of these inspections will be documented in writing and provided to Nevada City School of the Arts. Nevada City School of the Arts will follow up on the recommendations made by the outside resources in the same manner as the internally conducted inspections.

Correction of Unsafe Conditions and Behaviors

When a hazardous situation is identified during a safety inspection or otherwise becomes known to the department supervisor or any other member of management, Nevada City School of the Arts shall take immediate corrective action. When an imminent hazard exists which cannot be readily corrected without endangering employees, visitors, and/or property, all employees and visitors shall be removed from the work area except those persons required to correct the hazardous condition. Nevada City School of the Arts Management shall be immediately notified upon recognition of an imminent hazard situation in their area.



Injury and Illness Reporting and Investigation

It is the responsibility of Nevada City School of the Arts management to investigate all injuries, illnesses or near misses and to report them on the Nevada City School of the Arts "Incident Investigation Form," ([Appendix B](#)). Nevada City School of the Arts management will submit the form to Nevada City School of the Art's TPA as well as retain a copy.

The procedure for reporting and investigating all injuries is as follows:

Injury & Illness Reporting:

- a. The injured employee reports any known or suspected injury to a supervisor or the Business Office including near misses. Near miss incidents are defined as incidents that did not lead to an actual injury, but which could have and which may or may not have caused property damage.
- b. Nevada City School of the Arts management will review all reports and take action as deemed necessary. Injuries will be reported to the Business Office in a timely manner, and if required, recorded on the OSHA 300 form.
- c. The injury will be reported to CAL-OSHA when and how required. A report of any serious injury, illness or death must be made to CAL-OSHA immediately. Immediately means as soon as practically possible but not longer than eight hours after Nevada City School of the Arts knows or with diligent inquiry would have known of the death or serious injury or illness. The contact number for California is (415)-703-5100. Serious injury or illness means any injury or illness which:
 - i. Occurs in a place of employment or in connection with any employment which requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation.
 - ii. An employee suffers a loss of any member of the body or serious degree of permanent disfigurement, but does not include any injury or illness or death caused by the commission of a penal code violation, except the violation of section 385 of the penal code, or an accident on a public street or highway.

If Nevada City School of the Arts can demonstrate that urgent circumstances exist, the time frame for the report may be made no longer than 24 hours after the incident. When making such a report, the following information, if available, will be provided:

- i. Time, date and location of the incident.
- ii. Nevada City School of the Arts name, address and telephone number.
- iii. Name and job title of the person reporting the incident.
- iv. Name of person to contact at the site of the incident.
- v. Name and address of injured/ill employee(s).
- vi. Nature of the injury or illness.



- vii. Location where injured employee(s) were moved to.
- viii. List of other law enforcement agencies present at the site of the incident.
- ix. Description of incident and whether the incident scene or equipment involved has been altered.

Injury & Illness Investigation:

The initial investigation and report preparation for all claims is the responsibility of the Business Office. All investigations will be documented using the Nevada City School of the Arts “**Incident Investigation Form**” ([Appendix B](#)). Nevada City School of the Arts management will participate in the investigation of all serious or potentially fraudulent claims. The investigation form is used for the following purposes:

- a. To provide Nevada City School of the Arts with information necessary to initiate compensation payments to the injured employee and activate other essential claim handling procedures.
- b. For management review to develop corrective actions to remove or reduce unsafe conditions and correct unsafe behaviors, thus reducing the potential for recurrence.

Good preparation by managers and supervisors is necessary. This includes a careful review of witnesses’ statements. Interview the witness separately, and let them describe the incident in their own words. Ask the witnesses and victims to share their thoughts regarding the means to prevent a recurrence. After investigating the incident, Nevada City School of the Arts management should have the answers to the following:

- a. A description of what happened.
- b. A description of when and where the incident occurred.
- c. Who was affected?
- d. Why did it happen and what can be done to prevent a similar incident?

Follow-up Action:

Once corrective action is developed, the manager or supervisor is responsible for ensuring the actions are implemented. The corrective actions should be reviewed to determine if they are effective.

OSHA Form 300:



The Occupational Safety and Health (OSH) Act of 1970 requires certain employers to prepare and maintain records of work-related injuries and illnesses. Use OSHA form 300 to record the type and severity of each work-related injury/illness. Recording criteria for work-related injuries and illnesses can be found in 29 CFR Part 1904-Recording and Reporting Occupational Injuries and Illnesses. **Certain employers are not required to keep OSHA injury and illness records if they are classified in specific Standard Industrial Classification Codes (SIC).** Refer to 29 CFR Part 1904 for a complete listing of exempt SIC codes.

Communication with Employees

The safety program requires that adequate communication exists for all safety issues of concern to Nevada City School of the Arts and its employees. Nevada City School of the Arts management must be sure that every employee is able to freely communicate any concerns they have regarding safety, and that Nevada City School of the Arts will respond and resolve any safety issues that arise.

Methods of Communication:

Employee Meetings - Safety topics will be discussed at various employee meetings. Written safety, health and environmental protection information, as well as Nevada City School of the Arts policies and procedures, may be distributed at employee meetings.

Anonymous Notifications and Suggestions – Nevada City School of the Arts encourages the anonymous notification of hazards by employees.

Printed Materials - Written safety, health and environmental protection information will be provided to employees via handouts, posters, and other informational sources.

Posting of OSHA Form 300A – Nevada City School of the Arts, **if required**, will annually post the OSHA Form 300A–Summary of Work Related Injuries and Illnesses.



Employee Training and Education

Purpose:

The goal of our safety training program is to develop safe work habits and attitudes. It is critical that new workers understand Nevada City School of the Arts rules and procedures prior to being assigned a job. Nevada City School of the Arts management is required to provide each employee with the appropriate safety training necessary to ensure they understand how to complete their work tasks correctly and safely. Safety training activities shall be documented and maintained by Nevada City School of the Arts management.

Types of Training:

1. New Employee Orientation – This training should include, but may not be limited to, employee responsibilities for working safely and general safety rules. New employees shall be provided with Nevada City School of the Arts health and safety rules upon hire.
2. Position Safety Orientation – Regardless of years of service, when employees move to new positions, they should receive position safety training. This training should include, but not be limited to, information they need to know to perform their new position safely, such as general hazards, clean-up duties, housekeeping responsibilities and job specific safety procedures.
3. Planned Safety Talks – Job safety training is a continuous effort. Planned safety talks are conducted on a regular basis, and topics include but are not limited to: new substances; any new processes, procedure or equipment introduced into the workplace; changes made to an existing process, procedure or equipment; and incident reviews.
4. Correctional Safety Talks – These talks occur when an employee is observed working unsafely. The manager or supervisor will counsel the employee to correct their behavior.
5. Refresher Training – Many safety, health and environmental protection standards require specific employee training during the initial and annually scheduled training. This training will be conducted in accordance with California regulations and Nevada City School of the Arts policies and procedures.
6. Introduction of New Processes - Whenever a new substance, process, and/or procedure is introduced; the employer must provide adequate training to reflect the change and possible hazards.



Recordkeeping

Documentation of the activities associated with the implementation of and adherence to the Nevada City School of the Arts IIPP is maintained in order to provide proof of those activities to administering agencies and to provide various measurements that reflect the effectiveness of the program.

Mandatory records include, but may not be limited to:

1. Workplace Inspections
2. Employee Training
3. Occupational Injuries and Illnesses



Appendix A

Code of Safe Working Practices

1. All persons shall follow these safe practice rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the Business Office or Director.
2. The Business Office shall insist upon employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work, and shall take such action as is necessary to obtain observance.
3. Anyone known to be under the influence of drugs or intoxicating substances that impair the employee's ability to safely perform the assigned duties shall not be allowed on the campus while in that condition.
4. Horseplay, scuffling, and other acts that tend to have an adverse influence on the safety or well-being of the employees shall be prohibited.
5. Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.
6. All hazardous chemicals will be identified properly with a label and Material Safety Data Sheet. All Material Safety Data Sheets will be posted in a well visible area and made available upon request.
7. No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the employee or others to injury.
8. Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation, unless it has been determined that it is safe to enter.
9. Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the Business Office or School Director.
10. Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their supervisor.
11. All injuries shall be reported promptly to the Business Office or School Director so that arrangements can be made for medical or first aid treatment.
12. When lifting heavy objects, use the large muscles of the leg, instead of the smaller muscles of the back.
13. Inappropriate footwear or shoes with thin or badly worn soles shall not be worn.
14. Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.



Appendix B - Incident Investigation Form

School Location-	Department-	
Location of Incident (Be specific – eg. K Classroom)	Date of incident or onset _____ Time_____ am/pm	Date reported accident/incident
Name of employee involved (last name first – please print) _____ Age: _____ Sex: M / F Date of employment: _____ Occupation/Position: _____ Experience (time) in job: _____ Employee works Full/ Part time (circle one)		
Supervisor's name: _____ Supervisor's Contact number: _____ Object/equipment/substance inflicting damage/injury: _____ Nature of injury (eg. Cut, slip and fall) _____ Body part(s) affected: _____ Was the employee acting in the normal course of employment? Yes/No Did the employee go for medical treatment? Yes/No If yes, where? _____ Did the employee decline medical treatment? Yes/No Was anyone else involved in the incident? Yes/No Who? _____ Were there any witnesses? Yes/No Witness(s) name _____		

Describe the event and how it occurred:

Supervisor's Signature: _____ Date: _____

Signed by Person Involved: _____



Appendix C - Report of Unsafe Conditions or Work Practices

Name of individual reporting the condition (optional): _____

Job Title: _____ Condition Date: _____

Summary: *Reporting individual to fill out. (Use separate sheet if needed)*

Location: *Reporting Individual to fill out.*

Causes of Condition: *To be completed by the individual investigating the condition*

What action, if any, has been taken to reduce or eliminate hazard/ exposure?

Condition investigated by: _____ Date: _____

Signature: _____



COVID-19 Addendum

Key Definitions:

The permanent regulation makes a few key changes to terms that are consistent with recent updates made by the California Department of Public Health (CDPH).

- **“Close Contacts”** – the permanent regulation incorporates the most recent CDPH definition of close contacts, which now has different standards depending on the cubic feet of the work location:
 - For indoor spaces of 400,000 or fewer cubic feet per floor, a close contact is anyone sharing the same indoor airspace for 15 minutes or more over a 24-hour period.
 - For indoor spaces of greater than 400,000 cubic feet per floor, a close contact means being within six feet of the COVID-19 case for 15 minutes over a 24-hour period.
 - The permanent regulation provides that if the CDPH changes the definition of “close contact” in the future by regulation or order, the new definition will apply to the Cal/OSHA regulation automatically.
- **“Infectious Period”**-
 - For COVID-19 cases with symptoms, the “infectious period” is measured from two days before the onset of symptoms until 10 days have passed (or five days if the employee tests negative on day five or later) and 24 hours have passed without a fever.
 - For COVID-19 cases without symptoms, you’ll measure from two days before the test specimen was collected through 10 days (or through day five if the employee tests negative on day five or later).
- **“Returned Case”**- The permanent regulation changes the ETS definition of “returned case” to now include only a 30-day period following the onset of symptoms or a positive test.

Employee Training:

The permanent regulation also provides that employees shall receive training regarding COVID-19 in accordance with the regular standards for training under the general IIPP regulation. The IIPP regulations require training be provided when the program is first established, to all new employees, or when there is a new hazard.

Elimination of Daily Screening

Employees are encouraged to report COVID-19 symptoms and to stay home when ill.

The CDC identified the following symptoms of COVID-19, which typically appear within 2-14 days after exposure to the virus:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing



- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

The CDC also recommends that, if a person shows any of the following emergency warning signs,* the employee should seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*Please note that this is not a complete list of all possible symptoms. Anyone experiencing any other symptoms that are severe or concerning should contact a medical provider.

Notice Requirements

NCSA will notify employees and independent contractors who had close contact, as well as any employer with an employee who had close contact. Notice shall be provided “as soon as possible” and in no case longer than the time required to ensure that any exclusion requirements are met. Workplace Notice of COVID-19 Cases Legislation effective January 1, 2023 (AB 2693) authorizes NCSA to display a workplace notice in lieu of individual notification. This notice will be posted within one business day and must be posted for at least 15 days. If NCSA posts other workplace notices on an existing employee portal, the notice will be posted on the employee portal. NCSA may also provide individualized notices as well.

Recordkeeping and Reporting Requirements

While reporting is not part of the Cal/OSHA permanent regulation, local public health orders may require such reporting. In addition, major outbreaks must be reported to Cal/OSHA. NCSA will keep a record of and track all COVID-19 cases with the employee’s name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of the positive test or diagnosis. Such records will be kept during the duration of the regulation (two years). In addition, NCSA will retain records of notices of COVID-19 cases required by the permanent regulation or the Labor Code and will maintain such records for three years after the effective date of the regulation. Personal identifying information on COVID-19 cases or employees with symptoms will be kept confidential. Unredacted information shall be provided to local public health departments, CDPH, Cal/OSHA, and NIOSH immediately upon request.



Outbreak Protocols

If NCSA experiences an outbreak and/or major outbreak NCSA will make sure testing is available to employees in the exposed group (and weekly thereafter) during an outbreak and will require twice-weekly testing during a major outbreak. The following regulations will be in place:

- The outbreak and major outbreak requirements apply until there are “one or fewer” new COVID-19 cases detected in the exposed group for a 14-day period.
- Major outbreaks will be reported to Cal/OSHA in a timely manner.
- NCSA does have MERV13 filters in indoor areas occupied by employees for extended periods to help reduce the risk of transmission.

Exclusion and Return-to-Work Requirements

If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee shall not return to work until the period of isolation or quarantine is completed or the order is lifted. Upon excluding an employee as a COVID-case or a close contact, NCSA will provide the employee information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under legally mandated sick leave (if applicable), workers’ compensation law, local government requirements NCSA’s own leave policies, and leave guaranteed by contract.

COVID-19 Cases

The regulation requires employers to immediately exclude from the workplace all COVID-19 cases.

COVID-19 Cases w/o Symptoms

- COVID-19 cases who do not develop symptoms shall not return to work during the “infectious period” as that term is defined in the permanent regulation or as may be amended by CDPH.
- For COVID-19 cases without symptoms, the current definition of “infectious period” is from two days before the positive test through 10 days (or through day five if the employee tests negative on day five or later).

COVID-19 Cases with Symptoms

COVID-19 cases who develop symptoms shall not return to work during the shorter of the following:

- The “infectious period.” For COVID-19 cases with symptoms, the current definition of “infectious period” is from two days before the onset of symptoms until: 10 days have passed since symptoms first appeared (or five days if the employee tests negative on day five or later) and 24 hours have passed with no fever without medication and symptoms have improved.
- Through 10 days after the onset of symptoms and at least 24 hours have passed since a fever of 100.4 degrees or higher has resolved without the use of medication.



Face Coverings for Employees with Symptoms

Regardless of vaccination status, previous infection, or lack of symptoms, all COVID-19 cases shall wear a face covering in the workplace until 10 days have passed since the date symptoms began or the date of their first positive test.

Close Contacts

For return to work of close contacts NCSA will review the CDPH guidance applicable at the given time for persons who had close contacts. Therefore, NCSA will monitor and follow any applicable CDPH guidance for close contacts. The latest guidance from Cal/OSHA and CDPH provides as follows:

- Asymptomatic close contacts do not need to be excluded if they test within three to five days after their last close contact.
- Close contacts with symptoms must be excluded and test as soon as possible. Exclusion must continue until test results are obtained. If the employee is unable to test or chooses not to test, exclusion must continue for 10 days.

Face Coverings for Close Contacts

Regardless of vaccination status, previous infection, or lack of symptoms, close contacts must wear face coverings in the workplace for a total of 10 days after the close contact.

NCSA Will Provide Testing to Close Contacts

NCSA will make COVID-19 tests available at no cost to all employees who had close contact in the workplace (with the exception of returned cases).

Rules About Face Coverings and Respirators

NCSA may not prevent an employee from wearing a face covering when not required, unless it would create a safety hazard. Face coverings are generally not required to be worn indoors. However, NCSA will provide face coverings and ensure they are worn when required by a CDPH regulation or order. The following exceptions apply when face coverings are required:

- When an employee is alone in a room or vehicle.
- When eating or drinking, provided employees are at least six feet apart and air filtration has been maximized to the extent possible.
- While employees are wearing respirators.
- During specific tasks which cannot feasibly be performed with a face covering.

The permanent regulation also exempts employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing impaired or communicating with a hearing-impaired person. Such employees must wear an effective non-restrictive alternative. NCSA will provide respirators to employees for voluntary use, upon request.



Ventilation Requirements Remain

NCSA will review CDPH and Cal/OSHA guidance on ventilation “develop, implement and maintain” effective methods to prevent transmission of COVID-19 that include one or more of the following:

- Maximizing the supply of outside air to the extent feasible without creating additional hazards,
- Filtering air through MERV-13 or higher filters, or the highest level of filtration compatible with the existing ventilation system.
- Using HEPA filters indoors where ventilation is inadequate to reduce the risk of transmission.



