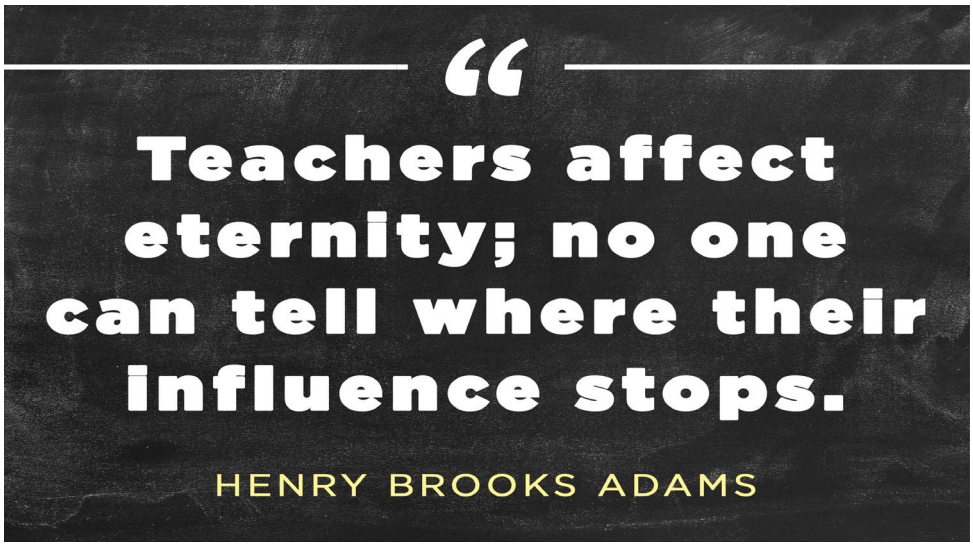
CIRRUS ACADEMY
CHARTER SCHOOL

2021 – 2022

Employee Handbook



TEAMWORK

GROWTH
TOGETHER
TEAMWORK
HELP!
SUCCESS
Vision
PARTNER
30%
10%
Ideas!
Brainstorm

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Cirrus Education Group/Cirrus Academy Charter School

Mission Statement: Cirrus Academy Charter School's mission is to develop and implement a comprehensive educational program that prepares students to meet and exceed world class standards and prepare them to compete in the global market.

Vision Statement: Our vision is for Cirrus Academy Charter School students to be well rounded, civic-minded individuals who graduate with a firm foundation of knowledge and skills in STEAM that enables them to build and sustain quality lives, contribute to the economic vitality of the United States of America, and to be globally competitive in the world-wide marketplace.

CIRRUS ACADEMY CHARTER SCHOOL
2021-2022 Employee Work Calendar

Position and Contract Days **First Day-Last Day of Work**

Twelve Month Employees

239 Days **07/01/21 - 06/30/22**

CEO/Superintendent
Chief Financial Officer
Director of Operations
Nutrition Manager
Human Resource Manager
Human Resource Coordinator
Senior Accountant
Federal Programs Director (Title I, Title II, Title IV, EIP, Assessment)
Director of Student Support Services
Assistant Principal/Academic Coach
School Resource Officer
Family Engagement
Enrollment Coordinator
Registrar
Front Office Manager
Technology Specialist
Enterprise Technician
Custodians

Eleven Month Employees

215 Days **07/08/21 - 06/16/22**

School Counselor
Alternative Program Coordinator
Mental Health Counselor
School Nurse
Bridge Academy Coordinator
Literacy Coach
Math Coach

Ten Month Employees

190 Days **07/22/21 - 05/27/22**

Classroom Teachers
Paraprofessionals
Media Clerk
ISS Coordinator

Nine Month Employees

180 Days **08/02/21 - 05/25/22**

Hall Monitors
Lunchroom Monitors

2021-2022 Cirrus Academy Academic Calendar

4 Independence Day

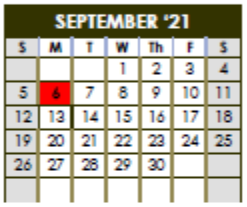
22-30 Pre-Planning

2 First Day of School

22 Instructional Days

6 Labor Day – No School

21 Instructional Days



11 Columbus Day
No School

12-15 Fall Break

16 Instructional Days

11 Veterans Day
No School

22-26 Thanksgiving Holiday Break – No School

16 Instructional Days

17 Last Day of 1st Semester

20-31 Winter Holiday Break
No School

13 Instructional Days

3-5 Con't Holiday Break
No School

5 Professional Learning
No School

6 1st Day of 2nd Semester

17-18 M.L. King Day Break
No School

18 Professional Learning
No School

16 Instructional Days

21 Presidents' Day
No School

19 Instructional Days

21-25 Spring Break
No School

18 Instructional Days

12-14 Testing Days

19-21 Testing Days

21 Instructional Days

17-19 Make-Up Testing Days

25 Last Day of School

26-27 Post-Planning

30 Memorial Day

18 Instructional Days

Approved 04/20/2021

EMPLOYMENT

Definition of Employment Status

The following terms will be used to describe the classification of employees and their employment status:

- **Exempt** - Employees whose positions meet specific tests established by the Fair Labor Standards Act (FLSA) and applicable state law and who are exempt from overtime pay requirements.

- **Non-Exempt** - Employees whose positions do not meet FLSA and state exemption tests.

- **Benefits Eligible** - Employees scheduled to work 20 hours or more per week (does not include substitute employees).

- **Part-time** - Employees scheduled to work less than 20 hours per week (are not eligible for benefits).

- **Substitute** - Employees who are hired for a pre-established period or on call as needed. They may work a full-time or part-time schedule. They are ineligible for benefits.

At-Will Employment Relationship

Classified employment with Cirrus Academy Charter School is "at-will" and entered into voluntarily. Classified employees are free to resign at any time, for any reason, with or without notice. Similarly, Cirrus Academy Charter School is free to conclude the employment relationship at any time with or without cause.

EMPLOYMENT ELIGIBILITY

The Immigration Reform and Control Act of 1986 is a federal law, which dictates that employers verify eligibility for employment for all new employees. The Act pertains to all employees hired since November 7, 1986.

Each individual employee is responsible for the correct implementation of this law. The Employment Eligibility Verification (I-9) form is the official document for use in this program.

Cirrus Academy Charter School utilizes the *E-Verify Program*, in addition to the I-9 document, to verify employment eligibility.

CONTRACT DAYS

Contracts may be issued for 239, 215, 190 and 180 workdays, depending upon assignment.

COMPENSATION

To attract and retain the most qualified teachers and support personnel, Cirrus Academy Charter School maintains competitive salaries by conducting regular individual job and market analysis of Middle Georgia School Districts, as well as other employers.

PAYDAY/DIRECT DEPOSITS

All employees are paid semi-monthly (15th, provided it falls on a weekday, and the last weekday of the month) at the discretion of the Superintendent. Payroll will be distributed, via direct deposit only, utilizing the semi-monthly payroll calendar for each respective school term. **If an employee separates employment, their last paycheck will be a manual check and can be retrieved from the Accounting Department.**

MEDICARE

All employees hired after April 1, 1986, are required to pay Medicare contributions. Medicare provides the medical benefits within the Social Security Administration.

BENEFITS

Benefits are a large part of the total compensation package and are designed to meet the most important needs of Cirrus Academy Charter School employees. In order to meet the ever-changing needs of our employees, we are continually reviewing and updating these benefit offerings. Because of the importance of the benefits package, we encourage you to familiarize yourself with the details of these plans from a variety of sources including booklets, information sheets, and our system website, at www.cirrusacademy.org, under Departments/Business and Administration/Benefits.

INSURANCE BENEFITS

Insurance benefits becomes effective on the first day of the month following the completion of work for one full calendar month. Temporary employees, or employees who work as less than half-time, are not eligible for benefits.

HEALTH INSURANCE

Cirrus Academy employees will have the opportunity to subscribe to group health insurance. Both individual coverage and family coverage options are available. Employees may choose between different types of health plans. Complete packets of information on all plans are available in the Human Resource Department.

Open enrollment is a period of time that occurs each year when employees may enroll or change options or coverage, subject to the conditions described in the plan. The open enrollment period,

unless otherwise announced, is usually August 1st – August 30th. Coverage for the changes or enrollments become effective the following September 1st. Employees electing insurance are privy to the 30-day waiting period, whereas benefits will begin on the 1st day of the month after 30 days has elapsed.

WORKERS' COMPENSATION

Employees may be entitled to Workers' Compensation benefits if injured on the job. The injury must arise out of and in the course of employment. The injured employee must provide notice of the injury immediately, no later than three (3) days after the accident, to the employer, the employer's representative, or the employee's immediate supervisor. Failure to provide timely notice of an injury may result in the employee's loss of benefits. The injured employee may select a medical care provider from the panel posted by Cirrus Academy Charter School. Only those providers listed are authorized to provide medical care for a work-related injury. The panel of physicians is posted in conspicuous places in all locations maintained by Cirrus Academy Charter School and may also be obtained from the Human Resource Department. Please note, should an employee choose to receive medical care from a physician who is not on the approved list, such care would be considered unauthorized, and the school system may not be responsible for the cost. Absences designated as Workers' Compensation Injury(ies) will run concurrently with FMLA. Employees who are absent from work on an approved leave of absence (STD, LTD, LWOP or Workers' Compensation) for one (1) year and are unable to return to work in a 12-month period, will be terminated from employment with CACS. This separation will be considered a voluntary separation from employment due to Failure to Return from a Leave of Absence; however, employees will have the option to reapply should they obtain clearance from their physician to return to work at a later date.