Appendix A

Controls Table

The following table presents examples of controls to implement in the workplace. The most effective controls are those that rely on engineering solutions, followed by administrative controls, then PPE. PPE is the least effective control method and the most difficult to implement. Worksites may have to implement multiple complementary controls from these columns to effectively control the hazard.

Engineering (Facilities and Equipment)
<ul style="list-style-type: none"> • Assess job hazards for feasibility of engineering controls • Ensure ventilation and water systems operate properly • Alter office workspaces to maintain social distancing. Examples include: <ul style="list-style-type: none"> ○ Configure partitions as a barrier shield ○ Move electronic payment reader away from cashier in cafeteria ○ Use verbal announcements, signage, and visual cues to promote social distancing ○ Remove/rearrange furniture
Administrative
Management and Communications <ul style="list-style-type: none"> • Monitor state and local public health communications about COVID-19 • Require students who are ill to stay home • Encourage sick workers to report symptoms, stay home, and follow CDC guidance • Develop strategies to: <ul style="list-style-type: none"> ○ communicate with staff ○ manage staff concerns • Remind staff of available support services • Communicate to partners, suppliers, other contractors on policies and practices • Encourage social distancing and the use of cloth face coverings (if appropriate) in the workplace • Use technology to promote social distancing (e.g., telework and virtual meetings) • Cancel group events • Close/limit use of shared spaces • Consider policies that encourage flexible sick leave and alternative work schedules. • Schedule stocking during off-peak hours Cleaning and Disinfection <ul style="list-style-type: none"> • Clean and disinfect frequently touched surfaces, (e.g., counters, shelving, displays) • Provide employees with disposable disinfectant wipes, cleaner, or sprays that are effective against the virus that causes COVID-19 Training Provide employees with training on:



- Symptoms, emergency warning signs and high-factors for COVID-19
- Policies to reduce the spread of COVID-19
- General hygiene
- Cleaning and disinfection
- Cloth face covers
- Social distancing
- Use of PPE
- Safe work practices
- Stress management

Personal Protective Equipment (PPE)

- Conduct workplace hazard assessment
- Determine what PPE is needed for their workers' specific job duties based on hazards and other controls present
- Select and provide appropriate PPE to the workers at no cost, and train employees in the use of the PPE.



Nevada City School of the Arts

EMPLOYEE HANDBOOK

2022-2023

Business Office

13024 Bitney Springs Rd., Building 9, Nevada City, CA 95959
Phone: (530) 273-7736 * Fax: (530) 273-1522

Lower Campus and Official Mailing Address:

13032 Bitney Springs Rd., Building 8, Nevada City, CA 95959
Phone: (530) 273-7736 * Fax: (530) 273-1378

Upper Campus:

13028 Bitney Springs Rd., Building 3, Nevada City, CA 95959
13026 Bitney Springs Rd., Building 2, Nevada City, CA 95959
Phone: (530) 273-7736 * Fax: (530) 273-1643

www.ncsota.org



ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

PLEASE READ THE EMPLOYEE HANDBOOK AND SUBMIT A SIGNED COPY OF THIS STATEMENT TO THE BUSINESS OFFICE.

EMPLOYEE NAME: _____

I ACKNOWLEDGE that I have received a copy of the Employee Handbook. I have read and understood the contents of the Handbook, and I agree to abide by its directions and procedures. I have been given the opportunity to ask any questions I might have about the policies in the Handbook. I understand that it is my responsibility to read and familiarize myself with the policies and procedures contained in the Handbook. I also understand that if I am ever unclear on any language, or policies in this Handbook, it is my responsibility to seek clarification from the School.

I understand that the statements contained in the Handbook are guidelines for employees concerning some of the School's policies and benefits, and are not intended to create any contractual or other legal obligations or to alter the at-will nature of my employment with the School. In the event I do have an employment contract which expressly alters the at-will relationship, I agree to the foregoing except with reference to an at-will employment status.

I understand that except for employment at-will status, any and all policies or practices can be changed at any time by the School.

I understand that other than the Charter Council of the School, no person has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the Charter Council has the authority to make any such agreement and then only in writing signed by the Charter Council President.

Employee's Signature: _____ Date: _____

**Please sign/date, tear out, and return to the School, and retain
this Handbook for your reference.**



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Appendix A - Harassment/Discrimination/Retaliation Complaint Form
Appendix B - Internal Complaint Form

WELCOME AND OVERVIEW

Introduction

Nevada City School of the Arts is very pleased to welcome you to our staff!

This Employee Handbook (“Handbook”) was written for you, as an employee of the Nevada City School of the Arts (“NCSA,” or the “School”). Employees are encouraged to read it carefully. It is designed to help employees become familiar with some of NCSA’s policies and procedures, and describes in general the terms of our employment guidelines. Although this Handbook is not intended to be an exclusive or comprehensive policies and procedures manual, we hope that it will serve as a useful reference document to employees throughout their employment with us.

Each NCSA employee is expected to be familiar with these policies. Lack of knowledge concerning the contents of this Handbook will not excuse any employee from being held accountable for the information. It is the responsibility of each employee to become familiar with the contents of this Handbook and to behave in a manner consistent with NCSA policies.

If employees have any questions about their employment or the material covered in this Handbook, please bring questions to the attention of their supervisor or the School Business Manager.

Employees should understand, however, that this Handbook is not intended to be a contract (express or implied), nor is it intended to otherwise create any legally enforceable obligations on the part of the School or its employees. In no way does this Handbook replace any official plan documents (e.g., health insurance, retirement plan, or insurance contracts.), which will govern in all cases. This Handbook supersedes and replaces all previous personnel policies, practices, and guidelines.

Because NCSA is a growing and changing organization, the School reserves full discretion to add to, modify, or delete provisions of this Handbook, or the policies and procedures on which they may be based, at any time without advance notice. NCSA also reserves the right to interpret any of the provisions set forth in this Handbook in any manner it deems appropriate.

No individual other than the Board of Directors has the authority to enter into any employment or other agreement that modifies School policy any such modification *must* be in writing.

This Handbook is the property of the School, and it is intended for personal use and reference by employees of the School. Circulation of this Handbook outside of the School requires the prior written approval of the Director.

CONDITIONS OF EMPLOYMENT

Equal Employment Opportunity Is Our Policy

NCSA is an equal opportunity employer and makes employment decisions on the basis of merit. NCSA is committed to providing a work environment that is free of unlawful discrimination. This means it is our policy to afford equal employment and advancement opportunity to all qualified individuals without regard to:

- Race (including traits historically associated with race, such as hair texture and hairstyle, including but not limited to braids, locks, and twists);
- Color;
- Gender (including gender identity, gender expression and transgender identity, whether or not the employee is transitioning or has transitioned);
- Sex (including reproductive health decision making, pregnancy, childbirth, breastfeeding, and medical conditions related to such);
- Sex stereotype (including an assumption about a person's appearance or behavior, gender roles, gender expression, or gender identity, or about an individual's ability or inability to perform certain kinds of work based on a myth, social expectation, or generalization about the individual's sex);
- Religious creed (including religious dress and grooming practices);
- Marital/registered domestic partner status;
- Age (forty (40) and over);
- National origin or ancestry (including native language spoken and possession of a driver's license issued to persons unable to prove their presence in the U.S. is authorized by federal law);
- Physical or mental disability (including HIV and AIDS);
- Medical condition (including cancer and genetic characteristics);
- Taking of a leave of absence pursuant to the Family Medical Leave Act ("FMLA", Pregnancy Disability Leave ("PDL") law, Americans with Disabilities Act ("ADA"), California Family Rights Act ("CFRA"), the Fair Employment and Housing Act ("FEHA") or laws related to domestic violence, sexual assault and stalking;
- Genetic information;
- Sexual orientation;
- Military and veteran status; or
- Any other consideration made unlawful by federal, state, or local laws.

This policy extends to all job applicants and employees and to all aspects of the employment relationship, including the hiring of new employees and the training, transfer, promotion, discipline, termination, compensation and benefits of existing employees.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the School will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee, unless undue hardship would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact the School Director or School Business Manager and request such an accommodation. The individual with the disability should specify what accommodation he or she needs in order to perform the job, or if unknown, what job duties the disability impairs. NCSA will then conduct an investigation to identify the barriers that interfere with the equal opportunity of the applicant or employee to perform the job. NCSA will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the School will make the accommodation.

At-Will Employment

Except if stated expressly otherwise by employment contract, it is NCSA's policy that all employees are hired on an "at-will" basis. This means that either an employee or NCSA can terminate the employment relationship at any time, for any reason, with or without cause, and with or without advance notice.

Nothing contained in this Handbook, employment applications, School memoranda or any other materials provided to employees in connection with their employment, shall require the School to have "cause" to terminate an employee or otherwise restrict the School's right to release an employee from their at-will employment with the School. Statements of specific grounds for termination set forth in this Handbook or elsewhere are not all-inclusive and are not intended to restrict the School's right to terminate at-will. No School representative, other than the Charter Council or its designee is authorized to modify this policy for any employee or to make any representations to employees or applicants concerning the terms or conditions of employment with the School that are not consistent with the School's policy regarding "at-will" employment.

This policy shall not be modified by any statements contained in this Handbook or employee applications, School memoranda, or any other materials provided to employees in connection with their employment. Further, none of those documents, whether singly or combined, or any employment practices shall create an express or implied contract of employment for a definite period, nor an express or implied contract concerning any terms or conditions of employment.

Criminal Background Checks

As required by law, all individuals working or volunteering at the School will be required to submit to a criminal background investigation. No condition or activity will be permitted that may compromise the School's commitment to the safety and the well-being of students taking precedence over all other considerations. Conditions that preclude working at the School include conviction of a controlled substance or sex offense, or a serious or violent felony. Additionally, should an employee, during his/her employment with the School, be arrested, charged, or convicted of any offense, the employee must immediately report the arrest, charge, or conviction to the Director.

Tuberculosis Testing

All employees of the School must submit written proof from a health care provider of a risk assessment examination for tuberculosis (TB) within the last sixty (60) days. If TB risk factors are

identified, a physician must conduct an examination to determine whether the employee is free of infectious TB. The examination for TB consists of an approved TB test, which, if positive, will be followed by an x-ray of the lungs, or in the absence of skin testing, an x-ray of the lungs. All employees will be required to undergo TB risk assessments and, if risk factors are found, the examination at least once every four (4) years. Volunteers may be required to undergo a TB examination as necessary. The TB risk assessment and, if indicated, the examination is a condition of initial employment with the School and the cost of the exam will be borne by the applicant.

Food handlers may be required to have annual TB exams. Documentation of employee and volunteer compliance with TB risk assessments and examinations will be kept on file in the office. This requirement also includes contract food handlers, substitute teachers, and student teachers serving under the supervision of an educator. Any entity providing student services to the School will be contractually required to ensure that all contract workers have had TB testing that shows them to be free of active TB prior to conducting work with School students.

Child Abuse and Neglect Reporting

California Penal Code section 11166 requires any teacher or child care custodian who has knowledge of, or observes, a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident.

NCSA will provide annual training on the mandated reporting requirements, using the online training module provided by CharterSAFE using the Vector Solutions software platform, to employees who are mandated reporters. Mandated reporter training will also be provided to employees hired during the course of the school year. This training will include information that failure to report an incident of known or reasonably suspected child abuse or neglect, as required by Penal Code section 11166, is a misdemeanor punishable by up to six (6) months confinement in a county jail, or by a fine of one-thousand dollars (\$1,000), or by both that imprisonment and fine.

All employees required to receive mandated reporter training must provide proof of completing the training within the first six (6) weeks of each school year or within the first six (6) weeks of that employee's employment.

Employees who have any questions about these reporting requirements should contact Human Resources.

By acknowledging receipt of this Handbook, employees acknowledge they are child care custodians and are certifying that they have knowledge of California Penal Code section 11166 and will comply with its provisions

Immigration Compliance

NCSA will comply with applicable immigration law, including the Immigration Reform and Control Act of 1986 and the Immigration Act of 1990. As a condition of employment, every individual must

provide satisfactory evidence of his or her identity and legal authority to work in the United States. However, NCSA will not check the employment authorization status of current employees or applicants who were not offered positions with the School unless required to do so by law.

The School shall not discharge an employee or in any manner discriminate, retaliate, or take any adverse action (e.g., threatening to report the suspected citizenship or immigration status of an employee or a member of the employee's family) against any employee or applicant for employment because the employee or applicant exercised a right protected under applicable law. Further, the School shall not discriminate against any individual because he or she holds or presents a driver's license issued per Vehicle Code § 12801.9 to persons who have not established their federally-authorized presence in the United States. Finally, in compliance with the Immigrant Worker Protection Act, the School shall not allow a federal immigration enforcement agent to enter any nonpublic areas of the School without a judicial warrant, or voluntarily give consent to an agent to access, review or obtain employee records without a subpoena or judicial warrant. If a search of employee records is authorized by a valid subpoena or judicial warrant, the School will give employees notice of the inspection both before and after it has occurred as required by law.

Professional Boundaries: Staff/Student Interaction Policy

NCSA recognizes its responsibility to make and enforce all rules and regulations governing student and employee behavior to bring about the safest and most learning-conducive environment possible.

Corporal Punishment

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student.

For purposes of this policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to property.

For clarification purposes, the following examples are offered for direction and guidance of School personnel:

A. Examples of PERMITTED actions (NOT corporal punishment)

1. Stopping a student from fighting with another student;
2. Preventing a student from committing an act of vandalism;
3. Defending yourself from physical injury or assault by a student;
4. Forcing a pupil to give up a weapon or dangerous object;
5. Requiring an athletic team to participate in strenuous physical training activities designed to strengthen or condition team members or improve their coordination, agility, or physical skills;
6. Engaging in group calisthenics, team drills, or other physical education or voluntary recreational activities.

B. Examples of PROHIBITED actions (corporal punishment)

1. Hitting, shoving, pushing, or physically restraining a student as a means of control;
2. Making unruly students do push-ups, run laps, or perform other physical acts that cause pain or discomfort as a form of punishment;
3. Paddling, swatting, slapping, grabbing, pinching, kicking, or otherwise causing physical pain.

Acceptable and Unacceptable Staff/Student Behavior

This policy is intended to guide all School faculty and staff in conducting themselves in a way that reflects the high standards of behavior and professionalism required of school employees and to specify the boundaries between students and staff.

Although this policy gives specific, clear direction, it is each staff member's obligation to avoid situations that could prompt suspicion by parents, students, colleagues, or school leaders. One viable standard that can be quickly applied, when employees are unsure if certain conduct is acceptable, is to ask themselves, "Would I be engaged in this conduct if my family or colleagues were standing next to me?"

For the purposes of this policy, the term "boundaries" is defined as acceptable professional behavior by staff members while interacting with a student. Trespassing the boundaries of a student/teacher relationship is deemed an abuse of power and a betrayal of public trust.

Some activities may seem innocent from a staff member's perspective, but can be perceived as flirtation or sexual insinuation from a student or parent point of view. The objective of the following lists of acceptable and unacceptable behaviors is not to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to, or may be perceived as, sexual misconduct.

Staff must understand their own responsibility for ensuring that they do not cross the boundaries as written in this policy. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for disciplinary purposes. Thus, it is crucial that all employees learn this policy thoroughly and apply the lists of acceptable and unacceptable behaviors to their daily activities. Although sincere, competent interaction with students certainly fosters learning, student/staff interactions must have boundaries surrounding potential activities, locations and intentions.

Duty to Report Suspected Misconduct

When any employee reasonably suspects or believes that another staff member may have crossed the boundaries specified in this policy, he or she must immediately report the matter to a school administrator. All reports shall be as confidential as possible under the circumstances. It is the duty of the administrator to investigate and thoroughly report the situation. Employees must also report

to the administration any awareness or concern of student behavior that crosses boundaries or where a student appears to be at risk for sexual abuse.

Examples of Specific Behaviors

The following examples are not an exhaustive list:

Unacceptable Staff/Student Behaviors (Violations of this Policy)

- (a) Giving gifts to an individual student that are of a personal and intimate nature.
- (b) Kissing of any kind.
- (c) Any type of unnecessary physical contact with a student in a private situation.
- (d) Intentionally being alone with a student away from the school.
- (e) Making or participating in sexually inappropriate comments.
- (f) Sexual jokes.
- (g) Seeking emotional involvement with a student for the employee's benefit.
- (h) Listening to or telling stories that are sexually oriented.
- (i) Discussing inappropriate personal troubles or intimate issues with a student in an attempt to gain their support and understanding.
- (j) Becoming involved with a student so that a reasonable person may suspect inappropriate behavior.

Unacceptable Staff/Student Behaviors without Parent and Supervisor Permission

(These behaviors should only be exercised when a staff member has parent and supervisor permission.)

- (a) Giving students a ride to/from school or school activities.
- (b) Being alone in a room with a student at school with the door closed.
- (c) Allowing students in the employee's home.

Cautionary Staff/Student Behaviors

(These behaviors should only be exercised when a reasonable and prudent person, acting as an educator, is prevented from using a better practice or behavior. Staff members should inform their supervisor of the circumstance and occurrence prior to or immediately after the occurrence)

- (a) Remarks about the physical attributes or development of anyone.
- (b) Excessive attention toward a particular student.
- (c) Sending emails, text messages or letters to students if the content is not about school activities.

Acceptable and Recommended Staff/Student Behaviors

- (a) Getting parents' written consent for any after-school activity.
- (b) Obtaining formal approval to take students off school property for activities such as field trips or competitions.

- (c) Emails, text, phone and instant messages to students must be very professional and pertaining to school activities or classes (Communication should be limited to school technology).
- (d) Keeping the door open when alone with a student.
- (e) Keeping reasonable space between the employee and their students.
- (f) Stopping and correcting students if they cross the employee's own personal boundaries.
- (g) Keeping parents informed when a significant issue develops about a student.
- (h) Keeping after-class discussions with a student professional and brief.
- (i) Asking for advice from fellow staff or administrators if the employee finds themselves in a difficult situation related to boundaries.
- (j) Involving their supervisor if conflict arises with the student.
- (k) Informing the Director about situations that have the potential to become more severe.
- (l) Making detailed notes about an incident that could evolve into a more serious situation later.
- (m) Recognizing the responsibility to stop unacceptable behavior of students or coworkers.
- (n) Asking another staff member to be present if the employee will be alone with any type of special needs student.
- (o) Asking another staff member to be present when the employee must be alone with a student after regular school hours.
- (p) Giving students praise and recognition without touching them.
- (q) Pats on the back, high fives and handshakes are acceptable.
- (r) Keeping professional conduct a high priority.
- (s) Asking if the employee's actions are worth their job and career.

Policy Prohibiting Unlawful Harassment, Discrimination and Retaliation

NCSA is committed to providing a work and educational atmosphere that is free of unlawful harassment, discrimination, and retaliation. NCSA's policy prohibits unlawful harassment, discrimination, and retaliation based upon: race (including traits historically associated with race, such as hair texture and hairstyle, including but not limited to braids, locks, and twists); color; gender (including gender identity, gender expression and transgender identity, whether or not the employee is transitioning or has transitioned); sex (including reproductive health decision making, pregnancy, childbirth, breastfeeding, and related medical conditions); sex stereotype (including an assumption about a person's appearance or behavior, gender roles, gender expression, or gender identity, or about an individual's ability or inability to perform certain kinds of work based on a myth, social expectation, or generalization about the individual's sex); religious creed (including religious dress and grooming practices); marital/registered domestic partner status; age (forty (40) and over); national origin or ancestry (including native language spoken and possession of a driver's license issued to persons unable to prove their presence in the U.S. is authorized by federal law); physical or mental disability (including HIV and AIDS); medical condition (including cancer and genetic characteristics); taking a leave of absence authorized by law; genetic information; sexual orientation; military and veteran status; or any other consideration made unlawful by federal, state, or local laws.

Employees, volunteers, unpaid interns, individuals in apprenticeship programs, and independent contractors shall not be harassed, or discriminated or retaliated against, based upon the characteristics noted above.

NCSA does not condone and will not tolerate unlawful harassment, discrimination, or retaliation on the part of any employee (including supervisors and managers) or third party (including independent contractors or other person with which the School does business). Supervisors and managers are to report any complaints of unlawful harassment to the Director or designee.

When NCSA receives allegations of unlawful harassment, discrimination, or retaliation, the Charter Council (if a complaint is about the Director) or the Director or designee will conduct a fair, timely and thorough investigation that provides all parties an appropriate process and reaches reasonable conclusions based on the evidence collected. The investigation will be handled in as confidential a manner as possible, although complete confidentiality cannot be guaranteed. Complainants and witnesses shall not be subject to retaliation for making complaints in good faith or participating in an investigation. NCSA is committed to remediating any instances where investigation findings demonstrate unlawful harassment, discrimination, or retaliation has occurred.

Prohibited Unlawful Harassment

- Verbal conduct such as epithets, derogatory jokes or comments or slurs;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement, or interfering with work because of sex, race or any other protected basis;
- Retaliation for reporting or threatening to report harassment; or
- Disparate treatment based on any of the protected classes above.

Prohibited Unlawful Sexual Harassment

NCSA is committed to providing a workplace free of sexual harassment and considers such harassment to be a major offense, which may result in disciplinary action, up to, and including dismissal, of the offending employee.

Sexual harassment consists of sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature, regardless of whether or not the conduct is motivated by sexual desire, when: (1) submission to the conduct is either made explicitly or implicitly a term or condition of an individual's employment; (2) an employment decision is based upon an individual's acceptance or rejection of that conduct; and/or (3) that conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

It is also unlawful to retaliate in any way against an employee who has articulated a good faith concern about sexual harassment against him or her or against another individual.

All supervisors of staff will receive two (2) hours of sexual harassment prevention training within six (6) months of hire or their assumption of a supervisory position and every two (2) years thereafter. All other employees will receive one (1) hour of sexual harassment prevention training within six (6) months of hire and every two (2) years thereafter. Such training will address all legally required topics, including information about the negative effects that abusive conduct has on both the victim

of the conduct and others in the workplace, as well as methods to prevent abusive conduct undertaken with malice a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. Abusive conduct includes but is not limited to repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. Supervisors shall also be trained on how to appropriately respond when the supervisor becomes aware that an employee is the target of unlawful harassment. Other staff will receive sexual harassment prevention training as required by law.

Each employee has the responsibility to maintain a workplace free from any form of sexual harassment. Consequently, should any individual, in particular those with supervisory responsibilities, become aware of any conduct that may constitute sexual harassment or other prohibited behavior, immediate action should be taken to address such conduct. Any employee who believes they have been sexually harassed or has witnessed sexual harassment is encouraged to immediately report such harassment to the Director. See Appendix A for the "Harassment/Discrimination/Retaliation Complaint Form." See Appendix B for the general "Internal Complaint Form."

Sexual harassment may include, but is not limited to:

- Physical assaults of a sexual nature, such as:
 - Rape, sexual battery, molestation or attempts to commit these assaults and
 - Intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another's body, or poking another's body.
- Unwanted sexual advances, propositions or other sexual comments, such as:
 - Sexually oriented gestures, notices, remarks, jokes, or comments about a person's sexuality or sexual experience.
 - Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward or disparate treatment for rejecting sexual conduct.
 - Subjecting or threats of subjecting an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of the employee's sex.
- Sexual or discriminatory displays or publications anywhere at the workplace by employees, such as:
 - Displaying pictures, cartoons, posters, calendars, graffiti, objections, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic or bringing to work or possessing any such material to read, display or view at work;
 - Reading publicly or otherwise publicizing in the work environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic; and
 - Displaying signs or other materials purporting to segregate an employee by sex in an area of the workplace (other than restrooms or similar rooms).

The illustrations of harassment and sexual harassment above are not to be construed as an all-inclusive list of prohibited acts under this policy. Moreover, please note that while in most situations a personal relationship is a private matter, these relationships are not appropriate in a professional setting, particularly where one of the parties has management or supervisory responsibilities. As such, consensual relationships in the workplace may violate NCSA policy.

Whistleblower Policy

NCSA requires its directors, officers, employees, and volunteers to observe high standards of ethics in the conduct of their duties and responsibilities within the School. As representatives of the School, such individuals must practice honesty and integrity in fulfilling all responsibilities and must comply with all applicable laws and regulations. The purpose of this policy is to create an ethical and open work environment, to ensure that the School has a governance and accountability structure that supports its mission, and to encourage and enable directors, officers, employees, and volunteers of the School to raise serious concerns about the occurrence of illegal or unethical actions within the School before turning to outside parties for resolution.

All directors, officers, employees, and volunteers of the School have a responsibility to report any action or suspected action taken within the School that is illegal, unethical or violates any adopted policy of the School, or local rule or regulation. Anyone reporting a violation must act in good faith, without malice to the School or any individual at the School, and have reasonable grounds for believing that the information shared in the report indicates that a violation has occurred. A person who makes a report does not have to prove that a violation has occurred. However, any report which the reporter has made maliciously or any report which the reporter has good reason to believe is false will be viewed as a serious disciplinary offense. No one who in good faith reports a violation, or who in good faith cooperates in the investigation of a violation, shall suffer harassment, retaliation, or adverse employment action. Further, no one who in good faith discloses, who may disclose, or who the School believes disclosed or may disclose, information regarding alleged violations to a person with authority over the employee or another employee who had responsibility for investigating, discovering or correcting the purported violation shall suffer harassment, retaliation, or adverse employment action.

Drug-Free and Alcohol-Free Workplace

NCSA is committed to providing a drug and alcohol-free workplace and to promoting safety in the workplace, employee health and well-being, stakeholder confidence and a work environment that is conducive to attaining high work standards. The use of drugs and alcohol by employees, whether on or off the job, jeopardizes these goals, since it adversely affects health and safety, security, productivity, and public confidence and trust. Drug or alcohol use in the workplace or during the performance of job duties is extremely harmful to employees and to other NCSA stakeholders.

The bringing to the workplace, possession or use of intoxicating beverages or drugs on any School premises or during the performance of work duties is prohibited and will result in disciplinary action up to and including termination.

This policy will not be construed to prohibit the use of alcohol at social or business functions sponsored by the School where alcohol is served or while entertaining clients and prospective clients of the School. However, employees must remember their obligation to conduct themselves appropriately at all times while at School-sponsored functions or while representing the School.

Confidential Information

All information relating to students, personal information, schools attended, addresses, contact numbers and progress information is confidential in nature, and may not be shared with or distributed to unauthorized parties. All records concerning special education pupils shall be kept strictly confidential and maintained in separate files. Failure to maintain confidentiality may result in disciplinary action, up to and including release from at-will employment.

Conflict of Interest

All NCSA directors, officers, and employees are expected to avoid situations involving actual or potential conflicts of interest. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in personal gain for that employee or for a relative as a result of NCSA's business dealings. Personal or romantic involvement with a third party doing business with NCSA that impairs an employee's ability to exercise good judgment on behalf of NCSA creates an actual or potential conflict of interest. Personal gain might include an employee or relative receiving a kickback, bribe, substantial gift, gratuity, or special consideration as a result of business dealings with NCSA.

Supervisor/subordinate romantic or personal relationships must be avoided as these relationships may also create a conflict of interest, affect an employee's ability to exercise good judgment on behalf of NCSA, and may put NCSA at risk for lawsuits.

All employees must avoid situations involving actual or potential conflict of interest. An employee involved in any relationships or situations which may constitute a conflict of interest must immediately and fully disclose the relevant circumstances to the School Director, or the Charter Council, for a determination about whether a potential or actual conflict exists. If an actual or potential conflict is determined, NCSA may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts shall constitute grounds for disciplinary action.

Employees who are also Charter Council members must also follow the Council Conflict of Interest Policy.

Smoking

The NCSA facility is a no smoking facility.

THE WORKPLACE

Work Schedule

NCSA's business hours are normally 8:00 a.m. – 4:00 p.m. Monday through Friday.

The regular workday schedule for non-exempt employees is eight (8) hours; the regular workweek is forty (40) hours, as defined in their employment agreement or as provided by their supervisor, subject to time off and leave provisions as set forth in this Handbook. Exempt employees are also generally expected to be present during business hours and to commit whatever additional time is necessary to satisfactorily complete all job requirements.

Job Duties

The Employees supervisor will explain their job responsibilities and the performance standards expected of the employee. Be aware that job responsibilities may change at any time during the employee's employment. From time to time, employee may be asked to work on special projects or to assist with other work necessary or important to the operation of the employee's department or the School. The employee's cooperation and assistance in performing such additional work is expected.

The School reserves the right, at any time, with or without notice, to transfer, demote, suspend, administer discipline, change job responsibilities, and change the terms and conditions of employment at its sole discretion.

Meal and Rest Periods

Nonexempt employees working at least five (5) hours are provided with a thirty (30) minute meal period, to be taken approximately in the middle of the workday but by no later than the end of the 5th hour of work. An employee may waive this meal period if the day's work will be completed in no more than six (6) hours, provided the employee and NCSA mutually consent to the waiver in writing.

Nonexempt employees are also provided with a ten (10) minute rest period for every four (4) hours worked which should be scheduled towards the middle of the four (4) hour work period as practicable.

Although NCSA has policies in place to ensure that rest and meal periods are provided as required by law, each employee is ultimately responsible to ensure that their rest and meal periods are actually taken. An employee's failure to take rest and meal periods in accordance with this policy, despite the opportunity to do so, may be grounds for disciplinary action.

Employees are prohibited from combining meal and rest period time. An employee's supervisor must be aware of and approve scheduled meal and rest periods. Employees must immediately inform their supervisor if they are prevented from taking their meal and/or rest periods. Employees are expected to observe assigned working hours and the time allowed for meal and rest periods.

Lactation Accommodation

NCSA accommodates lactating employees by providing a reasonable amount of break time to any employee who desires to express breast milk for an infant child. The break time shall, if possible, run concurrently with any break time already provided to the employee. Any break time provided to express breast milk that does not run concurrently with break time already provided to the nonexempt employee shall be unpaid.

NCSA will make reasonable efforts to provide employees who need a lactation accommodation with the use of a room or other private location that is located close to the employee's work area. Such room/location shall not be a bathroom and shall have electricity. Employees shall also be given access to a sink with running water and a refrigerator. Employees with private offices will be required to use their offices to express breast milk. Employees who desire lactation accommodations should contact their supervisor to request accommodations.

Attendance and Tardiness

All employees, whether exempt or nonexempt, are expected to arrive at work consistently and on time. Absenteeism and tardiness negatively affects the School's ability to implement its educational program and disrupts consistency in students' learning.

If it is necessary to be absent or late, employees are expected to telephone the School office or their direct supervisor as soon as possible, but no later than one and one-half (1½) hour before the start of the workday. If an employee is absent from work longer than one (1) day, he or she is expected to keep the Director sufficiently informed of the situation. For planned absences, employees must submit a completed Time-off Request Form to their direct supervisor for approval prior to taking the requested time off.

Certificated employees are also expected to assist School office personnel, when possible, with securing substitute teachers on short notice.

If the School may be closed due to weather or other circumstances, it is each employee's responsibility to call their supervisor to confirm whether they are expected to report to work as scheduled.

As noted in the section of this Handbook concerning prohibited conduct, excessive or unexcused absences or tardiness may result in disciplinary action, up to and including release from at-will employment with the School. Excessive tardiness is defined as more than four (4) occurrences. Excessive absenteeism is defined as more than three (3) occurrences in a rolling three (3)-month period. Absence for more than three (3) consecutive days without notifying a direct supervisor may be considered a voluntary resignation from employment.

If an absence is protected by law, it will not be counted as a violation of NCSA's attendance policy. NCSA may require a doctor's certification when an employee returns to work following an illness.

Use of NCSA Email, Voicemail, and Internet Access

NCSA email, voicemail and internet systems are the property of the School. They are provided by the School for the purpose of conducting School-related business as well as other business that is approved by the School. All communications and information transmitted by, received from, or stored in these systems are School records and the property of the School. **As a result, employees have no expectation of privacy in these systems.**

As an NCSA employee, use of School electronic mail (email), voicemail systems and Internet access is subject to the following limitations:

1. Personal use should be minimized, must not be allowed to interfere with timely job performance, and must always be consistent with law and professional standards.
2. The NCSA email and voicemail systems and Internet access are not to be used in any way that may be discriminating, harassing, disruptive, or obscene. For example, sexually explicit images, ethnic slurs, racial epithets, or anything else that may be construed as harassment or disparagement of others based on their race, creed, color, gender, gender identity, religion, national origin, ancestry, sex, sexual orientation, age, physical or mental disability, marital status, citizenship status, medical condition including genetic characteristics, veteran status or any other legally protected status may not be displayed or transmitted.
3. Brief and occasional personal use of the NCSA email system and Internet access is acceptable as long as it: (a) is not excessive or inappropriate, (b) occurs during personal time (lunch or other breaks), and (c) does not result in expense or harm to NCSA or otherwise violate other provisions in this Handbook. Employees are prohibited from personal use of email or internet access during school hours when students are present.
4. Employees should not use personal devices or email accounts for School-related communications. Such communications should only take place using School-issued devices and via the employee's NCSA email account.
5. Employees should not attempt to gain access to another employee's NCSA email or voicemail messages without the latter's express permission.
6. NCSA retains the right to have access to, and keep a copy of, all computer passwords. NCSA reserves the right to keep a record of all usernames and password codes. NCSA may override personal passwords at any time for any reason. System security features, including passwords and delete functions, do not impair NCSA's ability to access any message at any time. Employees must be aware that the possibility of such access always exists.