Generally, employees are not eligible for Workers' Compensation benefits for injuries sustained from: going to or coming from work; during deviations from the scope of employment (e.g., a person making a delivery drives to a place unconnected to the employment); as a consequence of imported danger (e.g., an employee's own attire or a personal weapon causes injury to the employee); when an employee engages in a prohibited act; when the employee engages in horseplay; during recreational or social activities; if an employee is found to be under the influence of drugs or alcohol; and during times in which the employee is not subject to the employer's control (e.g., not on the premises, not during the regularly scheduled work day). Any questions should be addressed to your immediate supervisor or the Human Resource Department.

PROFESSIONAL PERSONNEL VACATION POLICY

Cirrus Academy Charter School authorizes annual leave for benefits eligible personnel employed on a twelve-month basis. Personnel employed on a twelve-month basis, but not full-time, shall receive a prorated portion of earned leave.

Earned leave shall be allotted as follows:

- The Superintendent, Directors, Senior Accountant and Principal will earn **1.5 days (12 hours)** each month of the contract period

- Managers, Assistant Principals, Registrar, Parent Engagement, Coordinator and HR Coordinator will earn **1.3 days (10.6 hours)** each month of the contract period
- All other positions e.g., Custodians, Technicians, etc. will earn **1 day (8 hours)** each month of the contract period

Any employee may accrue annual leave hours up to a maximum of 225.00 hours or 30 working days.

TEACHERS RETIREMENT SYSTEM OF GEORGIA (TRS)

Teachers Retirement System (TRS) is the retirement plan that teachers, clerical, support staff, paraprofessionals, administrators, supervisors, Central Office staff and public-school nurses participate. Members must contribute 6% of earnable compensation as a payroll deduction to TRS. Cirrus Academy Charter School matches this contribution at 19.81%, effective July 1, 2021. Answers to FAQs, plan details, and registration information can be found at http://www.trsga.com .

LEAVE

Cirrus Academy Charter School recognizes that our employees will encounter personal situations that may require employees to take time away from their job. Our leave options are designed to not only be flexible and consistent with employee needs, but also comply with legal leave requirements.

SICK LEAVE

Full-time employees (forty hours or more per week) of CACS shall be eligible for up to 120 hours of sick leave. Employees paid on a part-time, seasonal, or temporary basis are not eligible for leave benefits.

Sick leave for full-time employees is earned at the rate of one (1) day per month times the number of months worked. Teachers and paraprofessionals earn sick leave during their ten-month work year. **An employee must be at work or on paid leave 13 days within a month to earn sick leave.**

Employees working less than 40 hours per week will earn a prorated share of sick leave.

Should an employee not complete a contract period, all sick leave days used but unearned will be deducted from the last salary payment. An employee who is absent due to sick leave after tendering resignation will have a resignation effective date as of the last day actively at work unless a physician's statement of disability is provided.

Sick leave may be used upon the approval of the Superintendent or designee for absence due to personal illness or injury, exposure to contagious diseases, or for absences necessitated by illness or death in the employee's immediate family. **Sick leave requests for doctors' appointments must be made 5 days in advance.**

For any absence in which sick leave is used, the Superintendent or designee may require a physician's certificate stating that the employee is ill and is unable to perform his or her duties. In the event that sick leave is used to care for a member of the immediate family, the superintendent or designee may require a physician's certificate stating that the employee is needed to care for the sick family member. If an employee is absent for three consecutive days of sick leave, a physician's certificate shall be required, and the employee must complete an application for leave under FMLA (Family Medical Leave Act).

For the purposes of absences for medical and related reasons, members of the immediate family are defined as spouse, children, parents, siblings or relatives living in the employee's household. These relationships include those arising from half-blood, adoption, or marriage.

When employment is terminated for reasons other than retirement, unused sick leave hours are not payable to the employee.

COVID-19 EMPLOYEE POLICY

As part of our commitment to school health safety, if an employee test positive for COVID-19, the employee must exhaust their Sick Leave before COVID Leave, which is paid leave, will be available. COVID Leave is only available for up to 80 hours and will only be utilized for those who have been vaccinated.

The employee may not return to work until such time they either test negative or have a medical document indicating they are safe to return to work. If the employee wishes to work from home, he or she must submit an Absence Request Form requesting to do so. The Superintendent, or designee is the only person who is able to approve this request. Once approved, the employee will be directed to complete a Telecommute Agreement detailing the frequency and details of the request.

Reporting Exposure and/or Positive Test

If you have been exposed to or have tested positive for COVID-19 or any variation thereof, you are required to make a report to the Superintendent or his/her designee. The School Nurse and the Human Resources Department will be notified for contact tracing and attendance purposes.

Exposure

If you have been exposed to someone who has tested positive and you have tested negative, you will be required to quarantine for five (5) calendar days or until otherwise notified.

Required Testing – Non-Vaccinated Personnel

If you have not been vaccinated or have had the first shot and missed your appointment for your second shot, you will be required to be tested weekly. Your test must be administered on Sunday and results submitted to Human Resources the following Monday morning before reporting to your assigned area. If you have tested positive, please follow the instructions for **Reporting Exposure and/or Positive Test** above.

INFECTIOUS DISEASE

Cirrus Academy Charter School ("CACS") recognizes the importance of protecting the health and welfare of student and employees from the spread of infectious disease.

An "infectious disease" means an illness due to an infectious agent, or its toxic products, which is transmitted directly or indirectly to a person from an infected person or animal.

CACS authorizes the Superintendent or designee to develop and implement regulations or procedures related to the impact of infectious diseases on school system management and operations consistent with the Centers for Disease Control guidelines and State Board of Education Rule 160-1-3-.03.

Operational decisions related to students and employees with infectious diseases – including removal of a student, readmission of a student, removal of an employee, or permitting the return of an employee - shall be made in conjunction with the school nurse or other district medical staff, state, and/or local health agency representatives, healthcare professionals, and district administrators.

A student or employee whose medical condition poses a substantial threat to the health or safety of the school community or workplace may be removed from school or the workplace until the individual's medical condition no longer poses such a threat. An appropriate alternative educational program may be made available to any student whose removal pursuant to this policy is expected to result in a prolonged absence from school or under other conditions required by law.
The district will not deny an individual employment based solely upon the individual's infection with an infectious disease unless, after consultation with the applicant's physician or a public health official, it is determined the communicable disease is of such nature or at a stage that the individual should not be in a school.

The medical information of a student or an employee with an infectious disease will not be disclosed without the consent of the employee, the student, or the student's parent or guardian, whichever is appropriate, or as required by law or court. In addition, employees are prohibited from disclosing medical information about students to non-administrative personnel unless the parent or guardian consents to such disclosure or, in the determination of the appropriate school administration and local health officials, the employee has a legitimate, educational interest in knowing the information or there is a health and safety emergency as described in 34 C.F.R. §§ 99.31(a)(1) and 99.36.

PRECAUTIONS FOR EMPLOYEES REPORTING TO WORK FOR ESSENTIONAL FUNCTIONS

- Employees should check their temperature and assess symptoms prior to coming to work.

- Employees should wear a face mask at all times while in the workplace. Employers can issue facemasks or can approve employees' supplied cloth face coverings in the event of shortages.

- Employees should maintain 6 feet and practice social distancing as work duties permit in the workplace.

- Clean and disinfect all areas such as offices, bathrooms, common areas, distribution points, and shared equipment routinely.

- Employees should not share headsets, masks, or other objects that are near mouth or nose.

- Employees should increase the frequency of cleaning commonly touched surfaces.

- Employees should physically distance when they take breaks together. Stagger breaks and don't congregate in the break room, and don't share food or utensils.

If the employee becomes sick during the day, they should be directed to the school's nurse. Surfaces in their workspace should be cleaned and disinfected. Information on persons who had contact with the ill employee during the time the employee had symptoms and 2 days prior to symptoms should be compiled. Others at the school with close contact within six (6) feet of the employee during this time will also be considered exposed.

Exhibit 3 GANA-E (3) - Infectious Disease

Code: GANA/JGCC

160-1-3-.03 INFECTIOUS DISEASES

(1) DEFINITIONS.

(a) Centers for Disease Control and Prevention (CDC) – a major operating component of the United States Department of Health and Human Services with responsibilities at the national level for monitoring health, detecting and investigating health problems.

(b) Family Educational Rights and Privacy Act (FERPA) - Federal legislation applicable to all educational institutions receiving Federal Funds that protects the privacy of students' personally identifiable information

(c) Infectious Disease-an illness due to an infectious agent, or its toxic products, which is transmitted directly or indirectly to a person from an infected person or animal.

(d) Personal Protective Equipment (PPE) - any type of face mask, glove, or clothing that acts as a barrier between infectious materials and the skin, mouth, nose, or eyes.

(e) Local Education Agency (LEA) – a local school system pursuant to local board of

education control and management.

(f) Standard Precautions-a set of precautions designed to prevent the transmission of infectious diseases which include, but not limited to, hand washing procedures, use of protective gloves, and directives on covering the mouth and nose when coughing or sneezing.

(g) Tasks with Exposure Potential- tasks associated with the evaluation and treatment of students with actual or potential infections.

(2) REQUIREMENTS.

(a) LEAs shall develop polices, regulations, and procedures related to the impact of

infectious diseases on school system management and operations.

(b) LEAs shall annually provide employees with information, education, or training related to infectious diseases, including transmission, risk education, and standard precautions, based on CDC guidelines or recommendations.

(c) LEAs shall make personal protective equipment (PPE) readily available and appropriate to tasks with exposure potential.
(d) Where LEAs have reasonable suspicion to believe that an employee or student has an infectious disease, school authorities shall counsel that person immediately, or if the person is a minor, notify his or her parent or guardian of the need to obtain an appropriate medical evaluation.

(e) Operational decisions related to employees or students infected with communicable diseases shall be made in conjunction with the school nurse, state and/or local public health agency representatives, health care professionals, and school system administrators.