No employee may install or use anonymous email transmission programs or encryption of email communications.

Employees who misuse electronic communications, media and the Internet and engage in defamation, copyright or trademark infringement, misappropriation of trade secrets,

discrimination, harassment, disrespectful treatment of others or related actions will be subject to discipline and/or immediate termination.

All electronic communications and information created by NCSA employees while conducting NCSA business, including all software, databases, hardware, and digital files remain the sole property of NCSA. The use of personal passwords does not affect NCSA's ownership of the electronic information.

NCSA reserves the right to monitor, access and review electronic files, voice mail, messages, mail, Internet history, email, and other digital archives as necessary to ensure that no misuse or violation of NCSA policy occurs. NCSA further reserves the right to conduct such activities without notice to the employee and at any time, not necessarily in the employee's presence. Employees should assume that all voice mail, text messages and email may be accessed, forwarded, read or heard by someone other than the intended recipient, even if marked as "private."

Personal Business and Use of Cell Phones

NCSA's facilities for handling mail and telephone calls are provided for the primary purpose of conducting School business. Personal mail should be directed to employees' home addresses and personal phone calls should be limited to an absolute minimum. To avoid toll charges, personal phone calls should not be made outside the School's immediate dialing area.

Employees are expected to avoid using School material, time, or equipment for personal projects. Use of personal cell phones by Teachers and Instructional Assistants, including texting, is prohibited during school hours when students are present, unless the communication is school-related and of an urgent nature.

No NCSA employee may use a cell phone or other electronic device for business purposes while operating a motor vehicle. Employees may only operate cell phones or other electronic devices if they are off the road and parked. Under no circumstances shall employees place or receive phone calls while operating a motor vehicle while driving on NCSA business or during NCSA work time. Employees should pull over and park before taking messages, sending or receiving texts, etc. Failure to agree or abide by this policy may result in disciplinary action, up to and including termination of employment.

Social Networking/Media Policy

Scope

In light of the explosive growth and popularity of social media technology in today's society, the School has developed the following policy to establish rules and guidelines regarding the appropriate use of social media by employees. This policy applies to situations when the employee: (1) makes a post to a social media platform that is related to the School; (2) engages in social media activities during working hours; (3) uses School equipment or resources while engaging in social media activities; (4) uses School e-mail address to make a post to a social media platform; (5) posts in a manner that reveals the employee's affiliation with the School; or (6) interacts with School

students or parents/guardians of School students (regarding School-related business) on the Internet and on social media sites.

For the purposes of this policy, the phrase “social media” refers to the use of a website or other electronic application to connect with other people, including, but not limited to, Facebook, Twitter, Pinterest, LinkedIn, YouTube, TikTok, and Instagram, as well as related web-based media, such as blogs, wikis, and any other form of user-generated media or web-based discussion forums. Social media may be accessed through a variety of electronic devices, including computers, cell phones, smart phones, PDAs, tablets, and other similar devices.

This policy is intended to supplement, not replace, the School’s other policies, rules, and standards of conduct. For example, School policies on confidentiality, use of School equipment, professionalism, employee references and background checks, workplace violence, unlawful harassment, and other rules of conduct are not affected by this policy.

Employees are required to comply with *all* School policies whenever their social media activities may involve or implicate the School in any way, including, but not limited to, the policies contained in this Handbook.

Standards of Conduct

Employees are required to comply with the following rules and guidelines when participating in social media activities that are governed by this policy:

- Comply with the law at all times. Do not post any information or engage in any social media activity that may violate applicable local, state, or federal laws or regulations.
- Do not engage in any discriminatory, harassing, or retaliatory behavior in violation of School policy.
- Respect copyright, fair use, and financial disclosure rules and regulations. Identify all copyrighted or borrowed material with proper citations and/or links.
- Maintain the confidentiality of the School’s trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how, and technology. Do not post internal reports, policies, procedures, or other internal business-related confidential communications. This prohibition applies both during and after the employee’s employment with the School.
- Do not post confidential information (as defined in this Handbook) about the School, its employees, or its students. Remember that most student information is protected by the Family Educational Rights and Privacy Act, including any and all information that might identify the student. Publicizing student work and accomplishments is permitted only if appropriate consents are obtained.
- While it is acceptable to engage in limited and incidental social media activities at work, such social media activities may not interfere with the employee’s job duties or responsibilities.

Do not use School-authorized email addresses to register on social media websites, blogs, or other online tools utilized for personal use.

- Be knowledgeable about and comply with the School's background check procedures. Do not "research" job candidates on the Internet or social media websites without prior approval from the School Director.
- Be knowledgeable about and comply with the School's reference policy. Do not provide employment references for current or former employees, regardless of the substance of such comments, without prior approval from the School Director.
- Always be fair and courteous to fellow employees, students, parents, vendors, customers, suppliers, or other people who work on behalf of the School. Avoid posting statements, photographs, video, or audio that could be reasonably viewed as malicious, libelous, slanderous, obscene, threatening, or intimidating, that disparage employees, students, parents, vendors, customers, suppliers, the School or other people who work on behalf of the School, or that might constitute harassment or bullying.
- Employees must make sure they are always honest and accurate when posting information or news, and if the employee makes a mistake, correct it quickly. Never post any information or rumors about the School, fellow employees, students, parents, vendors, customers, suppliers, people working on behalf of the School, or competitors.
- Express only the employee's own personal opinions. The employee must never represent themselves as a spokesperson for the School unless authorized to do so. If the employee publishes social media content that may be related to their work or subjects associated with the School, the employee must make it clear that they are not speaking on behalf of the School and that their views do not represent those of the School, fellow employees, students, parents, vendors, customers, suppliers, or other people working on behalf of the School. It is best to use a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the School."
- Never be false or misleading with respect regarding professional credentials held by the employee.

Creating and Using School Social Media

Employees are only permitted to communicate and connect with students on social media that is owned and operated by the School. Employees are only permitted to communicate and connect with students' parents or guardians regarding School-related matters on social media that is owned and operated by the School. All communications with parents or guardians regarding School-related matters on non-School or personal social media may result in disciplinary action, up to and including termination. Any communication whatsoever with students on non-School or personal social media may result in disciplinary action, up to and including termination.

The IT Department, in addition to the Development Coordinator and members of the administration, are responsible for approving requests for School social media, monitoring School

social media for inappropriate and unprofessional content, and maintaining the social media account information (including, but not limited to, username and password). The School has final approval over all content and reserves the right to close the social media at any time, with or without notice. Any inappropriate or unprofessional communications may result in disciplinary action, up to and including termination.

To set up social media that is owned and operated by the School in compliance with this policy, employees must adhere to the following procedures:

- Request and obtain permission to create School social media from the School Director.
- Contact the IT Department to set up the social media. Provide the IT Department with the username and password that the employee would like assigned to the account. If the employee changes their username and/or password, they must immediately update this information with the IT Department. Failure to do so may result in disciplinary action, up to and including termination.

Any social media created and/or used in violation of this policy may result in disciplinary action, up to and including termination.

Access

Employees are reminded that the School's various electronic communications systems, including, but not limited to, its electronic devices, computers, telephones, e-mail accounts, video conferencing, voice mail, facsimiles, internal and external networks, computers, cell phones, smart phones, PDAs, tablets, and other similar devices, are the property of the School. All communications and information transmitted by, received from, or stored in these systems are School records.

As a result, the School may, and does, monitor its employees' use of these electronic communication systems, including for social media activities, from time to time. The School may monitor such activities randomly, periodically, and/or in situations when there is reason to believe that someone associated with the School has engaged in a violation of this, or any other, School policy. As a result, employees do not have a reasonable expectation of privacy in their use of or access to the School's various electronic communications systems.

Discipline

Any violation of this Social Media Policy may result in disciplinary action, up to and including immediate termination.

Retaliation Is Prohibited

The School prohibits retaliation against any employee for reporting a possible violation of this policy or for cooperating in an investigation of a potential violation of this policy. Any employee who retaliates against another employee for reporting a possible violation of this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Questions

In the event employees have any questions about whether a particular social media activity may involve or implicate the School, or may violate this policy, please contact Human Resources.

Social media is in a state of constant evolution, and the School recognizes that there will likely be events or issues that are not addressed in these guidelines. Thus, each School employee is responsible for using good judgment and seeking guidance, clarification, or authorization *before* engaging in social media activities that may implicate this policy.

Personal Appearance/Standards of Dress

NCSA employees serve as role models to the School's students. All employees should therefore maintain professional standards of dress and grooming. Just as overall attitude and instructional competency contribute to a productive learning environment, so do appropriate dress and grooming.

Employees are encouraged to wear clothing that will add dignity to the educational profession, will present an image consistent with their job responsibilities, and will not interfere with the learning process. Accordingly, all employees shall adhere to the following standards of dress:

- 1) Clothing and jewelry must be safe and appropriate to the educational environment. All clothing must be clean and in good repair. Slits or tears in pants or other articles of clothing are not permitted except for modest slits in women's dresses or skirts that are no higher than three (3) inches above the knee.
- 3) Slacks and shorts are to be worn on the waist with no portion of an undergarment showing. Shorts should be modest in length and should be no higher than three (3) inches above the knee.
- 4) Skirts and dresses should be no higher than three (3) inches above the knee.
- 5) All tops must be appropriate to the work environment, and should be clean, neat, and provide proper coverage.
- 6) For safety purposes, it is recommended that earrings not dangle more than one (1) inch below the ear.
- 7) Clothing or jewelry with logos that depict and/or promote gangs, drugs, alcohol, tobacco, sex, violence, illegal activities, profanity, or obscenity are not permitted.
- 8) Appropriate shoes must be worn at all times.

Health and Safety Policy

NCSA is committed to providing and maintaining a healthy and safe work environment for all employees.

NCSA employees are responsible for their own safety, as well as that of others in the workplace. Each employee is provided with a copy of the School's Safety Handbook upon hire. All employees are required to know and comply with the safety guidelines reflected in the Safety Handbook and to follow safe and healthy work practices at all times. Employees are required to report immediately to NCSA any potential health or safety hazards, and all injuries or accidents.

To help maintain a safe workplace, everyone must be safety-conscious at all times. Use of proper safety equipment and following safety practices and procedures are conditions of employment. Violation of safety rules or policies will result in disciplinary action, up to and including termination.

In compliance with Proposition 65, the School will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

All employees are required to immediately report to the School Director or Business Manager any potential health or safety hazards. In addition, all employee injuries or accidents must be reported immediately.

NCSA provides workers' compensation insurance to cover work-related illness or injury. Neither NCSA nor its insurer will be liable for payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

For more information about time off due to a work-related illness or injury, please refer to the Workers' Compensation Disability Leave policy later in this Handbook.

First Aid/CPR Training

If the employee's position is one that works directly with students (as determined by the School Director), the employee must be certified in basic aid and cardiopulmonary resuscitation (CPR.) When the employee is hired, the employee will be required to provide evidence within forty-five (45) days of their first day of work to show that they have been certified in first aid/CPR training within the previous two (2) years. The employee must also become re-certified at least every two (2) years during their employment at NCSA.

First aid/CPR Training shall consist of a completed course, and resulting certification, which is based on standards that are at least equivalent to the standards currently used by the American Red Cross or the American Heart Association.

The employee will be responsible for the initial cost of obtaining this first aid/CPR training. All training re-certification and renewal costs will be covered by NCSA.

Blood-borne Pathogen Training

If the employee's position is one that works directly with students (as determined by the School Director), the employee must receive blood-borne pathogen training at least every two (2) years. The training will be provided by NCSA and will cover such topics as:

- The history and dangers of blood-borne pathogens;
- Universal precautions to reduce or eliminate exposure;
- Methods for handling bio-hazardous waste;
- Available vaccination programs; and,
- Exposure control procedures.

Security Protocols

NCSA has developed guidelines to help maintain a secure workplace. Be aware of unknown persons loitering in parking areas, walkways, entrances and exits and service areas. Report any suspicious persons or activities to the School Director or School office personnel immediately.

Employee classrooms, offices, and desks should be secured at the end of each day. When an employee is called away from his or her work area for an extended length of time, valuable or personal articles should not be left around a work station that may be accessible. The security of facilities as well as the welfare of employees depends upon the alertness and sensitivity of every individual to potential security risks. Employees should immediately notify their supervisor when keys are missing or if security access codes or passes have been breached.

Employees should immediately notify the School Director or Office Administrator when keys are missing or if security access is known to have been breached in any way.

The security of our School facilities, as well as the welfare of our employees and students, depends upon the alertness and sensitivity of every individual to potential security risks.

Occupational Safety

NCSA is committed to the safety of its students, employees, vendors, contractors and the public and to providing a clear safety goal for management. The prevention of accidents is the responsibility of every School supervisor. It is also the duty of all employees to accept and promote the established safety regulations and procedures.

Every effort will be made to provide adequate safety training. If an employee is ever in doubt about how to perform a job or task safely assistance should be requested. Unsafe conditions must be reported immediately.

It is the policy of the school that accident prevention shall be considered of primary importance in all phases of operation and administration. NCSA's management is required to provide safe and healthy working conditions for all employees and to establish and require the use of safe practices at all times.

Failure by an employee to comply with or enforce School safety and health rules, practices, and procedures could result in disciplinary action, up to and including termination.

Use of Personal Vehicles

In order for employees to use their personal automobile for School business, employees are required to maintain minimum limits of \$100,000 per person/\$300,000 per accident of bodily injury and \$50,000 of property damage.

Employees should be aware that, should they choose to use their personal automobile for School business and are involved in an accident, *their own liability insurance policy applies first*. The School's liability coverage would be used only after the employee's limits had been exceeded.

If the employee does not carry sufficient insurance to meet the School's required minimum limits described above, the employee should immediately notify their supervisor and not use their personal vehicle for School Business until they meet the minimum requirements.

Refer to the School Field Trip Policy regarding transporting students.

Accident/Incident Reporting

It is the duty of every employee to immediately, or as soon as is practical, to report any accident or injury occurring during work or on School premises so that arrangements can be made for medical or first aid treatment, as well as for investigation and follow-up purposes.

Reporting Fires and Emergencies

It is the duty of every employee to know how to report fires and other emergencies quickly and accurately. Employees should report any such emergency by calling the School office. In addition, all employees should know local emergency numbers, such as 911.

Employees may not transport any sick or injured student to a medical facility, but instead will call 911 for assistance.

EMPLOYEE WAGES AND BENEFITS

Employee Classifications

Upon hiring, all employees are classified as exempt or non-exempt, full-time or part-time, and regular or temporary. All employees are either exempt or non-exempt according to provisions of applicable wage and hour laws. Because all employees are hired for an unspecified duration, these classifications do not guarantee employment for any specific length of time. Employment is at the mutual consent of the employee and the School. Accordingly, either the employee or the School can terminate the employment relationship at-will, at any time, with or without cause or advance notice.

Exempt Employees

Pursuant to applicable law, exempt employees are those who exercise the requisite degree of discretion and independent judgment and perform certain administrative, professional, and/or executive duties. Exempt employees are not entitled to overtime pay. Exempt employees are expected to report for work and perform their jobs in a regular and timely manner.

Non-Exempt Employees

Pursuant to applicable law, non-exempt employees are entitled to overtime pay. Non-exempt employees may have to work hours beyond their normal schedules as work demands require. Non-exempt employees are required to take meal and rest periods in the manner described in this Handbook.

Regular Employees

Regular employees are those who are hired to work on a regular schedule. Regular employees may be classified as full-time or part-time. Temporary and substitute employees are not considered regular employees.

Full-Time Employees

An employee who is regularly scheduled to work and regularly works at least thirty (30) to forty (40) hours per week is considered a regular full-time employee. Generally, full-time employees are eligible for School benefits, such as health care plans, holidays, and sick leave. However, eligibility for each School benefit is ultimately governed by the applicable policy, plan document, and/or applicable law. Thus, there may an instance in which a full-time employee is eligible for some but not all of these benefits.

Part-Time Employees

An employee who is regularly scheduled to work and regularly works fewer than thirty (30) hours per week is considered a regular part-time employee. Generally, part-time employees are not eligible for School benefits, such as health care plans, holidays, and sick leave. However, eligibility for each School benefit is ultimately governed by the applicable policy, plan document, and/or

applicable law. Thus, there may an instance in which a part-time employee is eligible for one or more of these benefits.

Temporary Employees

An employee who is hired for a particular project or job of limited or indefinite duration is considered a temporary employee. A temporary employee is not eligible to earn, accrue, or participate in any School benefits program, except as otherwise required by law.

An employee will not change from one status to any other status or classification simply because of the number of hours that the employee is scheduled to work or the length of time spent as an employee. The status of a temporary employee may change only if the employee is notified of the change in status, in writing, by Human Resources.