(f) Each LEA shall limit the disclosure of health-related information of its employees and students. FERPA prohibits the unauthorized disclosure of information from educational records except in certain limited circumstances, such as a health and safety emergency as described in 34 C.F.R. §§ 99.31(a) (10) and 99.36. Additionally, the disclosure of certain confidential health information may be a misdemeanor punishable under O.C.G.A. § 24-9-47.

Authority: O.C.G.A § 20-2-240

Adopted: October 12, 2011; Effective: November 1, 2011

BEREAVEMENT LEAVE

Employees will be granted up to three (3) days of absence due to death in the immediate family, which will not be charged against the employee's accumulated sick leave. Members of the immediate family are defined as spouse, children, parents, siblings, aunts, uncles, nieces, nephews, in-law equivalents of the same, grandparents, grandchildren or relatives living in the employee's household. These relationships include those arising from half-blood, adoption, or marriage. Employees may use personal leave for absence due to death of individuals other than immediate family members upon approval of the Superintendent or designee. If the employee

desires to take bereavement leave in excess of the days allowed, the employee may request to take personal leave or unpaid leave.

Note: No more than three days of bereavement leave will be granted under this policy per year.

PERSONAL LEAVE

Employees may use three (3) days of accumulated sick leave as personal leave if prior approval has been given and if the presence of the employee requesting absence is not essential for effective school operation. Personal leave may not be used on critical days unless approved by the Superintendent, or designee. Unused personal leave will be carried over from year to year as accumulated sick leave. **Personal leave must be requested five (5) days in advance.**

MEDICAL LEAVE

Medical leave is granted for employees with less than one (1) year of services or who have exhausted their 12 weeks of FMLA with CACS. FMLA eligibility is determined based on the employee's length of service within the school system. Employees will be placed on medical leave due to the serious illness of the employee only. Medical leave **will not** be granted to employees for the care of their family members. The maximum leave period for medical leave is 12 months, but such leave may not extend beyond the current school year.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

- Twelve workweeks of leave in a 12-month period for:
    - the birth of a child and to care for the newborn child within one year of birth;
    - the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
    - to care for the employee's spouse, child, or parent who has a serious health condition;
    - a serious health condition that makes the employee unable to perform the essential functions of his or her job;
    - any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" **or**

- Twenty-six workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness if the eligible employee is the servicemember's spouse, son, daughter, parent, or next of kin (military caregiver leave).

To be eligible for FMLA, an employee must have been employed by the school district for at least 12 months and for at least 1,250 hours during the prior twelve-month period.

The school district requires that any leave request based on a family member or employee's own serious health condition be supported by an approved healthcare provider's statement. Additionally, an approved healthcare provider's release to return to work will be required for all employees who were on leave due to their own serious health condition.

The employee must provide at least 30 days' notice of their intention to take leave when possible. If 30 days' notice is not feasible, the employee should submit a request for Family/Medical Leave to the Human Resource Department when they have been absent for five (5) or more consecutive days. Please note, the employee is also responsible for notifying the school of their absence and following the schools' normal leave procedures. The employee should make a reasonable effort to schedule any treatment related to the serious health condition in a manner that will not unduly disrupt the operations of the school district. With limited exceptions, any eligible employee who take leave under FMLA is entitled to be restored to their job or an equivalent position. Detailed information concerning FMLA is available through Cirrus Academy Charter School's Human Resource Department or Board Policy GBRIG, Family and Medical Leave.

RETURNING FROM LEAVE

When returning from medical/disability leave, the employee must submit to the supervisor a release from the physician stating that the employee is able to perform the essential functions of the job. A contacted employee who is returning to work after an approved leave of absence must notify the Human Resource Department in writing by March 15th of their intention to return for the following school year. The employee will be placed in a job comparable to the one held before the leave upon the receipt of a release to return to work from a physician. Employees who have been on an extended leave without pay and did not participate in the annual benefits open enrollment process must also contact the Human Resource Department.

Effective January 1, 2016, employees who are absent from work on an approved leave of absence (STD, LTD, LWOP, or Workers' Compensation) for one (1) year and are unable to return to work in a 12-month period, will be terminated from employment with CACS. This separation will be considered a voluntary separation from employment due to Failure to Return from a Leave of Absence. The employee will be afforded the option to reapply should they obtain clearance from their physician to return to work at a later date.

MILITARY DUTY LEAVE

Employees will be paid for a maximum period of 18 working days for ordered military duty during the federal fiscal year. The federal fiscal year runs from October 1st through September

30th and applicable federal and state laws will be followed. Please refer to Board Policy, Judicial, Military Duty, and Religious Leave for additional information.

PROFESSIONAL LEAVE

An employee may request leave to attend specific professional activities or to receive in-service training. Leave requests must be approved by the supervisor and submitted to the Superintendent for approval at least two (2) weeks prior to the requested absence. Approval of the request does not commit the school district to payment of any expense. Please refer to the Board Policy GARH, Employee Leaves and Absences.

JURY DUTY, SUBPOENA, AND OTHER COURT ORDER

All employees of Cirrus Academy Charter School are encouraged to serve as jurors when selected to do so. They will be paid their full salary during the time for which they serve and may retain any remuneration received from the court. Please refer to Board Policy, Judicial, Military Duty, and Religious Leave for additional information.

Employees who are absent from work due to having been subpoenaed regarding their employment with Cirrus Academy Charter School will be paid their full salary during the time they are absent, but any remuneration will be assigned to the school.

POLICIES AND PROCEDURES

Cirrus Academy Charter School recognizes the importance of meeting employee needs and utilizing employee abilities. For the effective operations of Cirrus Academy, it is necessary that sound personnel policies are known and understood by all employees. These policies ensure consistency and fairness for all employees.

Policy changes and clarifications are subject to change. These changes are made known to employees through memos, administrative bulletins, meetings, email correspondence, and system publications. Policies summarized in this book are meant to provide employees with only a general overview of Board policy related to personnel.

This handbook and its contents should not be considered an employment contract. It is the responsibility of each employee to understand CACS Board Policies and Administrative Procedures. CACS Board policies can be found on the school's website or can be obtained from the school's administrative office. However, if clarification of information contained in policies and procedures is needed, contact your immediate supervisor for assistance.

CHILD ABUSE REPORTING

Cirrus Academy Charter School employees are considered mandated reporters. Thus, any employee who has reason or cause to believe that a child is being or has been abused shall notify the principal or the school system's designee, who shall report that abuse immediately, but in no

case later than 24 hours from the time there is reasonable cause to believe a child has been abused. Any such reports of "suspected" child abuse are required to be reported in accordance with Georgia law and the protocol for handling child abuse cases for Bibb County, Georgia. Please refer to Board Policy JCI, Child Abuse or Neglect.

SUICIDE PREVENTION

All Cirrus Academy Charter School certified staff are required to attend annual suicide prevention training and suicide prevention protocol orientation. This training will be provided in the beginning months of the school year. Please refer to Board Policy JGJA, Suicide Prevention.

EQUAL OPPORTUNITY EMPLOYMENT

The Cirrus Academy Charter School does not discriminate on the basis of gender, age, race, color, disability, religion or national origin in the recruitment and selection of certificated professional personnel. It is the express policy of Cirrus Academy Charter School to comply with all appropriate laws and regulations relating to discrimination. Please refer to Board Policy Equal Opportunity Employment.

EMPLOYEE BACKGROUND CHECKS

All personnel employed on or after January 1, 2016, must be undergo an initial background check process using the Cogent fingerprinting process. Fingerprinting of all employees, via the Cogent process, will also occur on or before every 5th year of employment. Fingerprinting will run concurrently with the submission of certification renewal applications to the Professional Standards Commission for certificated employees. Non-certificated employees will be fingerprinted, via the Cogent background check process, every five years based on the renewal of their Clearance Certificate. Years in which the Cogent process is not mandated, all employees must complete the Verified Volunteer background check process annually. Please refer to Board Policy Background Check and Fingerprinting for further details.

CERTIFICATION/LICENSING

It is the responsibility of all certified employees to obtain and maintain Georgia certification. Please refer to GaPSC certification rule 505-2-.36, Renewal Requirements, located on the Georgia Professional Standards Commission website, https://www.gapsc.com/Commission/Rules/Current/Certification/CertRules.aspx, for the most up to date information regarding the renewal of your educator or leadership certification.

Those who are working in positions that require certification and who are not yet certified, must be actively working towards certification eligibility. Documentation of your progress must be submitted on a quarterly basis.

Teachers and administrators must hold certificates issued by the Georgia Professional Standards Commission (GaPSC). Certification requirements may be found on the GaPSC website, http://www.gapsc.com/.

All paraprofessionals must hold a Paraprofessional License issued by the Georgia Professional Standards Commission. Certification requirements may be found at the GaPSC website, http://www.gapsc.com/.

In keeping with the requirements of the CACS Charter, everyone working for Cirrus Academy Charter School must hold a Clearance Certificate. Those who are working in positions which do not require certification will need to register for a MyPSC account to care for the Personal Affirmation Questionnaire. Once completed, the Human Resource Department will apply for the required Clearance Certificate. Renewal requirements may be found at the GaPSC website, http://www.gapsc.com/.

All school nurses should possess licensure at the minimum of an LPN. State Licensure must also be maintained at the offices of the Georgia Secretary of State. Questions regarding certification should be directed to the Human Resource Department.

CIRRUS ACADEMY CHARTER SCHOOL PROFESSIONAL QUALIFICATIONS/ESSA IN-FIELD

Highly Qualified is no longer required by or reported to United States Department of Education (USDE). Cirrus Academy Charter School follows ESSA qualifications:

1) ESSA says that State Education Agencies (SEAs) and Local Education Agencies (LEAs) must ensure teachers meet applicable state certification requirements [Sections 1111(g)(2)(J), 1112(c)(6)]. In Georgia, under OCGA § 20-2-2065, state certification can be waived for most teachers, meaning that each LEA that waives certification must establish professional qualifications (PQ) for their teachers.
2) ESSA says the SEA must report information on the qualifications of the teachers including out-of-field. How can my LEA ensure that teachers meet PQ and ESSA In-Field? Establish professional qualifications that take subject matter competency into consideration either by requiring certification or the GaDOE accepted equivalent.