Payroll Withholdings

As required by law, the School shall withhold Federal Income Tax, State Income Tax, Social Security (FICA) and State Disability Insurance from each employee's pay as follows:

1. Federal Income Tax Withholding: The amount varies with the number of exemptions the employee claims and the gross pay amount.
2. State Income Tax Withholding: The same factors which apply to federal withholdings apply to state withholdings.
3. Social Security (FICA): The Federal Insurance Contribution Act requires that a certain percentage of employee earnings be deducted and forwarded to the federal government, together with an equal amount contributed by the School.
4. State Disability Insurance (SDI): This state fund is used to provide benefits to those out of work because of illness or disability.

Employees may also have deductions made to their paychecks when a wage overpayment occurs. The School may require the employee to reimburse an overpayment through a mutually agreeable method, including through cash repayment or a deduction of the employee's payroll check, among other options. An employee who is separated from employment before full repayment of the overpayment amount shall have any remaining amounts withheld from their final check. The School also reserves the right to exercise any and all other legal means to recover any additional amounts owed. The School shall provide employees with advance written notice of the deduction prior to the pay period where it will go into effect.

Every deduction from an employee's paycheck is explained on the check voucher. If an employee does not understand the deductions, he or she should ask the Payroll Department or Business Office to explain them.

Employees may change the number of withholding allowances claimed for Federal Income Tax purposes at any time by filling out a new W-4 form and submitting it to the Business Office or by

logging on to the payroll portal through Coastal Payroll. The School Business Office maintains a supply of these forms.

All Federal, State, and Social Security taxes will be automatically deducted from paychecks. Federal Withholding Tax deduction is determined by the employee's W-4 form. The W-4 form should be completed upon hire and it is the employee's responsibility to report any changes in filing status to the School Business Office and to fill out a new W-4 form.

At the end of the calendar year, a "withholding statement" (W-2) will be prepared and forwarded to each employee for use in connection with preparation of income tax returns. The W-2 shows Social Security information, taxes withheld and total wages.

Employee retirement contributions to the California State Teachers Retirement System (STRS) are withheld for eligible employees, as required by law. See further information about this retirement program below.

Any earnings that are eligible for STRS are not covered under social security. As a result, no social security is withheld from employee pay for these earnings. However, for any employees who do not qualify for STRS, social security contributions are withheld at the mandated rate.

All paycheck withholdings are listed on each paycheck voucher. Questions about withholdings or other payroll related matters should be directed to the School Business Office.

Pay Period and Time Records

Paydays are scheduled twice per month on the 5th and 20th of each month. If an employee observes any error in his or her check, it should be reported immediately to the Business Office.

By law, NCSA is obligated to keep accurate records of the time worked by non-exempt employees. Such employees shall keep be required to utilize the School's time card system.

Nonexempt employees must accurately clock in and out of their shifts as this is the only way the payroll department knows how many hours each employee has worked and how much each employee is owed. The time card indicates when the employee arrived and when the employee departed. All nonexempt employees must clock in and out for arrival and departure, along with lunch and for absences like doctor or dentist appointments. All employees are required to keep the office advised of their departures from and returns to the school premises during the workday.

Nonexempt employees are prohibited from performing off-the-clock work, including but not limited to checking emails before/after work hours, performing work in the morning before logging in, and running School errands after logging out.

Nonexempt employees are solely responsible for ensuring accurate information on their time cards and remembering to record time worked. If an employee forgets to mark their time card or makes an error on the time card, the employee must contact the School Business Office to make the correction and such correction must be initialed by the employee.

No one may record hours worked on another's worksheet. Any employee who tampers with his/her own time card, or another employee's time card, may be subjected to disciplinary action, up to and including release from at-will employment with the School.

All employees are required to follow the School's timesheet recordkeeping system. Timesheets must be completed, signed and delivered to the School Business Office by the 1st and 16th of each month for the preceding pay period.

Regular employees are responsible for recording on the timesheet any time off taken during the preceding pay period, as well as the name of the substitute hired to replace him or her during that time off. Regular employees should also record any time away from the School while working on "school business" and should note on the timesheet the nature of the school business conducted and any substitute hired to replace them.

Nonexempt employees are further responsible for recording on an "hourly" timesheet any "extra hours worked" as defined above.

Temporary hourly employees are responsible for recording all time worked on an hourly timesheet and submitting completed, signed timesheets on or before the 1st and 16th calendar day of each month.

Any timesheet errors should be reported to the School Business Office immediately. Failure to accurately record hours worked or falsifying or altering timesheet information will result in disciplinary action, up to and including termination of employment.

Overtime Pay

Whether an employee is exempt from or subject to overtime pay will be determined on a case-by-case basis and will be indicated in the employee's job description. Generally, teachers and administrators are exempt. Nonexempt employees may be required to work beyond the regularly scheduled workday or workweek as necessary. Only actual hours worked in a given workday or workweek can apply in calculating overtime for nonexempt employees. NCSA will attempt to distribute overtime evenly and accommodate individual schedules. All overtime work must be previously authorized by the Director. NCSA provides compensation for all overtime hours worked by nonexempt employees in accordance with state and federal law as follows:

For employees subject to overtime, all hours worked in excess of eight (8) hours in one workday or forty (40) hours in one workweek shall be treated as overtime. Compensation for hours in excess of forty (40) for the workweek or in excess of eight (8) and not more than twelve (12) for the workday, and for the first eight (8) hours on the seventh consecutive day in one workweek, shall be paid at a rate of one and one-half times the employee's regular rate of pay. Compensation for hours in excess of twelve (12) in one workday and an excess of eight (8) on the seventh consecutive workday of the workweek shall be paid at double the regular rate of pay.

Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to these exempt employees.

Wage Attachments and Garnishments

Under normal circumstances, the School will not assist creditors in the collection of personal debts from its employees. However, creditors may resort to certain legal procedures such as garnishments, levies or judgments that require the School, by law, to withhold part of an employee's earnings in their favor.

Employees are strongly encouraged to avoid such wage attachments and garnishments. If the School is presented a second garnishment request concerning an employee, the Business Manager or Designee will discuss the situation with the employee.

Stipends

Some employees may receive stipends for additional duties performed, subject to Charter Council approval. Stipends will be paid during the month(s) that the respective duties are completed and shall be reflected on the annual Salary Schedule then in effect.

Make-Up Time

The School may permit nonexempt employees to take personal time off during the workweek and make up work time that is or would be lost as the result of such personal time off.

Make-up time must be requested in writing by the employee and approved in advance by their supervisor. Make-up time must be worked during the same workweek as the time missed. Employees are permitted to work up to eleven (11) hours in one day, without incurring overtime, while making up missed time. Under no circumstances are employees permitted to work more than eleven (11) hours in one day or forty (40) hours in one week for purposes of make-up time.

Emergency Day Policy

NCSA schedules two (2) unpaid days each school year to account for possible emergency closure. If an emergency day is called on a day other than the scheduled days on the calendar, hourly employees are required to use discretionary leave for the hours missed, schedule additional hours to make up the time with a supervisor/teacher, or mark those hours missed as unpaid leave.

Exempt Employees - Exempt employees will need to work on the scheduled day off to make up for their normal scheduled hours missed.

Hourly Non-Exempt Employees – All hourly employees will be required to use discretionary leave, unpaid leave or schedule to work extra hours to make up for any hours missed if an emergency day is called that cannot be made up with the scheduled emergency day. For example, if an emergency day is called on a Monday and an employee is scheduled to work six (6) hours, but the scheduled snow day on the calendar is a Friday and an employee is only scheduled to work four and a half (4 ½) hours, then the employee will need to either take one and half (1 ½) hours of discretionary or

unpaid leave, or they will need to schedule to work an additional one and half (1 ½) hours extra to make up for the lost time. Nonexempt teachers that share a schedule will need to take unpaid leave or discretionary leave if the make-up day lands on a day they are not scheduled to work.

Health Benefits

Definition – NCSA shall provide health benefits to eligible employees, subject to contribution limits described below. For purposes of this policy, health benefits are defined as medical coverage, vision coverage and dental insurance coverage.

Eligibility - Employees working thirty (30) hours per week or more are eligible to receive health benefits.

NCSA Contribution Toward Health Benefits Costs – Eligible full-time employees receive a contribution from NCSA toward health benefits up to a maximum per school year (the “benefit cap”). All insurance premiums up to this amount will be paid by NCSA on behalf of the employee and his/her family, upon submission of required enrollment documentation. Any costs over the benefit cap are the employee’s responsibility and will be deducted from the employee’s monthly pay.

For eligible part-time employees, the benefit cap is pro-rated based on the number of contracted hours worked per week as a percentage of forty (40) hours per week.

Mid-Year Eligibility – For eligible employees who start employment mid-year, or for existing employees who become eligible mid-year, health benefits begin on the first calendar day of the month following the qualifying event (for example: an employee who begins work on January 15th will be eligible to begin receiving health benefits on February 1st.)

Life Insurance

Mandatory Group Term Life Insurance - Benefits-eligible employees, as defined above, who elect to receive medical benefits through NCSA are required to obtain \$50,000 in term life insurance benefits. The cost of this life insurance will be paid by NCSA.

Additional Term Life Insurance – Benefits-eligible employees who elect medical coverage through NCSA may elect to purchase additional term life insurance coverage at an additional premium cost per month. The cost of this additional life insurance will be deducted from monthly pay on after-tax basis and must be paid by the employee.

COBRA Benefits

When coverage under the School’s medical and/or dental plans ends, employees or their dependents can continue coverage for eighteen (18) or thirty-six (36) months, depending upon the reason benefits ended. To continue coverage, an employee must pay the full cost of coverage – the employee contribution and the School’s previous contribution plus a possible administrative charge.

Medical coverage for an employee, his/her spouse, and eligible dependent children can continue for up to eighteen (18) months if coverage ends because:

- Employment ends, voluntarily or involuntarily, for any reason other than gross misconduct; or
- Hours of employment are reduced below the amount required to be considered a full-time employee or part-time, making an employee ineligible for the plan.

This eighteen (18) month period may be extended an additional eleven (11) months in cases of disability subject to certain requirements. This eighteen (18) month period may also be extended an additional eighteen (18) months if other events (such as a divorce or death) occur subject to certain requirements.

An employee's spouse and eligible dependents can continue their health coverage for up to thirty-six (36) months if coverage ends because:

- The employee dies while covered by the plan;
- The employee and his/her spouse become divorced or legally separated;
- The employee becomes eligible for Medicare coverage, but his/her spouse has not yet reached age sixty-five (65); or
- The employee's dependent child reaches an age which makes him or her ineligible for coverage under the plan.

Rights similar to those described above may apply to retirees, spouses and dependents if the employer commences a bankruptcy proceeding and those individuals lose coverage.

NCSA will notify employees or their dependents if coverage ends due to termination or a reduction in work hours. If an employee becomes eligible for Medicare, divorced or legally separated, dies, or when a dependent child no longer meets the eligibility requirements, the employee or a family member are responsible for notifying the School within thirty (30) days of the event. NCSA will then notify the employee or his/her dependents of the employee's rights.

Health coverage continuation must be elected within sixty (60) days after receiving notice of the end of coverage, or within sixty (60) days after the event causing the loss, whichever is later.

There are certain circumstances under which coverage will end automatically. This happens if:

- Premiums for continued coverage are not paid within thirty (30) days of the due date;
- The employee (or his/her spouse or child) become covered under another group health plan which does not contain any exclusion or limitation with respect to any pre-existing condition the employee (or the employee's spouse or child, as applicable) may have;

- NCSA stops providing group health benefits;
- The employee (or the employee's spouse or child) become entitled to Medicare; or
- The employee extended coverage for up to twenty-nine (29)-months due to disability and there has been a final determination that the employee is no longer disabled.

Retirement Plans and Social Security

The State Teacher Retirement System (STRS) is a state-administered defined benefit retirement program for certificated employees. Under this program, eligible employees contribute a pre-determined percentage of pre-tax "creditable compensation" into individual STRS accounts. These contributions are withheld from employees' pay and remitted to STRS by NCSA.

For more information regarding STRS, see the CalSTRS member handbook or contact STRS directly at:

CalSTRS
PO Box 15275
Sacramento, CA 95851-0275
800-228-5453
www.calstrs.com

Social Security - Employees who participate in STRS, as described above, are not covered by social security for earnings during employment at NCSA. Similarly, social security is not withheld from these employees' pay.

Generally, employees who do not participate in STRS are covered by social security and related withholdings will be made from monthly pay for these employees.

Early Retirement Incentive

NCSA would like to thank all employees for their dedicated service over the years. The School recognizes the energy, time, effort and understanding employees have given the School's students year after year. To that end, any full-time employee with at least fifteen (15) years of full-time equivalent service with NCSA and having reached age fifty-five (55) by the end of June 30th may qualify for an early retirement incentive. Employees may receive up to \$715.00 towards health benefits each month for five (5) years or until they reach age sixty-five (65), whichever comes first. Employees who wish to take advantage of the Early Retirement Incentive need to turn in an irrevocable resignation letter with their intention to participate in this benefit by February 1st.

HOLIDAYS, VACATIONS AND LEAVES

Holiday Pay

To be eligible for holiday pay, an employee must be nonexempt or non-credentialed exempt. Temporary employees and teachers are not eligible for holiday pay. Exempt employees and full-time teachers will receive their regularly scheduled pay during holidays. Part-time teachers will not be paid for holidays.

Eligible employees will receive time off with pay at their regular rate of pay on the School-observed holidays designated on the master school calendar.

Part-time employees are paid for any holidays occurring on scheduled workdays based on the average number of work hours per day. Average work hours per day is defined as the total number of assigned hours per week according to the employment agreement, divided by the number of days worked per week. (For example, if a part time employee works thirty (30) hours per week, Monday through Friday, the average number of hours per day would be six (6) hours.)

Holiday hours do not count as hours worked for purposes of calculating overtime. For example, if the employee receives eight (8) hours of holiday pay on Monday and works forty (40) hours Tuesday-Saturday (eight (8) hours/day), the employee will not be eligible for overtime.

Sick Leave

To help prevent loss of earnings that may be caused by accident or illness, or by other emergencies, the School offers paid sick leave to its employees. Sick leave may be taken to receive preventive care (including annual physicals or flu shots) or to diagnose, treat, or care for an existing health condition. Employees may also use sick leave to assist a family member (i.e., children, parents, spouses/domestic partners, grandparents, grandchildren, or siblings) or a designated person (i.e., one who is related to the employee by blood or whose association with the employee is the equivalent of a family relationship) who must receive preventative care or a diagnosis, treatment, or care for an existing health condition. Employees are limited to one (1) designated person per twelve (12) month period. Employees may also take paid sick leave to receive medical care or other assistance to address instances of domestic violence, sexual assault, or stalking.

Paid sick leave is available to all School employees who work at least thirty (30) days within the span of a single calendar year from the commencement of employment. All eligible employees shall be credited with twenty-four (24) hours of sick leave at the beginning of each work year. Furthermore, all full-time employees will accrue additional sick leave per month worked for a total of ninety-six (96) hours per full work year. Part-time employees shall accrue additional sick leave per month for a total eighty (80) hours per full work year.

Employees cannot use paid sick leave until the ninetieth (90th) calendar day following the employee's start date. Sick leave must be taken by eligible employees in increments of two (2) hours. Full-time employees may carry over eighty (80) hours of sick leave from year to year. Part-

time and temporary employees do not carry over sick leave from year to year. Additionally, the School does not pay employees in lieu of unused sick leave.

If an employee is absent longer than three (3) days due to illness, medical evidence of their illness and/or medical certification of their fitness to return to work satisfactory to the School may be required. The School will not tolerate abuse or misuse of the sick leave privilege. If the School suspects abuse of sick leave, the School may require a medical certification from an employee verifying the employee's absence.

Once an employee has exhausted sick leave, the employee may continue on an unpaid medical leave depending upon the facts and circumstances of the employee's basis for leave beyond accrued sick leave. Employee requests for unpaid medical leave must be approved in advance by the School.

Personal Necessity Leave

An employee may elect to use up to three (3) days of accumulated sick leave in any school year for purposes of personal necessity including any of the following specific reasons:

- Death or serious illness of a member of his/her immediate family (this is in addition to normal bereavement leave).
- Accident involving his/her person or property or the person or property of a member of his/her immediate family.
- Appearance in court as a litigant, or as a witness under official order.
- Adoption of a child.
- The birth of a child making it necessary for an employee who is the parent of the child to be absent during the work hours.
- Business matters which cannot reasonably be conducted outside the workday.

Employees must request personal necessity leave at least one (1) day in advance unless an emergency situation occurs. Personal leave is not vacation leave and is not subject to payout upon separation from employment.

Family Care and Medical Leave

This policy explains how the School complies with the federal Family and Medical Leave Act ("FMLA") and the California Family Rights Act ("CFRA"), both of which require the School to permit each eligible employee to take up to twelve (12) workweeks (or twenty-six (26) workweeks where indicated) of FMLA/CFRA leave in any twelve (12) month period for the purposes enumerated below.

- Employee Eligibility Criteria

To be eligible for FMLA/CFRA leave, the employee must have been employed by the School for a total of at least twelve (12) months, worked at least 1,250 hours during the twelve (12) month period immediately preceding commencement of the leave, and work at a location where the School has at least fifty (50) employees within seventy-five (75) miles (except for purposes of CFRA where the School must only have at least five (5) employees).

- Events That May Entitle an Employee TO FMLA/CFRA Leave

The twelve (12) week (or twenty-six (26) workweeks where indicated) FMLA/CFRA allowance includes any time taken (with or without pay) for any of the following reasons:

1. To care for the employee's newborn child or a child placed with the employee for adoption or foster care. Leaves for this purpose must conclude twelve (12) months after the birth, adoption, or placement. If both parents are employed by the School, they each will be entitled to a separate twelve (12) weeks of leave for this purpose, which cannot be loaned or otherwise assigned from one employee to the other.
2. Because of the employee's own serious health condition (including a serious health condition resulting from an on-the-job illness or injury) that makes the employee unable to perform any one or more of the essential functions of his or her job (other than a disability caused by pregnancy, childbirth, or related medical conditions, which is covered by the School's separate pregnancy disability policy).
 - a. A "serious health condition" is an illness, injury, (including, but not limited to on-the-job injuries), impairment, or physical or mental condition of the employee or a child, parent, or spouse of the employee that involves either inpatient care or continuing treatment, including, but not limited to, treatment for substance abuse.
 - b. "Inpatient care" means a stay in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with such inpatient care, or any period of incapacity. A person is considered an "inpatient" when a health care facility formally admits him/her to the facility with the expectation that he/she will remain at least overnight and occupy a bed, even if it later develops that such person can be discharged or transferred to another facility and does not actually remain overnight.
 - c. "Incapacity" means the inability to work, attend school, or perform other regular daily activities due to a serious health condition, its treatment, or the recovery that it requires.
 - d. "Continuing treatment" means ongoing medical treatment or supervision by a health care provider.
3. To care for a spouse, domestic partner, child, or parent with a serious health condition, a qualifying family member may also include a grandparent, grandchild, or sibling or designated person for CFRA purposes. "Designated person" refers to any individual related by blood or whose association with the employee is the equivalent to a family relationship.

4. When an employee is providing care to a spouse, son, daughter, parent, or next of kin who is a covered Armed Forces service member with a serious injury or illness, the employee may take a maximum of twenty-six (26) weeks of additional FMLA leave in a single twelve (12) -month period to provide said care. CFRA does not provide leave specific to caring for a service member.
 5. For any “qualifying exigency” because the employee is the spouse, son, daughter, or parent of an individual on active military duty, or an individual notified of an impending call or order to active duty, in the Armed Forces. For CFRA purposes, this may also include a domestic partner.
- Amount of FMLA/CFRA Leave Which May Be Taken
 1. FMLA/CFRA leave can be taken in one (1) or more periods, but may not exceed twelve (12) workweeks total for any purpose in any twelve (12) month period, as described below, for any one, or combination of the above-described situations. “Twelve workweeks” means the equivalent of twelve (12) of the employee’s normally scheduled workweeks. For a full-time employee who works five (5) eight-hour days per week, “twelve workweeks” means sixty (60) working and/or paid eight (8) hour days.
 2. In addition to the twelve (12) workweeks of FMLA/CFRA leave that may be taken, an employee who is the spouse, son, daughter, parent, or next of kin of a covered Armed Forces service member may also be entitled to a total of twenty-six (26) workweeks of FMLA leave during a twelve (12) month period to care for the servicemember.
 3. The “twelve-month period” in which twelve (12) weeks of FMLA and CFRA leave may be taken is the twelve (12) month period immediately preceding the commencement of any FMLA/CFRA leave.
 4. If a holiday falls within a week taken as FMLA/CFRA leave, the week is nevertheless counted as a week of FMLA/CFRA leave. If, however, the School’s business activity has temporarily ceased for some reason and employees are generally not expected to report for work for one or more weeks, such as the Winter Break, Spring Break, or Summer Vacation, the days the School’s activities have ceased do not count against the employee’s FMLA or CFRA leave entitlement. Similarly, if an employee uses FMLA/CFRA leave in increments of less than one (1) week, the fact that a holiday may occur within a week in which an employee partially takes leave does not count against the employee’s leave entitlement unless the employee was otherwise scheduled and expected to work during the holiday.
 - Pay during FMLA/CFRA Leave
 1. An employee on FMLA/CFRA leave because of his/her own serious health condition must use all accrued paid sick leave at the beginning of any otherwise unpaid FMLA/CFRA leave period. If an employee is receiving a partial wage replacement benefit during the FMLA/CFRA leave, the School and the employee may agree to have

School-provided paid leave, such as vacation or sick time, supplement the partial wage replacement benefit unless otherwise prohibited by law.

2. An employee on FMLA/CFRA leave for baby-bonding or to care for a qualifying family member with a serious health condition may use any or all accrued sick leave at the beginning of any otherwise unpaid FMLA/CFRA leave.
3. If an employee has exhausted his/her sick leave, leave taken under FMLA/CFRA shall be unpaid leave.
4. The receipt of sick leave pay or State Disability Insurance benefits will not extend the length of the FMLA or CFRA leave. Sick pay accrues during any period of unpaid FMLA or CFRA leave only until the end of the month in which unpaid leave began.

- Health Benefits

The provisions of the School's various employee benefit plans govern continuing eligibility during FMLA leave, and these provisions may change from time to time. The health benefits of employees on FMLA leave will be paid by the School during the leave at the same level and under the same conditions as coverage would have been provided if the employee had been continuously employed during the leave period. When a request for FMLA leave is granted, the School will give the employee written confirmation of the arrangements made for the payment of insurance premiums during the leave period.

If an employee is required to pay premiums for any part of his/her group health coverage, the School will provide the employee with advance written notice of the terms and conditions under which premium payments must be made.

NCSA may recover the health benefit costs paid on behalf of an employee during his/her FMLA/CFRA leave if:

1. The employee fails to return from leave after the period of leave to which the employee is entitled has expired. An employee is deemed to have "failed to return from leave" if he/she works less than thirty (30) days after returning from FMLA/CFRA leave; and
2. The employee's failure to return from leave is for a reason other than the continuation, recurrence, or onset of a serious health condition that entitles the employee to FMLA/CFRA leave, or other circumstances beyond the control of the employee.

- Seniority

An employee on FMLA/CFRA leave remains an employee and the leave will not constitute a break in service. An employee who returns from FMLA/CFRA leave will return with the same seniority he/she had when the leave commenced.

- Medical Certifications

1. An employee requesting FMLA/CFRA leave because of his/her own or a relative's serious health condition must provide medical certification from the appropriate health care provider on a form supplied by the School. Absent extenuating circumstances, failure to provide the required certification in a timely manner (within fifteen (15) days of the School's request for certification) may result in denial of the leave request until such certification is provided.
2. The School will notify the employee in writing if the certification is incomplete or insufficient, and will advise the employee what additional information is necessary in order to make the certification complete and sufficient. The School may contact the employee's health care provider to authenticate a certification as needed.
3. If the School has reason to doubt the medical certification supporting a leave because of the employee's own serious health condition, the School may request a second opinion by a health care provider of its choice (paid for by the School). If the second opinion differs from the first one, the School will pay for a third, mutually agreeable, health care provider to provide a final and binding opinion.
4. Recertifications are required if leave is sought after expiration of the time estimated by the health care provider. Failure to submit required recertifications can result in termination of the leave.

- Procedures for Requesting and Scheduling FMLA/CFRA Leave

1. An employee should request FMLA/CFRA leave by completing a Request for Leave form and submitting it to the School Director. An employee asking for a Request for Leave form will be given a copy of the School's then-current FMLA/CFRA leave policy.
2. Employees should provide not less than thirty (30) days' notice for foreseeable childbirth, placement, or any planned medical treatment for the employee or his/her qualifying family member. Failure to provide such notice is grounds for denial of a leave request, except if the need for FMLA/CFRA leave was an emergency or was otherwise unforeseeable.
3. Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt the School's operations.
4. If FMLA/CFRA leave is taken because of the employee's own serious health condition or the serious health condition of the employee's qualifying family member, the leave may be taken intermittently or on a reduced leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition.

5. If FMLA/CFRA leave is taken because of the birth of the employee's child or the placement of a child with the employee for adoption or foster care, the minimum duration of leave is two (2) weeks, except that the School will grant a request for FMLA/CFRA leave for this purpose of at least one day but less than two (2) weeks' duration on any two (2) occasions.
 6. If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment for the employee or a family member, the employee may be transferred temporarily to an available alternative position for which he or she is qualified that has equivalent pay and benefits and that better accommodates recurring periods of leave than the employee's regular position.
 7. The School will respond to an FMLA/CFRA leave request no later than five (5) business days of receiving the request. If an FMLA/CFRA leave request is granted, the School will notify the employee in writing that the leave will be counted against the employee's FMLA/CFRA leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.
- Return to Work
 1. Upon timely return at the expiration of the FMLA/CFRA leave period, an employee is entitled to the same or a comparable position with the same or similar duties and virtually identical pay, benefits, and other terms and conditions of employment unless the same position and any comparable position(s) have ceased to exist because of legitimate business reasons unrelated to the employee's FMLA/CFRA leave.
 2. When a request for FMLA/CFRA leave is granted to an employee, the School will give the employee a written guarantee of reinstatement at the termination of the leave (with the limitations explained above).
 3. Before an employee will be permitted to return from FMLA/CFRA leave taken because of his/her own serious health condition, the employee must obtain a certification from his/her health care provider that he/she is able to resume work.
 4. If an employee can return to work with limitations, the School will evaluate those limitations and, if possible, will accommodate the employee as required by law. If accommodation cannot be made, the employee will be medically separated from the School.
 - Employment during Leave

No employee, including employees on FMLA/CFRA leave, may accept employment with any other employer without the School's written permission. An employee who accepts such

employment without the School's written permission will be deemed to have resigned from employment at the School.

Pregnancy Disability Leave

This policy explains how the School complies with the California Pregnancy Disability Act, which requires the School to give each female employee an unpaid leave of absence of up to four (4) months per pregnancy, as needed, for the period(s) of time a woman is actually disabled by pregnancy, childbirth, or related medical conditions.

- **Employee Eligibility Criteria**

To be eligible for pregnancy disability leave, the employee must be disabled by pregnancy, childbirth, or a related medical condition and must provide appropriate medical certification concerning the disability.

- **Events That May Entitle an Employee to Pregnancy Disability Leave**

The four (4) -month pregnancy disability leave allowance includes any time taken (with or without pay) for any of the following reasons:

1. The employee is unable to work at all or is unable to perform any one or more of the essential functions of her job without undue risk to herself, the successful completion of her pregnancy, or to other persons because of pregnancy or childbirth, or because of any medically recognized physical or mental condition that is related to pregnancy or childbirth (including severe morning sickness); or
2. The employee needs to take time off for prenatal care.

- **Duration of Pregnancy Disability Leave**

Pregnancy disability leave may be taken in one or more periods, but not to exceed four months total. "Four months" means the number of days the employee would normally work within four months. For a full-time employee who works five (5) eight (8) hour days per week, four (4) months means 693 hours of leave (40 hours per week times 17 1/3 weeks).

For employees who work more or less than forty (40) hours per week, or who work on variable work schedules, the number of working days that constitutes four (4) months is calculated on a pro rata or proportional basis. For example, for an employee who works twenty (20) hours per week, "four months" means 346.5 hours of leave entitlement (20 hours per week times 17 1/3 weeks). For an employee who normally works forty-eight (48) hours per week, "four months" means 832 hours of leave entitlement (48 hours per week times 17 1/3 weeks).

At the end or depletion of an employee's pregnancy disability leave, an employee who has a physical or mental disability (which may or may not be due to pregnancy, childbirth, or related medical conditions) may be entitled to reasonable accommodation. Entitlement to

additional leave must be determined on a case-by case basis, taking into account a number of considerations such as whether an extended leave is likely to be effective in allowing the employee to return to work at the end of the leave, with or without further reasonable accommodation, and whether or not additional leave would create an undue hardship for the School. The School is not required to provide an indefinite leave of absence as a reasonable accommodation.

- Pay during Pregnancy Disability Leave

1. An employee on pregnancy disability leave must use all accrued paid sick leave and may use any or all accrued vacation time at the beginning of any otherwise unpaid leave period.
2. The receipt of vacation pay, sick leave pay, or state disability insurance benefits, will not extend the length of pregnancy disability leave.
3. Vacation and sick pay accrues during any period of unpaid pregnancy disability leave only until the end of the month in which the unpaid leave began.

- Health Benefits

NCSA shall provide continued health insurance coverage while an employee is on pregnancy disability leave consistent with applicable law. The continuation of health benefits is for a maximum of four (4) months in a twelve (12) -month period. NCSA can recover premiums that it already paid on behalf of an employee if both of the following conditions are met:

1. The employee fails to return from leave after the designated leave period expires.
2. The employee's failure to return from leave is for a reason other than the following:
 - The employee is taking leave under the California Family Rights Act.
 - There is a continuation, recurrence or onset of a health condition that entitles the employee to pregnancy disability leave.
 - There is a non-pregnancy related medical condition requiring further leave.
 - Any other circumstance beyond the control of the employee.

- Seniority

An employee on pregnancy disability leave remains an employee of the School and a leave will not constitute a break in service. When an employee returns from pregnancy disability leave, she will return with the same seniority she had when the leave commenced.

- Medical Certifications

1. An employee requesting a pregnancy disability leave must provide medical certification from her healthcare provider on a form supplied by the School. Failure to provide the required certification in a timely manner (within fifteen (15) days of the leave request) may result in a denial of the leave request until such certification is provided.
 2. Recertifications are required if leave is sought after expiration of the time estimated by the healthcare provider. Failure to submit required recertifications can result in termination of the leave.
- Requesting and Scheduling Pregnancy Disability Leave
 1. An employee should request pregnancy disability leave by completing a Request for Leave form and submitting it to the Executive Director. An employee asking for a Request for Leave form will be referred to the School's then current pregnancy disability leave policy.
 2. Employee should provide not less than thirty (30) days' notice or as soon as is practicable, if the need for the leave is foreseeable. Failure to provide such notice is grounds for denial of the leave request, except if the need for pregnancy disability leave was an emergency and was otherwise unforeseeable.
 3. Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt the School's operations.
 4. Pregnancy disability leave may be taken intermittently or on a reduced leave schedule when medically advisable, as determined by the employee's healthcare provider.
 5. If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment, the employee may be transferred temporarily to an available alternative position for which he or she is qualified that has equivalent pay and benefits that better accommodates recurring periods of leave than the employee's regular position.
 6. The School will respond to a pregnancy disability leave request within ten (10) days of receiving the request. If a pregnancy disability leave request is granted, the School will notify the employee in writing and leave will be counted against the employee's pregnancy disability leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.
 - Return to Work
 1. Upon timely return at the expiration of the pregnancy disability leave period, an employee is entitled to the same position unless the employee would not otherwise have been employed in the same position at the time reinstatement is requested. If

the employee is not reinstated to the same position, she must be reinstated to a comparable position unless one of the following is applicable:

- a. The employer would not have offered a comparable position to the employee if she would have been continuously at work during the pregnancy disability leave.
- b. There is no comparable position available, to which the employee is either qualified or entitled, on the employee's scheduled date of reinstatement or within sixty (60) calendar days thereafter. The School will take reasonable steps to provide notice to the employee if and when comparable positions become available during the sixty (60) –day period.

A "comparable" position is a position that involves the same or similar duties and responsibilities and is virtually identical to the employee's original position in terms of pay, benefits, and working conditions.

2. When a request for pregnancy disability leave is granted to an employee, the School will give the employee a written guarantee of reinstatement at the end of the leave (with the limitations explained above).
 3. In accordance with NCSA policy, before an employee will be permitted to return from a pregnancy disability leave of three (3) days or more, the employee must obtain a certification from her healthcare provider that she is able to resume work.
 4. If the employee can return to work with limitations, the School will evaluate those limitations and, if possible, will accommodate the employee as required by law. If accommodation cannot be made, the employee will be medically separated from the School.
- Employment during Leave

No employee, including employees on pregnancy disability leave, may accept employment with any other employer without the School's written permission. An employee who accepts such employment without written permission will be deemed to have resigned from employment.

Industrial Injury Leave (Workers' Compensation)

NCSA, in accordance with State law, provides insurance coverage for employees in case of work-related injuries. The workers' compensation benefits provided to injured employees may include:

- Medical care;
- Cash benefits, tax-free to replace lost wages; and
- Vocational rehabilitation to help qualified injured employees return to suitable employment.