Teachers of Special Education Students

- Special Education: Teachers required to hold special education certification must hold a clearance certificate and certification in adapted or general special education curriculum that aligns to the course(s) being taught and the IEPs of the students being served. They may NOT waive certification in adapted or general special education curriculum.
- Content: All special education teachers issuing grades are required to hold content area certification in the subject field and grade level bands for which the teacher is assigned (K-5), (4-8), (6-12) in accordance with the cognitive level specified in the student's Individualized Education Plan (IEP).
- Charter Waivers: In Georgia, only teachers in LEAs that waive certification may verify content through degree, coursework, or content test; this must be in compliance with the LEA certification waiver procedures outlined in the Comprehensive LEA Improvement Plan (CLIP).

- Emergency/ Provisional: In accordance with Individuals with Disabilities Education Act (IDEA), special education teachers in Georgia may not hold emergency or provisional special education credentials. This means that a special education teacher holding a GAPSC Non-Renewable Professional (N), Waiver (W), or Supplemental Induction (SI) certificate may not meet Georgia's Professional Qualification Requirements.

Professional Qualifications for Paraprofessionals ESSA Sec.1111(g)(2)(M);

The Georgia Professional Standards Commission (GAPSC) determines state certification requirements in Georgia. However, with the increased flexibility in Georgia, not all teachers have to be certified. According to ESSA Section 1111, SEAs and Cirrus Academy Charter School MUST ensure teachers meet state certification and licensure requirements or, if applicable, must meet the requirements set forth in a state's public charter school law. The term professional qualifications (PQ) capture federal, state, and local requirements. Under Every Student Succeeds Act (ESSA):

- Professional Qualifications - applies to ALL public-school teachers in grades PK-12.
- Professional Qualifications - applies to ALL paraprofessionals. Cirrus may not waive federal professional qualification requirements for paraprofessionals or state professional qualification requirements for service for special education teachers. Regardless of charter or strategic waiver status, all Cirrus teachers and paraprofessionals must hold a clearance certificate (O.C.G.A. §§ 20-2-82, 20-2-211.1, 20-2-2065, SBOE Rules 160-4-9-.07 and 160-5-1-.33, GAPSC Rule 505-2-.42). Under O.C.G.A. §20-2-80 / SBOE Rule 160-5-1-.33 (strategic waiver) and O.C.G.A. §20- 2-2065/ SBOE Rule 160-4-9-.07 (charter), Cirrus Academy Charter will submit applications to waive provisions of Title 20 Education Law including certification requirements as determined by the GAPSC. While certification waivers vary from LEA to LEA, a review of current applications on file reflects waivers of teacher certification (§20-2-200), Professional Learning (PL) for certification renewal (§20-2-201), paraprofessional certification (§200-2-204), alternative certification (§200-2-206) and substitute teacher certification (§200-2-216).

For GaDOE to ensure that LEA teachers meet state certification requirements, all Cirrus will follow the professional qualification requirements that align either with GAPSC requirements, approved charter or strategic waiver applications or a combination of the two. Cirrus professional qualifications are submitted annually by responding to the following questions in the District Improvement Plan (DIP) section of the Consolidated LEA Improvement Plan (CLIP): 1. For the current fiscal year, the flexibility granted under Georgia charter law [OCGA 20-2-2065] or State Board Rule – Strategic Waivers [160-5-1-.33], does the district intend to waive teacher certification – Yes or No? [ESSA Sec. 1112(e)(1)(B)(ii)] 2. If the LEA waives certification, specify whether, in the current fiscal year, certification is waived for all teachers (except Special Education service aligned with the student's IEP), or for a select group of teachers, the response must address the content fields and grade level bands (P-5, 4-8, 6-12, P-12). 3. If the district waives certification, state the minimum professional qualifications required for employment of teachers whom certification is waived is a bachelor's degree, Content

Assessment, Coursework, Field Experience. Teachers will have a clearance certificate or a one-year waiver in area they are teaching. [Sec. 1112(e)(1)(B)(ii)]

Code of Ethics for Educators in Georgia (O.C.G.A. §20-2-984.1, GaPSC Rule 505-6-.01)

The Ethics Division of the GaPSC is responsible for enforcing the Code of Ethics for Educators in Georgia. Standard 4 of the Code states "An educator shall exemplify honesty and integrity in the course of professional practice." Unethical conduct as it relates to ESSA includes but is not limited to, falsifying, misrepresenting, or omitting: Professional qualifications of leaders, teachers, and paraprofessionals. Information notifying parents that they may request information regarding teachers' and paraprofessionals' professional qualifications. Information notifying parents if a teacher has not met state or local professional qualification requirements as determined by the LEA. o Information submitted to federal and state governmental agencies. Information submitted during professional practice.

Parent's Right to Know Notification

ESSA Sec. 1112(e)(1)(A)

- Cirrus Academy Charter School notification requirements apply to all programs within the LEA.
- Cirrus notifies parents annually at the start of school (within 30 calendar days of the start of school).
- Cirrus use the language of the law.
- Cirrus maintains records of the notifications.
- Cirrus uses what Georgia considers best practices when notifying parents: (1) notifying parents in multiple formats to ensure accessibility and, (2) to the extent practicable, notifying in a language the parent may understand.

20 Day Notification of Professional Qualifications ESSA Sec. 1112(e)(1)(B)(ii)

Cirrus notification requirements apply to all teachers in programs within each LEA.

- Cirrus notifies parents if a teacher has not met subject or grade level requirements for professional qualifications in compliance with state law for more than four consecutive weeks. In Georgia, this means either GAPSC certification requirements, or, if certification is waived under the Official Code of Georgia 20-2-80, 20-2-2065 or State Board Rules 160-5-1-.33, 160-4-9-.07, the minimum qualifications established by Cirrus Academy is a Clearance Certificate with either content or coursework
- At Cirrus and in Georgia, this notification must be made within 10 business days following the four consecutive weeks.
- For additional notification requirements and best practices, see the ESSA PQ & In-Field Implementation Guide or contact GADOE Staff.

Cirrus Academy Charter School uses charter/strategic waiver plans to establish minimum professional qualification requirements. The minimum professional requirements are a bachelor's degree with course work, academic degree, or content with 21 semester hours in the content area they are teaching or 35 quarter hours in the content area they are teaching. Some teachers may hold a degree but lack the GACE to suffice a GAPSC certificate. All teachers at

Cirrus holds a GAPSC clearance except for Special Education Teachers who meet full GAPSC certification.

Notifications are sent for any teachers who do not meet applicable State and/or LEA professional qualification.

PENALTY FOR FAILURE TO PROVIDE CERTIFICATION/MEET CONTRACTUAL OBLIGATION

Employees hired without certification will be required to provide proof of continuous progress towards obtaining certification on a quarterly basis until such time that they are certified. This would include providing in-progress transcripts, GACE test(s) registration and scores. In the event the Employee fails to make satisfactory progress towards certification as deemed by school Superintendent, the school shall have the option and discretion to declare their employment contract terminated, null and void, and in any such event, the School District will thereafter have no further liability or obligation to Employee pursuant to their employment contract.

PERFORMANCE EVALUATION

Cirrus Academy Charter School (CACS) is committed to performance assessments that encourages continuous quality improvement for all employees. All personnel shall have their performance evaluated annually as required by Georgia Code S20-2-210. Certified educators are assessed under state evaluation programs and/or locally developed evaluation programs. Classified employees are assessed using locally developed evaluation programs. Specific questions about the CACS evaluation programs should be directed to your building level administrator or supervisor. **If you are a teacher of record, assistant principal, or principal, your annual evaluation will be based on the Teacher or Leader Keys Effectiveness System in accordance with Official Code of Georgia 20-2-210, and all applicable rules of the State Board of Educators and the Implementation Handbook for TKES and LKES.**

CONTRACTS

Contracts for all certified employees and other Board-approved personnel are issued for no more than one school year, except for the CEO/Superintendent.

Any certified employee who wishes to resign a position during the contractual period OR after they have signed their contract for the following school year, must submit a written resignation to Human Resource and provide Cirrus Academy Charter School 30 days written notice. A request for release does not guarantee approval. If the request for resignation/release of contract is submitted after June 1st, only those requests which are listed in Board policy as acceptable reasons for release/resignation will be considered. The release from the contract will be pending the employment of a suitable replacement. The Board may approve a release with shorter notice in certain circumstances if the situation is verified and deemed to be an emergency. Please refer to Board Policy GBO, Professional Personnel Resignation.

An employee who is fulfilling a full year contract for the current year must be notified by May 15th if a contract for the ensuing year will not be offered. An employee who holds a contract for less than one full year will not necessarily be offered a full contract for the ensuing year.

LATERAL TRANSFERS TO NEW OR EXISTING POSITIONS

Cirrus Academy Charter School has the right to make lateral transfers of personnel when it becomes necessary due to the following reasons:

- Overstaffing within the teaching field or grade level;
- Change in attendance areas;
- Change in program or staffing within a program;
- Any reason that Cirrus Academy Charter School (within the limits of its authority to manage and control the school system) deems necessary for the orderly and effective management of the school system.

The following criteria will be observed in effecting these transfers.

- The needs of the instructional program and after-school activities of the school(s) involved must be considered.
- A teacher must hold a valid Cirrus Academy Charter School contract and valid teaching certificate in the field in which the transfer is being considered.
- When the need for a transfer is known, volunteers will be given top priority. Administration must inform qualified teachers of the vacancy and accept voluntary transfers when offered.
- If there are no volunteers, involuntary transfers will be based upon seniority within the building (elementary) or subject matter field where the transfer is needed except as follows: Teachers receiving or scheduled to receive a supplement for after-school activities may not be required to transfer.

CONFLICTS OF INTEREST

Employees should be aware of situations and activities that may be construed as a conflict of interest. The Cirrus Academy Charter School is committed to the employment and assignment of employees in a manner that best meets the needs of the school system. In keeping with this commitment, the Board realizes the importance of eliminating any question of impropriety in personnel practices which have the potential to foster staff conflict of interest, charge of favoritism or otherwise adversely affect the orderly operation of the system.

NEPOTISM

In compliance with Georgia Board of Education Rule 160-51-36, entitled: “Local School Board Governance,” the Governance Board (“the Board”) adopts the following nepotism provisions: No person who has an immediate family member sitting on the Board or serving as CEO/Superintendent or as a principal, assistant principal, or system administrative staff shall be eligible to serve as a member of the Board, provided that the immediate family member’s

employment in his or her position began on or after January 1, 2010. This paragraph shall apply only to Board members elected or appointed on or after July 1, 2009. Nothing in this paragraph shall affect the employment by the Board when an immediate family member becomes a Board member. No person shall be eligible to be appointed, employed, or to serve as CEO/Superintendent who has an immediate family member sitting on the Board or who has an immediate family member hired as or promoted to a position as a principal, assistant principal, or system administrative staff on or after July 1, 2009, provided that the immediate family member's employment in his or her position began on or after January 1, 2010. Nothing in this paragraph shall affect the employment of any person who was employed on or before July 1, 2009, or who is employed when an immediate family member becomes the CEO/Superintendent.

ENDORESMENTS

Cirrus Academy Charter School employees carry the responsibility of being a representative of the school district. Employees should be aware that decisions and actions that could be interpreted as written or oral endorsements of a product or service should be considered, whether the action may be interpreted as a conflict of interest.

Actions that could be construed as a conflict of interest or a violation of the Code of Ethics for Educators may jeopardize the employee's employment relationship with CACS. It is advised that before an employee makes a final decision concerning endorsements of any kind that they discuss the situation with their principal or supervisor.

NON-SCHOOL EMPLOYMENT

Cirrus Academy Charter School employees are reminded that their job assignments within the school system are their first obligation and if outside employment is affecting their performance, the employee could be forced to choose between their primary employment with the school system and outside employment.

Each administrator has direct responsibility for evaluating the effects of outside employment on personnel assigned to their operation.

TUTORING

A teacher may serve as a tutor when it is deemed beneficial to the student. However, teachers may not give private instruction for a fee to students presently enrolled in their classes. These students should receive help from the teacher after school hours if necessary. The preference of the Board is that a teacher serving as a tutor not be on the staff of the school in which the student is enrolled. Tutoring may not interfere with a teacher's regular school responsibilities.

DUAL PAY

Cirrus Academy Charter School employees are prohibited from receiving dual pay for services rendered during the regular working hours. The employee must forfeit either the regular pay or the pay from the other agency, organization or individual. Employees may receive payment for

services rendered while on a non-paid leave of absence or for services performed other than during the regular working day.

POLITICAL INVOLVEMENT

The Board recognizes that employees have the same civic responsibilities and privileges as any other citizen including the privilege of campaigning for and holding public office and actively supporting candidates and causes in the political arena. The Board also recognizes that the school system is entrusted by the citizens of the county and the State of Georgia with a vitally important public mission and that an employee's political activities must not interfere or conflict with an employee's job or operations of the school system.

An employee who participates actively in a political activity cannot be promoted, demoted, transferred, or terminated solely because of his/her political participation, as long as such actions follow the guidelines stated in this policy.

PERSONNEL ATTIRE

The purpose of establishing an employee dress code is to provide an example of appropriate attire that clearly distinguishes staff from students; models modesty and professionalism; and is functional given the nature of the position.

All staff shall dress in a manner and style in accordance with administrative regulations set forth by the Superintendent/CEO.

An employee who is inappropriately dressed, in the opinion of the Superintendent/CEO, or person designated by the Superintendent/CEO, may be sent home and required to return to work in acceptable attire. The employee shall not be paid for timeaway from work.

Appropriate dress includes but is not limited to:

- Business suits/coordinated pants suits
- Collared shirts with and without ties
- Skirts
- Dresses
- Slacks
- Sweaters, blouses, knit tops, jackets
- Coordinated dress shorts ensemble with appropriate shoes and hosiery
- Sweatshirts and tee shirts with school-related insignia
- Appropriate shoes
- Attire in accordance with the environmental requirements for specific job assignments

To ensure that employees are professionally attired, the following are considered unacceptable:

- Shorts (except for physical education and dance)
- Jeans, including overalls, of any color (acceptable only for special projects or activities or related to specific job assignments)
- Hats/head wraps
- Immodest dress such as dress which is too short (more than three inches above the knees) or tight or otherwise revealing
- Oversized tee shirts and undershirts
- Leggings/spandex
- Tank tops
- See-through clothing
- Sundress without a jacket
- Clothing that exposes the midriff
- Extremely low-cut dresses and blouses
- Exercise/jogging suit
- Other attire as deemed inappropriate by the principal

The Cirrus Academy Charter School's Governing Board recognizes that there are occasions when individuals may need to wear specific garb due to medical reasons or as part of a bona fide personal religious practice. When such is the case, the employee shall provide documentation to the Superintendent/CEO of the medical necessity or the bona fide personal religious practice that gives rise to the need for deviation from the policy.

In addition, some job functions necessitate attire which may otherwise considered "inappropriate" (i.e., Physical Education and Dance teachers may wear exercise attire).

PERSONNEL TIME SCHEDULE

All full- time employees of Cirrus Academy work a minimum of 40 hours per week. The supervisor sets a schedule within this policy for the time of arrival and departure of all employees assigned to their operation.

In order for an organization to achieve its desired goals, good attendance and punctuality are necessary. Therefore, regular and prompt attendance is expected and required of all employees. If it is absolutely necessary to be absent or late to work, employees are responsible for contacting the Human Resource Department and their supervisor at least one day in advance, if possible. Each employee is responsible for reporting absences and tardiness based on the protocol set forth by administration. If an employee is absent for at least three (3) consecutive days due to illness, the employee will be responsible for providing a doctor's excuse upon return to work. During such times whereas the flu or illness is in abundance, administration will request a written note from the doctor if the employee calls out ill at any time. **If the employee is exhibiting symptoms of COVID-19, please follow the protocols put in place for COVID-19.** However, if the employee fails to call in and notify their PTO supervisor of their absence, after three (3) days of consecutive absence, CACS will presume the employee will be presumed to have

abandoned the position. If employees must leave work for any reason before the end of the day, employees must obtain permission from administration. Violation of time and attendance guidelines will result in the employee being placed on an attendance plan in order to improve tardiness or absenteeism.

In case of emergency or other circumstances when it is impossible to give advance notice of an absence or a delay in reporting to work, employees are responsible for contacting their PTO supervisor or designee prior to the time to report to work.

PAYDAY ATTENDANCE POLICY

This policy instructs staff that they must be in attendance on the day of, the day before and the day after payday.

All employees must be in attendance on the day of, the day before, and the day after payday, as they are now deemed Critical Days. Personal Leave will not be approved on Critical Days unless approved by the Superintendent or designee.

STAFF MEETINGS

Regular staff meetings are a necessary part of the school operation. Each school shall have a schedule for staff meetings on a regular basis. Special staff meetings for professional learning, accreditation, and/or workshops as deemed necessary should be scheduled by the superintendent and/or principal. All contractual staff members are required, as part of their teaching/employment responsibilities, to attend all such meetings as designated by administration. Please refer to Board Policy Professional Personnel Staff Meetings Policy.

PROFESSIONAL LEARNING

Professional Learning is the means by which teachers, administrators, and other staff acquire, enhance, refine the knowledge, skills, practices, and dispositions necessary to create and support high levels of learning for all students. Cirrus will increase the awareness of the school improvement plan in the context of ESSA. Cirrus provides professional development which gives a brief overview of how to create high level learning and explores possible uses of the trend data housed in the platform as Cirrus engage in data-driven school improvement planning. Professional Learning is provided to all teachers, paraprofessionals, leaders, coaches and other leaders.

Cirrus Professional Learning plan establishes short and long-term plans indicated in the CLIP for Professional Learning and implementation of the learning. Such plans guide the coordination of learning experiences designed to achieve outcomes for educators and students. Professional Learning plans focus on the program of educator learning. A program of Professional Learning is a set of purposeful, planned actions and the support system done weekly to achieve the identified goals. Effective Professional Learning is ongoing, coherent, and linked to student achievement. Events, on the other hand, are occasional, episodic, disconnected incidents that are scheduled periodically throughout a school year.

HEALTH AND SAFETY

The Board recognizes the responsibility for ensuring the safety of all employees. Therefore, it is the policy of the Board to take all practical steps to develop and implement a safety program for all employees, which will provide and maintain safe and healthful working conditions, adequate protective equipment, and develop operating procedures and practices that are in compliance with federal, state, and local legislation pertaining to accident prevention.

To help ensure this, an employee is responsible for the following activities:

- Knowing the potential hazards of the job;
- Learning and following the safety practices required by management;
- Using health and safety devices required by the job (the Cirrus Academy Charter School has adopted a policy regarding Infectious Diseases; all employees are required to be familiar with Board Policy GANA, Infectious Diseases);
- Correcting and/or reporting safety hazards immediately;
- Reporting immediately to supervisor any accident or injury;
- Obeying "No Smoking" regulations. All students are prohibited from tobacco use on campus or at school activities, functions, or events. While fulfilling their duties as school district employees, staff members shall not use tobacco in the presence of students or on school system property;
- Operating machinery or equipment only if qualified to do so;
- Maintaining good housekeeping practices including keeping all fire exits clear and firefighting equipment accessible.