To ensure employees receive any worker's compensation benefits to which they may be entitled, employees will need to:

- Immediately report any work-related injury to the Executive Director;
- Seek medical treatment and follow-up care if required;
- Complete a written Employee's Claim Form (DWC Form 1) and return it to the Executive Director; and
- Provide the School with a certification from a health care provider regarding the need for workers' compensation disability leave as well as the employee's eventual ability to return to work from the leave.

It is the School's policy that when there is a job-related injury, the first priority is to ensure that the injured employee receives appropriate medical attention. NCSA, with the help of its insurance carrier has selected medical centers to meet this need. Each medical center was selected for its ability to meet anticipated needs with high quality medical service and a location that is convenient to the School's operation.

- If an employee is injured on the job, he/she is to go or be taken to the approved medical center for treatment. If injuries are such that they require the use of emergency medical systems ("EMS") such as an ambulance, the choice by the EMS personnel for the most appropriate medical center or hospital for treatment will be recognized as an approved center.
- All accidents and injuries must be reported to the Executive Director and to the individual responsible for reporting to the School's insurance carrier. Failure by an employee to report a work-related injury by the end of his/her shift could result in loss of insurance coverage for the employee. An employee may choose to be treated by his/her personal physician at his/her own expense, but he/she is still required to go to the School's approved medical center for evaluation. All job-related injuries must be reported to the appropriate State Workers' Compensation Bureau and the insurance carrier.
- When there is a job-related injury that results in lost time, the employee must have a medical release from the School's approved medical facility before returning to work.
- Any time there is a job-related injury, the School's policy requires drug/alcohol testing along with any medical treatment provided to the employee.

Military and Military Spousal Leave of Absence

NCSA shall grant a military leave of absence to any employee who must be absent from work due to service in the uniformed services in accordance with the Uniformed Services Employment and Re-Employment Rights Act of 1994 ("USERRA"). All employees requesting military leave must provide advance written notice of the need for such leave, unless prevented from doing so by military necessity or if providing notice would be impossible or unreasonable.

If military leave is for thirty (30) or fewer days, the School shall continue the employee's health benefits. For service of more than thirty (30) days, employee shall be permitted to continue their health benefits at their option through COBRA. Employees are entitled to use accrued vacation or paid time off as wage replacement during time served, provided such vacation/paid time off accrued prior to the leave.

Except for employees serving in the National Guard, NCSA will reinstate those employees returning from military leave to their same position or one of comparable seniority, status, and pay if they have a certificate of satisfactory completion of service and apply within ninety (90) days after release from active duty or within such extended period, if any, as required by law. For those employees serving in the National Guard, if he or she left a full-time position, the employee must apply for reemployment within forty (40) days of being released from active duty, and if he or she left part-time employment, the employee must apply for reemployment within five (5) days of being released from active duty.

An employee who was absent from work while fulfilling his or her covered service obligation under the USERRA or California law shall be credited, upon his or her return to the School, with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. Exceptions to this policy will occur wherever necessary to comply with applicable laws.

NCSA shall grant up to ten (10) days of unpaid leave to employees who work more than twenty (20) hours per week and who are spouses of deployed military servicemen and servicewomen. The leave may be taken when the military spouse is on leave from deployment during a time of military conflict. To be eligible for leave, an employee must provide the School with (1) notice of intention to take military spousal leave within two (2) business days of receiving official notice that the employee's military spouse will be on leave from deployment, and (2) documentation certifying that the employee's military spouse will be on leave from deployment during the time that the employee requests leave.

Jury Duty and Witness Leave

All employees who receive a notice of jury/witness duty must notify their supervisor as soon as possible so that arrangements may be made to cover the absence. In addition, employees must provide a copy of the official jury/witness duty notice to their supervisor. Employees must report for work whenever the court schedule permits. Either the School or the employee may request an excuse from jury/witness duty if, in the School's judgment, the employee's absence would create serious operational difficulties.

Nonexempt employees who are called for jury/witness duty will be provided time off without pay. Exempt employees will receive their regular salary unless they do not work any hours during the course of a workweek.

In the event that the employee must serve as a witness within the course and scope of his or her employment with the School, the School will provide time off with pay.

Bereavement Leave

In the case of a death in an employee's immediate family, NCSA provides up to five (5) days of paid leave. Absences in excess of five (5) days may be taken as personal necessity leave (as defined above) if available, or personal unpaid leave.

Bereavement leave must be utilized within three (3) months of the covered family member's date of death. For purposes of this policy, the term "immediate family" is limited to parents, siblings, children, spouse or domestic partner, grandparents or grandchildren.

Bereavement pay will not be used in computing overtime pay. Any scheduled days off (including weekends, holidays and vacations) falling during the absence will be counted as both bereavement leave and scheduled days off.

Upon request, an employee may be required to provide documentation of the death of a covered family member.

Civil Air Patrol Leave

NCSA will provide up to ten (10) days of unpaid leave each year to eligible members of the Civil Air Patrol. The employee must be employed by NCSA for at least ninety (90) days immediately prior to commencement of the leave, and must be a volunteer member of the California Wing of the Civil Air Patrol, duly directed and authorized to respond to an emergency operational mission.

Volunteer Civil Service Leave

Time Off for Volunteer Firefighters, Reserve Peace Officers and/or Emergency Rescue Personnel:

In California, no employee shall receive discipline for taking time off to perform emergency duty/training as a volunteer firefighter, reserve peace officer, or emergency rescue personnel. If employees participate in this kind of emergency duty/training, employees must inform their supervisor so that he or she may be aware that the employee may have to take unpaid time off for emergency duty/training. In the event that employees needs to take time off for emergency duty/training, employees must inform their supervisor before doing so whenever possible. Time off for emergency training may not exceed fourteen (14) days per calendar year.

Emergency Duty/Training Leave is unpaid. Employees may choose to use your accrued vacation if they wish to receive compensation for this time off, but employees are not required to do so.

If the employee believes they have been treated unfairly as a result of taking or requesting Emergency Duty/Training Leave, the employee should contact their supervisor or any other manager, as appropriate.

Voting Time Off

If an employee does not have sufficient time outside of working hours to vote in an official state-sanctioned election, the employee may take off enough working time to vote. Such time off shall

be taken at the beginning or the end of the regular working shift, whichever allows for more free time and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two (2) hours combined. Under these circumstances, an employee will be allowed a maximum of two (2) hours of time off during an election day without loss of pay. When possible, an employee requesting time off to vote shall give the Principal at least two (2) days notice.

Bone Marrow and Organ Donor Leave

As required by law, eligible employees who require time off to donate bone marrow to another person may receive up to five (5) workdays off in a 12-month period. Eligible employees who require time off to donate an organ to another person may receive up to sixty (60) workdays off in a twelve (12) month period.

To be eligible for bone marrow or organ donation leave ("Donor Leave"), the employee must have been employed by the School for at least ninety (90) days immediately preceding the Donor Leave.

An employee requesting Donor Leave must provide written verification to the School that he or she is a donor and that there is a medical necessity for the donation of the organ or bone marrow.

Up to five (5) days of leave for bone marrow donation, and up to thirty (30) days of leave for organ donation, may be paid provided the employee uses five (5) days of accrued paid leave for bone marrow donation and two (2) weeks of accrued paid leave for organ donation. If the employee has an insufficient number of paid leave days available, the leave will otherwise be paid.

Employees returning from Donor Leave will be reinstated to the position held before the leave began, or to a position with equivalent status, benefits, pay and other terms and conditions of employment. The School may refuse to reinstate an employee if the reason is unrelated to taking a Donor Leave. A Donor Leave is not permitted to be taken concurrently with an FMLA/CFRA Leave.

School Appearance and Activities Leave

As required by law, NCSA will permit an employee who is a parent or guardian (including a stepparent, foster parent, or grandparent) of school children, from kindergarten through grade twelve (12), or a child enrolled with a licensed child care provider, up to forty (40) hours of unpaid time off per school year (up to eight (8) hours in any calendar month of the school year) to participate in activities of a child's school or child care. If more than one (1) parent or guardian is an employee of NCSA, the employee that first provides the leave request will be given the requested time off. Where necessary, additional time off will also be permitted where the school requires the employee(s) appearance.

The employee requesting school leave must provide reasonable advanced notice of the planned absence. The employee must use accrued but unused paid leave (e.g., vacation or sick leave) to be paid during the absence.

When requesting time off for school activities, the employee must provide verification of participation in an activity as soon as practicable. When requesting time off for a required

appearance, the employee(s) must provide a copy of the notice from the child's school requesting the presence of the employee.

Time Off for Adult Literacy Programs

NCSA will make reasonable accommodations for any employee who reveals a literacy problem and requests that NCSA assist him or her in enrolling in an adult literacy program, unless undue hardship to NCSA would result. NCSA will also assist employees who wish to seek literacy education training by providing employees with the location of local literacy programs. NCSA will take reasonable steps to safeguard the privacy of any employee who identifies himself or herself as an individual with a literacy problem. While NCSA encourages employees to improve their literacy skills, NCSA will not reimburse employees for the costs incurred in attending a literacy program. All time off under this policy is unpaid, unless the employee chooses to use accrued discretionary leave (which will run concurrently) to cover his or her wages during the absence.

Victims of Abuse Leave

NCSA provides reasonable and necessary unpaid leave and other reasonable accommodations to employees who are victims of domestic violence, sexual assault, stalking or other crimes. Such leave may be taken to attend legal proceedings or to obtain or attempt to obtain any relief necessary, including a restraining order, to ensure the employee's own health, safety or welfare, that of the employee's child or children or when a person whose immediate family member is deceased as the direct result of a crime. A crime includes a crime or public offense that would constitute a misdemeanor or felony if the crime has been committed in California by a competent adult, an act of terrorism against a resident of California (whether or not such act occurs within the state), and regardless of whether any person is arrested for, prosecuted for, or convicted of, committing the crime. Employees may also request unpaid leave for the following purposes:

- Seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.
- Obtain services from a domestic violence shelter, program, or rape crisis center.
- Obtain psychological counseling for the domestic violence, sexual assault, or stalking.
- Participate in safety planning, such as relocation, to protect against future domestic violence, sexual assault, or stalking.

To request leave under this policy, an employee should provide NCSA with as much advance notice as practicable under the circumstances. If advance notice is not possible, the employee requesting leave under this policy should provide NCSA one (1) of the following certifications upon returning back to work:

1. A police report indicating that the employee was a victim of domestic violence, sexual assault, or stalking.
2. A court order protecting the employee from the perpetrator or other evidence from the court or prosecuting attorney that the employee appeared in court.
3. Documentation from a licensed medical professional, domestic violence or sexual assault counselor, licensed health care provider, or counselor showing that the employee's absence was due to treatment for injuries or abuse from domestic violence, sexual assault, or stalking.

4. Any other form of documentation that reasonably verifies that the crime or abuse occurred, including but not limited to, a written statement signed by the employee, or an individual acting on the employee's behalf, certifying that the absence is for a purpose authorized under the law.

Employees requesting leave under this policy may choose to use accrued paid leave. In addition, NCSA will provide reasonable accommodations to employees who are victims of domestic violence, sexual assault or stalking for the employees' safety while at work. To request an accommodation under this policy, an employee should contact the School Director or School Business Manager.

Other Unpaid Leave

NCSA recognizes that special situations may arise where an employee must leave his or her job temporarily. At its discretion, the School may grant employees leaves of absence. Any unpaid leave of absence must be approved in advance by the School.

The granting of a leave of absence always presumes the employee will return to active work by a designated date or within a specific period.

During a Family and Medical Leave Act, California Family Rights Act leave, and/or Pregnancy Disability Leave, the employee's medical and dental benefits will remain in force, provided the employee pays the appropriate premiums. Otherwise, benefits are terminated the month any other type of leave begins. If an employee fails to return from a leave and is subsequently terminated, the employee is entitled to all earned but unused vacation pay, provided that the vacation pay was earned prior to the commencement of leave. No vacation time is accrued during any type of unpaid leave of absence.

Returning From Leave of Absence

Employees cannot return from a medical leave of absence without first providing a sufficient doctor's return to work authorization.

When business considerations require, the job of an employee on leave may be filled by a temporary or regular replacement. An employee should give the Director thirty (30) days' notice before returning from leave. Whenever the School is notified of an employee's intent to return from a leave, the School will attempt to place the employee in his former position or in a comparable position with regard to salary and other terms and conditions for which the employee is qualified. However, re-employment cannot always be guaranteed. If employees need further information regarding Leaves of Absence, they should consult the Director.

PERSONNEL EVALUATION AND RECORD-KEEPING

Employee Reviews and Evaluations

Each employee, excluding temporary employees, will receive a performance review at least every two years, conducted by the School Director or designee. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems.

Performance evaluations may review factors such as the quality and quantity of the work performed, knowledge of the job, initiative, work attitude, and attitude toward others. The performance evaluations are intended to make employees aware of progress, areas for improvement, and objectives or goals for future work performance. Favorable performance evaluations do not guarantee increases in salary or promotions. Salary increases and promotions are solely at the discretion of the School and depend upon many factors, in addition to performance. After the review, employees are required to sign the evaluation report to acknowledge that it was reviewed with his or her supervisor and that the employee is aware of its contents.

In addition to formal bi-annual appraisals, direct supervisors are expected to provide counseling and feedback on an ongoing basis. Supervisors are also encouraged to meet with employees periodically throughout the year in order to establish goals for future performance and to discuss current performance.

Certificated Teachers Ongoing Support and Evaluation

All teachers will receive ongoing support each year in the form of regular opportunities for collaboration within a team of teachers, staff meetings and staff-development opportunities, informal support from the Director, Assistant Principal and office staff, as well as classroom and teacher development funds (when funding allows).

Development of goals: Teachers are also asked to videotape themselves at least two times a year and develop their own professional development goals through the use of videotaping. Teachers may wish to collaborate with their peers in this area, or simply use it for their own benefit. After viewing the video, the teacher will create goals based on what they feel their needs are. Two forms, the "Components of an effective Lesson" and the "Video Evaluation Goals" should be turned in to the school director after the first videotaping session in early fall (no later than the end of October) and again in February. Teachers will meet with the director at the end of the year to review their progress toward their specific goals.

Teachers are also asked to check in and seek support from faculty as a whole through regular team meetings. Further, teachers are encouraged to seek formal or informal feedback from students and parents each classroom year. Finally, at the year-end meeting with the School Director, teachers have the opportunity to reflect and receive feedback that can guide growth.

NCSA's performance evaluation system will in no way alter the at-will employment relationship. Failure by NCSA to evaluate an employee will not prevent NCSA from exercising its right to terminate the at-will employment relationship.

Personnel Files and Record-Keeping Protocols

At the time of employment, a personnel file is established for each employee. Please keep the Business Office advised of changes that should be reflected in the employee's personnel file. Such changes include: change in address, telephone number, marital status, number of dependents and person(s) to notify in case of emergency. Prompt notification of these changes is essential and will enable the School to contact employees should the change affect their other records.

Employees have the right to inspect documents in their personnel file, as provided by law, in the presence of a School representative, at a mutually convenient time. Employees also have the right to obtain a copy of their personnel file as provided by law. Employees may add their comments to any disputed item in the file. NCSA will restrict disclosure of their personnel file to authorized individuals within the School. A request for information contained in the personnel file must be directed to the School Director. Only the School Director or designee is authorized to release information about current or former employees. Disclosure of information to outside sources will be limited. However, the School will cooperate with requests from authorized law enforcement or local, state or federal agencies conducting official investigations or as otherwise legally required.

Credible complaints of substantiated investigations into or discipline for egregious misconduct will not be expunged from an employee's personnel file unless the complaint is heard by an arbitrator, administrative law judge, or the Charter Council and the complaint is deemed to be false, not credible, unsubstantiated or a determination was made that discipline was not warranted.

Employment Verification and References

All requests for employment verification will be directed to the Charter Business Center at the Nevada County Office of Education. All requests for employment references will be directed to the School Director. NCSA's response to such inquiries is limited to providing dates of employment and the employee's most recent position.

DISCIPLINE AND TERMINATION OF EMPLOYMENT

Rules of Conduct

All employees are expected to meet NCSA's standards for work performance and personal conduct. Misconduct by an employee will result in discipline, including possible termination of employment. The following conduct is prohibited and will not be tolerated by the School. This list of prohibited conduct is illustrative only and applies to all employees of the School; other types of conduct that threaten students or other employees' security, personal safety, employee welfare and NCSA operations also may be prohibited. This statement of prohibited conduct does not alter NCSA's policy of at-will employment relationship as to at-will employees of the School. If an employee is working under contract with the School which grants procedural rights prior to termination, the procedural terms in the contract shall apply.