DRUG FREE WORKPLACE

The Board provides a drug-free workplace and professes that the use of illicit drugs and the unlawful possession and use of tobacco and alcohol is wrong and harmful. Employees are prohibited from using or displaying drug, alcohol and tobacco products in front of students while the employee is on duty, during the normal school day or while on duty at any school or system sponsored function. Each employee understands that the Board, or if provided authority by the Board, the administrator, has the right, upon reasonable suspicion, to demand that employee immediately undergo testing for the presence of illegal or inappropriate drug usage.

Any employee convicted for the first time, under the laws of the state of Georgia, the United States, or any other state, of a criminal offense involving the manufacture, distribution, sale, or possession of a controlled substance, marijuana or a dangerous drug, or for offenses related to operation of a vehicle under the influence of alcohol, shall be subject to disciplinary action of at a minimum, suspension for not less than (2 weeks or other time period) and possibly up to and including termination. Employees may be required to attend, at his or her own expense, a drug

abuse program and education program licensed under Chapter 5 of Title 26 of the Office Code of Georgia and approved by the Cirrus Academy Charter School's Board.

Any employee who is convicted for a second or subsequent time under the laws of this state, the United States, or any other state, of any criminal offense involving the manufacture, distribution, sale or possession of a controlled substance, marijuana, or a dangerous drug shall be immediately terminated from his or her employment and shall be ineligible for employment for a period of (five years) from the most recent date of conviction.

"Conviction" refers to any final conviction in a court of competent jurisdiction, specifically including acceptance of a plea of guilty, nolo contendere, or any plea entered under the First Offenders Act of Georgia or any comparable.

Each employee must abide by the terms of this policy and must notify the Board within (five days) after any arrest on any drug-related criminal charge and further notify the Board within (five days) of any conviction of a drug-related or DUI or related offense. Please refer to Board Policy Drug Alcohol and Tobacco Use and Possession.

PERSONNEL USE OF ILLICIT DRUGS

Following the conviction of an employee for violation(s) of any state or federal drug law occurring in the workplace, the following steps must be followed:

- Employees must notify the Cirrus Academy Charter School administration in writing of any convictions for a violation of any state or federal drug law occurring in the workplace (in CACS buildings and vehicles and at school sponsored activities) no later than five calendar days after such conviction.
- The Cirrus Academy Charter School will take one of the following actions, within 30 calendar days of receiving notice with respect to any employee who is so convicted:
    - Take appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; and/or
    - Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency.

An on-going drug-free awareness program is provided to inform employees about the dangers of drug abuse. See CACS Board Policy Drug Alcohol and Tobacco Use and Possession, for the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace and drug and alcohol counseling, rehabilitation, and re-entry programs.

PERSONNEL SMOKING (TOBACCO USE)

The Cirrus Academy Charter School Board recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and school facilities. The Board acknowledges that adult employees and visitors serve as role models for students and

that the Board's acceptance of any use of tobacco products implies school approval, if not endorsement, of such use. In addition, the Board recognizes that it has an obligation to promote positive role models in schools and promote a healthy learning and working environment, free from unwanted smoke, for the students, employees, and visitors to the school campus. Finally, the board recognizes that it has a legal authority and obligation pursuant to the Georgia Smoke Free Air Act of 2005 (O.C.G.A. 31-`2a-1 et seq.), the federal Pro-Children's Act (Title X of Public Law 103-227), the Georgia Youth Access Law (GA. Code ANN. § 16-12-171 2004) and the No Child Left Behind Act.

Employees are prohibited from using or displaying tobacco products at any time, including non-school hours, 24 hours a day, seven days a week:

- In any building, facility, or vehicle owned, leased, rented or chartered by CACS;
- On any school grounds and property – including athletic fields and parking lots – owned, leased rented or chartered by CACS; or
- At any school-sponsored event or school-related event on-campus or off-campus.

Please see the Board Policy, 100% Tobacco Free School.

ARREST REPORTING PROCEDURES

All employees of the CACS are required to notify their immediate supervisor and the Human Resource Department within five (5) business days or on the first day back at work following any arrest (whichever is earlier). The term arrest shall include physical arrest by law enforcement and/or any charges filed against the employee not resulting in a physical arrest.

COMPLAINT PROCEDURES

The system's chain of command is designed to promote the overall effectiveness of school programs. If there is a question or problem to be resolved, staff at the school level shall follow the chain of command established by their principal. The Principal is directly responsible to the CEO. System-wide personnel shall follow the chain of command established by their immediate supervisors.

SCOPE

The purpose of this policy is to provide a way for the Board and its employees to reach solutions to problems, disputes, or controversies that may occur. Employees maintain good morale, demonstrate better job performance, and citizens of the community are better served when employers and employees exert sincere efforts toward constructive solutions to problems that may arise. The intent of this policy is to provide, in a clear and concise way, for the solution of complaints at the lowest feasible administrative level, as fairly and as expeditiously as possible. Complaints that may be addressed under this policy are more specifically defined below and generally include those matters that affect the terms or conditions of employment.

Employees who allege discrimination or harassment on the basis of age, gender, race, color, religion or disability may also use this policy specifically as a complaint procedure. In the case of alleged discrimination based on the aforementioned factors, employees may complain directly to the school system Title IX Coordinator who will make a prompt investigation. Any supervisor who becomes aware of such a complaint should notify the Title IX Coordinator no later than on the business day immediately following his/her knowledge of the complaint. A poster may be found at each worksite with the contact name and information for the aforementioned coordinator.

Please refer to the Cirrus Academy Charter School Board Policy Staff Complaints and Grievances for specific procedural steps. Complaint Procedure forms may be obtained from a supervisor or by calling the Human Resource Department.

SCOPE OF COMPLAINT: EXCLUSIONS

This complaint and grievance procedure applies to any claim by professional employees certificated by the Professional Standards Commission. These employees must have been affected in their employment relationship by an alleged violation, misinterpretation, or misapplication of various compliances required of the school district.

This procedure does not apply to:

- Performance ratings contained in personnel evaluation and professional development plans;
- Job performance;
- Termination, non-renewal, demotion, suspension, or reprimand of any employee;
- The revocation, suspension, or denial of certificates of any employee

A certified employee, who chooses to pursue any appeal under Code §20-2-1160, shall be barred from pursuing the same complaint under this policy.

PROCEDURE

Initiating a Complaint and Requesting a Hearing

In order to resolve matters in a fair, equitable, and expeditious manner, the Board has developed a procedure outlined in Policy GAE. This policy is designed to identify all parties involved, provide timelines, and assist in organizing complaint information.

HARASSMENT POLICY

The Board is committed to providing a workplace free from distractions caused by sexual harassment and all other forms of harassment or discrimination on the basis of race, color, religion, gender, age, national origin or handicap, or inappropriate or offensive conduct. It is the Board's expectation that all personnel conduct themselves in a highly professional manner and

respect coworkers, students, parents, and customers. In this regard, the Board prohibits sexual harassment, all forms of discrimination, and other unprofessional conduct. Sexual harassment in the school environment is unacceptable conduct and will not be tolerated or condoned.

Sexual harassment may include, but may not be limited to:

- unwelcome sexual advances;
- requests for sexual favors;
- verbal or physical conduct of a sexual nature including subtle pressure for sexual activity, touching, pinching, patting, or brushing against;
- comments regarding physical or personality characteristics of a sexual nature;
- sexually oriented "kidding", "teasing", double-entendres, and jokes;
- demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status.

Please refer to Board Policy Harassment.

STAFF ON STAFF ABUSE POLICY

It is the policy of Cirrus Academy Charter School's Governance Board and Superintendent/CEO to prohibit any act of harassment of employees based on staff-on-staff abuse be it mental or physical, namely national origin, sex, religion, age, disability, sexual orientation, race, gender identity or genetic orientation, at all times on the school campus or any school sponsored activity. If any of the above acts are reported and found to be valid, such act will result in prompt and appropriate discipline, including possible termination of employment.

An in-service is held at the beginning of each school year by the Superintendent/CEO to ensure that all staff understands this policy. Once the in-service is complete, all faculty and staff sign the document indicating that they understand all aspects of this policy. Faculty and staff that are employed later in the school year are provided the same in-service and sign off on the said document.

STUDENT – TEACHER SEXUAL HARASSMENT POLICY

In compliance with the Federal Laws, and the State Charter Commission of Georgia, Cirrus Academy Charter School's Board of Directors, Administration, Teachers and Auxiliary Staff adhere to the policies that are in place namely, Title IX of the Educational Amendments Acts of 1972. This act is clear cut in that it states that *Sexual Harassment* and *Sexual Assault* are unlawful forms of gender discrimination at school throughout the United States of America.

Cirrus Academy's Superintendent/CEO takes this issue very serious and reviews it annually with the faculty, staff, and student body. In-services is held for the faculty and staff with signed documents for verification and printed in the *Employee Handbook;* and this information is explored in the *Student Handbook by their homeroom teacher* to ensure that they understand the seriousness of this act.

The protocol for student – teacher sexual harassment is for the alleged victim to report immediately to the Superintendent/CEO or designee. The first step will be a thorough investigation. After a thorough investigation, if the act is found to be valid, said act will result in prompt and appropriate discipline as outlined in the handbooks.

TITLE IX OF THE EDUCATIONAL AMENDMENTS ACT OF 1972

Statue: 20.U.S.> 1681. Seq Regulations: 34.C.F.R. Part 106

SEXUAL HARASSMENT

Title IX prohibits sexual harassment in schools as the conduct has the effect on denying or limiting a student's ability to participate in or benefit from the school's educational program. Sexual harassment may occur when a teacher or other school employee conditions educational benefits on unwelcome sexual conduct or the school creates or fails to remedy a hostile environment that has the effect of denying a student an educational benefit. Sexual harassment may be perpetrated by school officials, volunteers, students, or other visitors to the school. If a state charter school knows or reasonably should know about sexual harassment that creates a hostile environment, the state charter school must take immediate action to eliminate the harassment, prevent the recurrence, and address the effects.

Creating a safe environment free from sexual harassment is critical to school success. The United States Department of Education's Office for Civil Rights monitors and enforces Title IX in elementary and secondary schools. The Office of Civil Rights has comprehensive guidelines and resources to assist schools in addressing and preventing sexual harassment.

O.C.G.A. 20-2-751.7(a) – The professional Standards Commission shall establish a state standard process for students to follow in reporting instances of alleged inappropriate behavior by a teacher, administrative, or other school employee toward a student which shall not prohibit the ability of a student to report the incidental to law enforcement authorities. Each local school system shall be required to implement and follow such state mandated process and shall include the mandated process in student handbooks and in employee handbooks or policies.

STUDENT REPORTING OF ALLEGED SEXUALLY INAPPROPRIATE BEHAVIOR

Any student *(or parent or friend of a student)* who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.

- Any teacher, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee shall make an oral report of the incident immediately by telephone or otherwise to the assistant principal (Ms. Lywante Bonner) or designee and shall submit a written report of the incident to the school assistant principal (Ms. Lywante Bonner) or designee within 24 hours. *If the principal is the person accused of the sexual abuse or sexual misconduct,*

the oral and written reports should be made to the superintendent (Dr. Gail M. Fowler) or the superintendent's designee.

- Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make an oral report later than 24 hours from the time there is reason able cause to believe a child has been abused. The report should be made by telephone and followed by a written report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resource, or, in the absence of such agency, to an appropriate police authority or district attorney.
- Reports of acts of sexual misconduct against a student by a teacher, administrator or other employee not covered by O.C.G.A. 19-7-5 or 20-2- 1184 shall be investigated immediately by school or system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school assistant principal (Ms. Lywante Bonner) or designee shall make an immediate written report to the superintendent, Dr. Gail Fowler and to the Professional Standards Commission Ethics Division.

"**Sexual abuse**" means a person's employing, using, persuading, inducing, enticing, or coercing any minor who is not that engage in any sexual act as defined in O.C.G.A. 19-7-5.

PERSONNEL RECORDS

It is the responsibility of employees to inform the Human Resource Department when there are changes in the home address, phone number and number of dependents. It is important to be aware of the person named as beneficiary of the employee's life insurance and retirement plans and to notify the Human Resource Department should a change in beneficiary be desired.

Information contained in an employee's personnel file is not made available to others except as may be required by law, requested by the employee, or to those school personnel in an official capacity on a need-to-know basis. Otherwise, requests for information not specifically approved by the employee will be referred to the Human Resource Department. Georgia's Open Records law lists certain records that are protected from public disclosure. Among those listed are medical records, home address information, social security numbers and confidential evaluations.

The Cirrus Academy Charter School will release, with written approval from the employee, information about the employee's current salary, dates of employment, job title, and work location.

The employee may review personnel information, except for confidential references, contained in the employee's personnel file. In order to review this file, an appointment with the Human Resource Department is required.

Any personnel records kept by principals or immediate supervisor shall also be kept confidential with access only to those school officials on a need-to-know basis in an official capacity. The immediate supervisor of active employees may retain a copy of the individual performance and evaluation records.

USE OF ELECTRONIC RESOURCES

Cirrus Academy Charter School recognizes that electronic media provides access to a wide variety of instructional resources in an effort to enhance educational opportunities for staff and students. Use of electronic resources must be in support of assigned responsibilities. All electronic, telephony, and communications transmitted by, received from, or stored in these systems are the property of Cirrus Academy Charter School. Users of such systems shall have no expectation of privacy. Inappropriate use of these systems may result in disciplinary action.

In addition, employees are not permitted to tape record conversations or meetings without the express permission and knowledge of other personnel and employees. Therefore, employees without official authorization to do so, should refrain from tape recording meetings, conferences, and other sanctioned events on CACS school grounds.

USE OF SOCIAL MEDIA

The inappropriate personal use of social media places an employee's professional career at risk. Employees of the district are subject to the PSC Code of Ethics.

Employees are expected to follow all ethical expectations for appropriate use of social media when using in a professional capacity. Therefore, if an employee chooses to use social media sites for either personal or professional reasons, the employee must conduct him or herself in an appropriate manner to avoid any unintended situations that could adversely affect their professional standing with the school system.

EMPLOYEE BADGE AND KEY POLICY

At the time of employment, staff is issued a badge and keys necessary for entrance and access to the building and classrooms. A Badge & Key Agreement will be signed and kept on file for the duration of employment. Each year, a new agreement will be updated and signed.

Employee acknowledges that if badge and/or keys are lost or stolen it must be reported to the Operations Manager immediately and that there will be a **$25.00** replacement fee per key and **$10.00** replacement fee for the badge. Failure to report lost or stolen Badges and keys may result in disciplinary action up to and including termination. Costs cover supplies and services for replacement. However, if the loss of keys results in the need to re-key any points to which access was provided an additional charge maybe required.

At the end of employment, badge and keys must be returned to the Operations Manager or the above fees will be charged.

THE CODE OF ETHICS FOR EDUCATORS (https://www.gapsc.com/Rules/Current/Ethics/505-6-.01.pdf)

505- 6 -.01 THE CODE OF ETHICS FOR EDUCATORS 04/15/2021

(1) Introduction. The Code of Ethics for Educators defines the professional behavior of

educators in Georgia and serves as a guide to ethical conduct. The Georgia Professional Standards Commission has adopted standards that represent the conduct generally accepted by the education profession. The code defines unethical conduct justifying disciplinary sanction and provides guidance for protecting the health, safety and general welfare of students and educators, and assuring the citizens of Georgia a degree of accountability within the education profession.

(2) Definitions.

(a) "Breach of contract" occurs when an educator fails to honor a signed contract for employment with a school/school system by resigning in a manner that does not meet the guidelines established by the Georgia Professional Standards Commission.

(b) "Certificate" refers to any teaching, service, or leadership certificate, license, or permit issuedby authority of the Georgia Professional Standards Commission.

(c) "Child endangerment" occurs when an educator disregards a substantial and/or unjustifiable risk of bodily harm to the student.

(d) "Educator" is a teacher, school or school system administrator, or other education personnel who holds a certificate issued by the Georgia Professional Standards Commission and personswho have applied for but have not yet received a certificate. For the purposes of the Code of Ethics for Educators, "educator" also refers to paraprofessionals, aides, and substitute teachers.

(e) "Student" is any individual enrolled in the state's public or private schools from preschool through grade 12 or any individual under the age of 18. For the purposes of the Code of Ethics for Educators, the enrollment period for a graduating student ends on August 31 of the school year of graduation.

(f) "Complaint" is any written and signed statement from a local board, the state board, or one or more individual residents of this state filed with the Georgia Professional Standards Commission alleging that an educator has breached one or more of the standards in the Code of Ethics for Educators. A "complaint" will be deemed a request to investigate.

(g) "Revocation" is the permanent invalidation of any certificate held by the educator.

(h) "Denial" is the refusal to grant initial certification to an applicant for a certificate.

(i) "Suspension" is the temporary invalidation of any certificate for a period of time specified by theGeorgia Professional Standards Commission.

(j) "Reprimand" admonishes the certificate holder for his or her conduct. The reprimand cautions that further unethical conduct will lead to a more severe action.

(k) "Warning" warns the certificate holder that his or her conduct is unethical. The warning cautions that further unethical conduct will lead to a more severe action.

(l) "Monitoring" is the quarterly appraisal of the educator's conduct by the Georgia

Professional Standards Commission through contact with the educator and his or her employer. As a condition of monitoring, an educator may be required to submit a criminal background check(GCIC). The Commission specifies the length of the monitoring period.

(m) "No Probable Cause" is a determination by the Georgia Professional Standards Commission that, after a preliminary investigation, either no further action need be taken or no cause exists to recommend disciplinary action.

(3) Standards.

(a) Standard 1: **Legal Compliance** - An educator shall abide by federal, state, and local laws and statutes. Unethical conduct includes but is not limited to the commission or conviction of a felony or of any crime involving moral turpitude; of any other criminal offense involving the manufacture, distribution, trafficking, sale, or possession of a controlled substance or marijuanaas provided for in Chapter 13 of Title 16; or of any other sexual offense as provided for in Code Section 16-6-1 through 16-6-17, 16-6-20, 16-6-22.2, or 16-12-100; or any other laws applicable to the profession. As used herein, conviction includes a finding or verdict of guilty, or a plea of nolo contendere, regardless of whether an appeal of the conviction has been sought; a situation where first offender treatment without adjudication of guilt pursuant to the charge was granted; and a situation where an adjudication of guilt or sentence was otherwise withheld ornot entered on the charge or the charge was otherwise disposed of in a similar manner in any jurisdiction.

(b) Standard 2: **Conduct with Students** - An educator shall always maintain a professional relationship with all students, both in and outside the classroom. Unethical conduct includes but is not limited to:

1. Committing any act of child abuse, including physical and verbal abuse;

2. Committing any act of cruelty to children or any act of child endangerment;

3. Committing any sexual act with a student or soliciting such from a student;

4. Engaging in or permitting harassment of or misconduct toward a student;

5. Soliciting, encouraging, or consummating an inappropriate written, verbal, electronic, or physical relationship with a student;

6. Furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student; or

7. Failing to prevent the use of alcohol or illegal or unauthorized drugs by students under the educator's supervision (including but not limited to at the educator's residence or any other private setting).

(c) Standard 3: **Alcohol or Drugs** - An educator shall refrain from the use of alcohol or illegal or unauthorized drugs during the course of professional practice. Unethical conduct includes but is not limited to:

1. Being on school or Local Unit of Administration (LUA)/school district premises or at a school or a LUA/school district-related activity while under the influence of,possessing, using, or consuming illegal or unauthorized drugs; and

2. Being on school or LUA/school district premises or at a school-related activity involving students while under the influence of, possessing, or consuming alcohol.A school-related activity includes, but is not limited to, any activity sponsored by the school or school system (booster clubs, parent-teacher organizations, or any activity designed to enhance the school curriculum i.e. Foreign Language trips, etc.).