1. Insubordination - refusing to perform a task or duty assigned or act in accordance with instructions provided by an employee's manager or proper authority.
2. Inefficiency - including deliberate restriction of output, carelessness or unnecessary wastes of time or material, neglect of job, duties or responsibilities.
3. Violation of any NCSA policy described in this Handbook or any other NCSA policy, rule, or procedure, including but not limited to violation of any safety, health or security policy, rule, or procedure.
4. Any form of unlawful harassment, including sexually harassing another employee, student, or visitor or creating a hostile work environment.
5. Discriminating on the basis of race, color, creed, sex, marital status, physical or mental disability, age, national origin or ancestry, sexual orientation or any other consideration made unlawful by applicable discrimination laws.
6. Reporting to work under the influence of intoxicants or controlled substances, or the use of, or being in possession of, intoxicants or controlled substances on NCSA premises or while driving for work-related purposes.
7. Use of physical force, fighting or instigating a fight on School premises, assault, or physical intimidation of any other person.
8. Using or possessing firearms, weapons or explosives of any kind on School premises.
9. Use of profane, abusive or threatening language in conversations with students or other employees and/or intimidating or interfering with students or other employees.
10. Violations of the drug and alcohol policy.
11. Gambling on School premises.
12. Immoral or indecent conduct.
13. Violations of the sexual harassment policy.
14. Recording the clock card, when applicable, of another employee or permitting or arranging for another employee to record your clock card.
15. Spreading rumors or gossip that may be harmful to NCSA or to its students or employees.
16. Posting any notices on School premises without prior written approval of management, unless posting is on a School bulletin board designated for employee postings.

17. Release of confidential information without authorization.
18. Dishonesty, falsification, unauthorized removal of NCSA records, or failure to report any such actions. Tampering with or falsifying any report or record including, but not limited to, personnel, absentee, sickness or production reports or records, specifically including applications for employment and time cards
19. Engaging in sabotage or espionage (industrial or otherwise).
20. Dishonesty, fraud, or a breach of trust under any circumstance.
21. Conviction of a criminal act.
22. Unauthorized soliciting, collecting of contributions, distribution of literature, written or printed matter is strictly prohibited on School property by non-employees and by employees. This rule does not cover periods of time when employees are off their jobs, such as lunch periods and break times. However, employees properly off their jobs are prohibited from such activity with other employees who are performing their work tasks.
23. Damaging, defacing, unauthorized removal, destruction or theft of another employee's property or of School property.
24. Permitting an unauthorized person to enter NCSA premises without permission.
25. Failure to follow specified job instructions, unsatisfactory work performance, or insubordination.
26. Conducting personal business during work hours and/or unauthorized use of telephone lines for personal calls.
27. Excessive absenteeism or tardiness, excused or unexcused.
28. Failure to report a work injury/accident to the employee's manager or failure to take or follow prescribed tests, procedures or treatment. Sleeping during work hours.
29. Any other conduct detrimental to other employees or the School's interests or its efficient operations.
30. Refusal to speak to supervisors or other employees.
31. Failure to possess or maintain the credential/certificate required of the position.
32. Sleeping during work hours.
33. Release of confidential information without authorization.
34. Unprofessional conduct.

Off-Duty Conduct

While NCSA does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the School's legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect the School or its own integrity, reputation, or credibility. Illegal or immoral off-duty conduct by an employee that adversely affects the School's legitimate business interests or the employee's ability to perform his or her work will not be tolerated.

While employed by NCSA, employees are expected to devote their energies to their jobs with the School. For this reason, second jobs are strongly discouraged. The following types of additional employment elsewhere are strictly prohibited:

1. Additional employment that conflicts with an employee's work schedule, duties, and responsibilities at NCSA;

2. Additional employment that creates a conflict of interest or is incompatible with the employee's position with NCSA;
3. Additional employment that impairs or has a detrimental effect on the employee's work performance with NCSA;
4. Additional employment that requires the employee to conduct work or related activities on the NCSA's property during the employer's working hours or using our NCSA's facilities and/or equipment; and,
5. Additional employment that directly or indirectly competes with the business or the interests of NCSA.

Employees who wish to engage in additional employment that may create a real or apparent conflict of interest must submit a written request to NCSA explaining the details of the additional employment. If the additional employment is authorized, NCSA assumes no responsibility for it. NCSA shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of additional employment. Authorization to engage in additional employment can be revoked at any time.

Voluntary Termination of Employment

Should it become necessary for an employee to terminate their at-will employment with NCSA, employees should notify the School Director regarding their intention as far in advance as possible. At least two (2) weeks' notice is expected whenever possible.

When an employee terminates their at-will employment, they will be entitled to all earned by unused vacation pay. If an employee is the participating in medical and/or dental plan, they will be provided information on their rights under COBRA.

INTERNAL COMPLAINT REVIEW

Open Door Policy

At some time or another, employees may have a suggestion, complaint, or question about the School, their job, their working conditions, or the treatment they are receiving. We welcome employee suggestions, complaints, or questions. For issues other than prohibited harassment, discrimination, or retaliation, we ask that employees take their concerns first to their supervisor, who will investigate and provide a solution or explanation. If the problem is still not resolved, the employee may present it to Human Resources or the Director of the School, preferably in writing, who will address the employee's concerns.

Internal Complaint Review Policy

The purpose of the "Internal Complaint Review Policy" is to afford all employees of the School the opportunity to seek internal resolution of their work-related concerns. All employees have free access to the School Director, Business Manager or the Charter Council to express their work-related concerns.

Specific complaints of unlawful harassment, discrimination, and retaliation are addressed under the School's "Policy Prohibiting Unlawful Harassment, Discrimination and Retaliation."

Internal Complaints

(Complaints by Employees Against Employees)

This section of the policy is for use when a School employee raises a complaint or concern about a co-worker.

If reasonably possible, internal complaints should be resolved at the lowest possible level, including attempts to discuss/resolve concerns with the immediate supervisor. However, in the event an informal resolution may not be achieved or is not appropriate, the following steps will be followed by the School Director or designee:

1. The complainant will bring the matter to the attention of the School Director as soon as possible after attempts to resolve the complaint with the immediate supervisor have failed or if not appropriate; and
2. The complainant will reduce his or her complaint to writing, indicating all known and relevant facts. The School Director or designee will then investigate the facts and provide a solution or explanation;
3. If the complaint is about the School Director, the complainant may file his or her complaint in a signed writing to the President of the Charter Council, who will then confer with the Charter Council and may conduct a fact-finding or authorize a third party investigator on behalf of the Board. The Charter Council President or investigator will report his or her findings to the Charter Council for review and action, if necessary.

This policy cannot guarantee that every problem will be resolved to the employee's satisfaction. However, the School values each employee's ability to express concerns and the need for resolution without fear of adverse consequence to employment.

Policy for Complaints Against Employees

(Complaints by Third Parties Against Employees)

This section of the policy is for use when a non-employee raises a complaint or concern about a School employee.

If complaints cannot be resolved informally, complainants may file a written complaint with the School Director or Charter Council President (if the complaint concerns the School Director) as soon as possible after the events that give rise to the complainant's concerns. The written complaint should set forth in detail the factual basis for the complaint.

In processing the complaint, the School Director (or designee) shall abide by the following process:

1. The School Director or designee shall use his or her best efforts to talk with the parties identified in the complaint and to ascertain the facts relating to the complaint.
2. In the event that the School Director (or designee) finds that a complaint against an employee is valid, the School Director (or designee) may take appropriate disciplinary action against the employee. As appropriate, the School Director (or designee) may also simply counsel/reprimand employees as to their conduct without initiating formal disciplinary measures.
3. The School Director's (or designee's) decision relating to the complaint shall be final unless it is appealed to the Charter Council. The decision of the Charter Council shall be final.

General Requirements

2. **Confidentiality:** All complainants will be notified that information obtained from the complainants and thereafter gathered will be maintained in a manner as confidential as possible, but in some circumstances absolute confidentiality cannot be assured.
3. **Non-Retaliation:** All complainants will be advised that they will be protected against retaliation as a result of the filing of any complaints or participation in any complaint process.
4. **Resolution:** The Charter Council (if a complaint is about the School Director) or the School Director or designee will investigate complaints appropriately under the circumstances and pursuant to the applicable procedures, and if necessary, take appropriate remedial measures to ensure effective resolution of any complaint.

AMENDMENT TO EMPLOYEE HANDBOOK

This Employee Handbook contains the employment policies and practices of the School in effect at the time of publication.

NCSA reserves the right to amend, delete or otherwise modify this Handbook at any time provided that such modifications are in writing and duly approved by the employer.

Any written changes to the Handbook will be distributed to all employees. No oral statements can in any way alter the provisions of this Handbook.

APPENDIX A**HARASSMENT/DISCRIMINATION/RETALIATION COMPLAINT FORM**

It is the policy of the School that all of its employees be free from harassment, discrimination, and retaliation. This form is provided for you to report what you believe to be harassment, discrimination, or retaliation so that the School may investigate and take appropriate disciplinary or other action when the facts show that there has been harassment, discrimination, or retaliation.

If you are an employee of the School, you may file this form with the Director, Business Manager or Charter Council President.

Please review the School's policies concerning harassment, discrimination, and retaliation for a definition of such unlawful conduct and a description of the types of conduct that are considered unlawful.

NCSA will undertake every effort to handle the investigation of your complaint in a confidential manner. In that regard, the School will disclose the contents of your complaint only to those persons having a need to know. For example, to conduct its investigation, the School will need to disclose portions of your factual allegations to potential witnesses, including anyone you have identified as having knowledge of the facts on which you are basing your complaint, as well as the alleged offender.

In signing this form below, you authorize the School to disclose to others the information you have provided herein, and information you may provide in the future. Please note that the more detailed information you provide, the more likely it is that the School will be able to address your complaint to your satisfaction.

Charges of harassment, discrimination, and retaliation are taken very seriously by the School both because of the harm caused by such unlawful conduct, and because of the potential sanctions that may be taken against the offender. It is therefore very important that you report the facts as accurately and completely as possible and that you cooperate fully with the person or persons designated to investigate your complaint.

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you believe harassed, or discriminated or retaliated against, you or someone else: _____

List any witnesses that were present: _____

Where did the incident(s) occur? _____

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I acknowledge that I have read and that I understand the above statements. I hereby authorize the School to disclose the information I have provided as it finds necessary in pursuing its investigation.

I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief.

Signature of Complainant

Date: _____

Print Name

Received by: _____

Date: _____

APPENDIX B

INTERNAL COMPLAINT FORM

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you have a complaint against: _____

List any witnesses that were present: _____

Where did the incident(s) occur?

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I hereby authorize the School to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand providing false information in this regard could result in disciplinary action up to and including termination.

Signature of Complainant _____ Date: _____

Print Name _____

To be completed by School:

Received by: _____ Date: _____



USE OF VIDEO MONITORING POLICY

Nevada City School of the Arts ("NCSOTA") recognizes that maintaining the health, safety, welfare and security of students, staff and school property is best implemented with a multifaceted approach. Upon carefully weighing the privacy rights of students and staff against NCSOTA's duty to provide a safe, secure, and orderly learning and work environment, the Charter Governance Council has resolved to authorize the limited use of security cameras at NCSOTA, in school buildings, and upon school grounds pursuant to the parameters described herein.

Video surveillance and the maintenance of video recordings by NCSOTA shall be in accordance with applicable laws, regulations and ordinances pertaining to such use.

The School Director or designee may develop regulations governing the use of video surveillance in accordance with applicable law and Board policy.

Use of Video Monitoring

Placement and notification

1. Video monitoring is only permitted in public areas of the NCSOTA campus and school grounds. For the purposes of this policy, public areas include but are not limited to building entrances; hallways; parking lots; front offices and customer service contact points where students, employees, and parents come and go; the library; gymnasium during public activities; buses; the cafeteria or multi-purpose room; athletic fields; blacktops and/or supply rooms.
2. Video monitoring is not permitted in areas where there is a reasonable expectation of privacy ("private areas"). For the purposes of this policy, private areas include but are not limited to restrooms, locker rooms, changing areas, private offices (unless consent by the office occupant is given), and/or classrooms. Recording of teacher instruction for purposes of completing a licensed personnel performance evaluation is not intended to be covered by this policy and shall not be permitted except as provided by state law. Recording of students for purposes of their educational programming is also not intended to be covered by this policy. Video surveillance equipment may be installed in public areas in and around the school buildings and property where there is a legitimate need for video surveillance, as approved by the School Director or designee.
3. Video surveillance equipment may be in operation 24 hours per day on a year-round basis at any and all times, whether or not school is in session and whether or not the facilities or buildings are in use.
4. Video monitors or devices showing the video footage shall not be located in an area that enables public viewing.



5. NCSOTA shall notify students, parents/guardians, staff and the public that Video surveillance systems are present on campus and school grounds. Such notification will be included in staff and student handbooks and signs will be prominently displayed at all campus and facility entrances and in other appropriate locations throughout the premises.

Use

1. The use of video surveillance equipment on school grounds shall be supervised and controlled by the Safety and Facilities Coordinator and the IT Coordinator.

2. Staff and students are prohibited from unauthorized use, tampering with or otherwise interfering with video recordings and/or video camera equipment. Violations will be subject to appropriate disciplinary action. Disciplinary action shall be consistent with applicable Board policies and regulations and may include, but not be limited to, written reprimand, suspension, demotion or dismissal for staff and suspension and/or expulsion for students, depending upon the nature and severity of the situation and/or cost of repair/replacement in the case of vandalism..

3. The Safety and Facilities Coordinator or the IT Coordinator will review the use and operations of the video surveillance system on a periodic basis.

4. Video recordings may be used as evidence that a student, staff member or other person has engaged in behavior that violates applicable state, federal or local law, regulation or ordinance, Board policies and/or school rules.

Storage/security

1. NCSOTA shall provide reasonable safeguards including, but not limited to password protection, well-managed firewalls and controlled physical access MDF/IDF rooms to protect the video surveillance system from hackers, unauthorized users and unauthorized use.

2. Video recordings will be stored for a maximum of twelve (12) school days after the initial recording unless the School Director, Chair of the Charter Governance Council, Assistant Principal or local, state or federal agency with jurisdiction requests that specific footage be preserved for a longer period, in which case the applicable footage will be saved and protected with the same degree of security that other security camera footage is protected. No unauthorized copies of footage or duplicates may be made.

3. Video recordings held for review will be maintained in their original form pending resolution of the incident. Recording media will then be released for erasure, copied for authorized law enforcement agencies or retained in accordance with applicable law and Board policy.



4. To ensure confidentiality, all video storage devices that are not in use will be stored securely in the Business Office. All storage devices that have been used will be numbered and dated. Access to the storage devices will be limited to authorized security personnel.
5. Video recordings held by NCSOTA as student education records and/or personnel records shall be maintained in accordance with applicable law and Board policy.

Viewing requests

1. Requests for review of video recordings that are considered a student education record or personnel record will be as follows:
2. Parents/Guardians may request to view recordings of their children only in the event the recordings are used in disciplinary proceedings involving their children, and such requests must be made in writing by the parent/guardian pursuant to NCSOTA Family Educational Rights and Privacy Act ("FERPA") Policy. Any such request shall be processed pursuant to NCSOTA's FERPA Policy and in accordance with any other applicable law. If a parent/guardian's request is granted, the faces of other students shown in the recording, who are not children of the requesting parent, may be removed and/or blurred out in order to protect their identities.
3. Video footage will only be reviewed by authorized employees if a safety or security incident or suspected incident or situation arises, and a review of the footage is appropriate. Absent a qualifying safety or security related incident or suspected incident, the security camera footage shall not be reviewed, unless express permission to review the footage is given by the School Director, Assistant Principal, or other administrative designee. In cases of a malfunction to the security monitoring system, the footage may be accessed to determine functionality by authorized employees.
4. Video footage may only be viewed in the presence of at least two (2) authorized persons, who shall include the School Director, Assistant Principal, Chair of the Charter Governance Council, the Safety and Facilities Coordinator, the IT Coordinator or other administrator designated by the School Director. Both authorized persons must be physically present with two (2) different unique access keys to access the footage.
5. All viewing requests must be submitted in writing. Requests for viewing will be limited to those parents/guardians, staff and/or school officials with a direct interest in the recording as authorized by the School Director or administrative designee. Only the portion of the recording concerning the specific incident at issue will be made available for viewing.
6. Requests for viewing may be made to the Safety and Facilities Coordinator or the IT Coordinator within 6 school days of the date of recording.



7. Approval or denial for viewing will be made within 1 school day of receipt of the request and so communicated to the requesting individual.
8. Recordings will be made available for viewing within 1 school days of the approval of the request.
9. Viewing will be permitted only at Business Office unless otherwise required by law.
10. To the extent required by law, a written log will be maintained of those viewing video recordings including the date and location of viewing, reasons for viewing, date the recording was made and the viewer's signature.
11. Recordings will remain the property of the school and may be reproduced only in accordance with applicable law and Board policy.

(Adoption date: 1/26/2023)