    (i) For the purposes of this standard, an educator shall be considered "under the influence" if the educator exhibits one or more of the following indicators, including but not limited to: slurred speech, enlarged pupils, bloodshot eyes, general personality changes, lack of physical coordination, poor motor skills, memory problems, concentration problems, etc.

(d) Standard 4: **Honesty** - An educator shall exemplify honesty and integrity in the course of professional practice. Unethical conduct includes but is not limited to, falsifying, misrepresenting, or omitting:

1. Professional qualifications, criminal history, college or staff development creditand/or degrees, academic award, and employment history;

2. Information submitted to federal, state, local school districts and other governmental agencies;

3. Information regarding the evaluation of students and/or personnel;

4. Reasons for absences or leaves;

5. Information submitted in the course of an official inquiry/investigation; and

6. Information submitted in the course of professional practice.

(e) Standard 5: **Public Funds and Property** - An educator entrusted with public funds and property shall honor that trust with a high level of honesty, accuracy, and responsibility.Unethical conduct includes but is not limited to:

1. Misusing public or school-related funds;

2. Failing to account for funds collected from students or parents;

3. Submitting fraudulent requests or documentation for reimbursement of expenses orfor pay (including fraudulent or purchased degrees, documents, or coursework);

4. Co-mingling public or school-related funds with personal funds or

checking accounts; and

5. Using school or school district property without the approval of the local board of education/governing board or authorized designee.

(f) Standard 6: **Remunerative Conduct** - An educator shall maintain integrity with students, colleagues, parents, patrons, or businesses when accepting gifts, gratuities, favors, and additional compensation. Unethical conduct includes but is not limited to:

1. Soliciting students or parents of students, or school or LUA/school district personnel, to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by the local board of education/governing board or authorized designee;

2. Accepting gifts from vendors or potential vendors for personal use or gain where there may be the appearance of a conflict of interest;

3. Tutoring students assigned to the educator for remuneration unless approved by the local board of education/governing board or authorized designee; and

4. Coaching, instructing, promoting athletic camps, summer leagues, etc. that involves students in an educator's school system and from whom the educator receives remuneration unless approved by the local board of education/governing board or authorized designee. These types of activities must be in compliance withall rules and regulations of the Georgia High School Association.

(g) Standard 7: **Confidential Information** - An educator shall comply with state and federal laws and state school board policies relating to the confidentiality of student and personnel records, standardized test material and other information. Unethical conduct includes but is not limited to:

1. Sharing of confidential information concerning student academic and disciplinary records, health and medical information, family status and/or income, and assessment/testing results unless disclosure is required or permitted by law;

2. Sharing of confidential information restricted by state or federal law;

3. Violation of confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, violating local school system or state directions for the use of tests or test items, etc.; and

4. Violation of other confidentiality agreements required by state or local policy.

(h) Standard 8: **Required Reports** - An educator shall file with the Georgia Professional StandardsCommission reports of a breach of one or more of the standards in the Code

of Ethics for Educators, child abuse (O.C.G.A. §19-7-5), or any other required report. Unethical conduct includes but is not limited to:

1. Failure to report all requested information on documents required by the Commission when applying for or renewing any certificate with the Commission;

2. Failure to make a required report of a violation of one or more standards of the Code of Ethics for educators of which they have personal knowledge as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner; and

3. Failure to make a required report of any violation of state or federal law as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner. These reports include but are not limited to: murder, voluntary manslaughter, aggravated assault, aggravated battery, kidnapping, any sexual offense, any sexual exploitation of a minor, any offense involving a controlled substance and any abuse of a child if an educator has reasonable cause to believe that a child has been abused.

(i) Standard 9: **Professional Conduct** - An educator shall demonstrate conduct that follows generally recognized professional standards and preserves the dignity and integrity of the education profession. Unethical conduct includes but is not limited to a resignation that would equate to a breach of contract; any conduct that impairs and/or diminishes the certificate holder's ability to function professionally in his or her employment position; or behavior or conduct that is detrimental to the health, welfare, discipline, or morals of students.

(j) Standard 10: **Testing** - An educator shall administer state-mandated assessments fairly and ethically. Unethical conduct includes but is not limited to:

1. Committing any act that breaches Test Security; and

2. Compromising the integrity of the assessment.

(4) Reporting.

(a) Educators are required to report a breach of one or more of the Standards in the Code of Ethicsfor Educators as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner. Educators should be aware of legal requirements and local policies and procedures for reporting unethical conduct. Complaints filed with the Georgia Professional Standards Commission must be in writing and must be signed by the complainant (parent, educator, or other LUA/school district employee, etc.).

(b) The Commission notifies local and state officials of all disciplinary actions. In addition, suspensions and revocations are reported to national officials, including the

NASDTEC Clearinghouse.

(5) Disciplinary Action.

(a) The Georgia Professional Standards Commission is authorized to suspend, revoke, or deny certificates, to issue a reprimand or warning, or to monitor the educator's conduct and performance after an investigation is held and notice and opportunity for a hearing are providedto the certificate holder. Any of the following grounds shall be considered cause for disciplinaryaction against the educator:

1. Unethical conduct as outlined in The Code of Ethics for Educators, Standards 1-10 (GaPSC Rule 505-6-.01);

2. Disciplinary action against a certificate on grounds consistent with those specified in the Code of Ethics for Educators, Standards 1-10 (GaPSC Rule 505-6-.01);

3. Order from a court of competent jurisdiction or a request from the Department of Human Resources that the certificate should be suspended or the application for certification should be denied for non-payment of child support (O.C.G.A. §19-6- 28.1 and §19-11-9.3);

4. Notification from the Georgia Higher Education Assistance Corporation that the educator is in default and not in satisfactory repayment status on a student loan guaranteed by the Georgia Higher Education Assistance Corporation (O.C.G.A.
§20-3-295);

5. Suspension or revocation of any professional license or certificate;

6. Violation of any other laws and rules applicable to the profession (O.C.G.A. §16- 13-111); and

7. Any other good and sufficient cause that renders an educator unfit for employmentas an educator.

(b) An individual whose certificate has been revoked, denied, or suspended may not serve as a volunteer or be employed as an educator, paraprofessional, aide, substitute teacher or, in any other position during the period of his or her revocation, suspension or denial for a violation of The Code of Ethics. The superintendent and the educator designated by the superintendent/Local Board of Education shall be responsible for assuring that an individual whose certificate has been revoked, denied, or suspended is not employed or serving in any capacity in their district. Both the superintendent and the superintendent's designee must hold GaPSC certification. Should the superintendent's certificate be revoked, suspended, or denied, the Board of Education shall be responsible for assuring that the superintendent whose certificate has been revoked, suspended, or denied is not employed or serving in any capacityin their district.

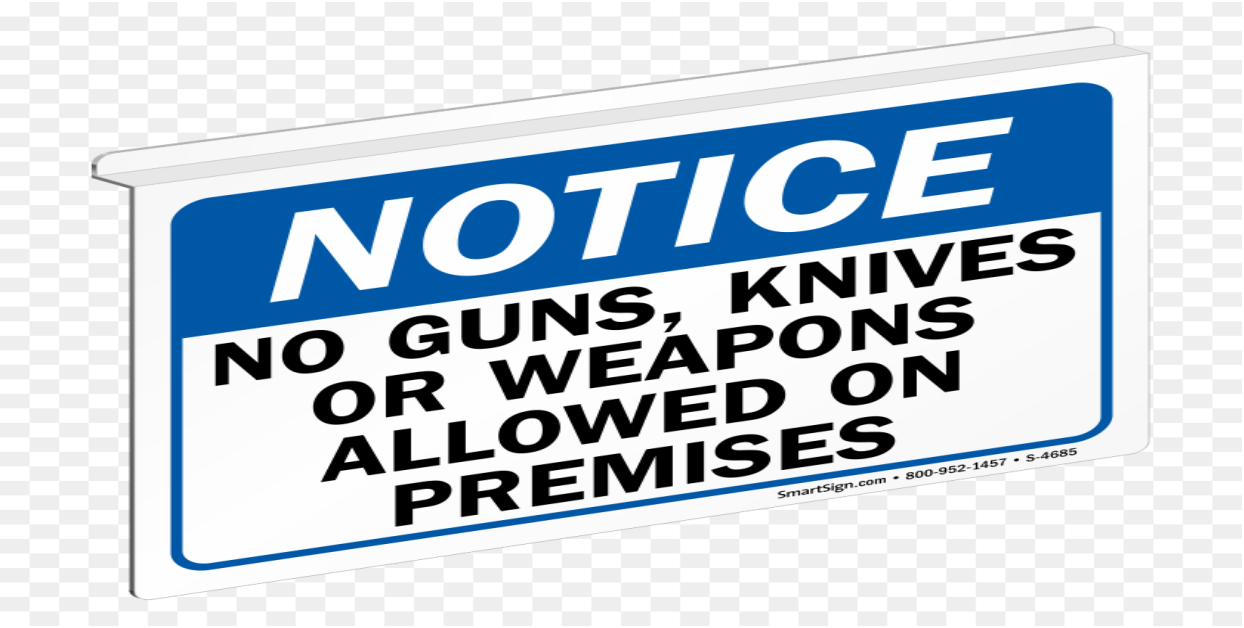
Authority O.C.G.A. § 20-2-200

POSSESSION OF WEAPONS BY EMPLOYEES

Despite the state and local law provisions that allow the carrying of concealed weapons, Cirrus Academy Charter School (CACS) has elected to prohibit weapons on its property by any adult with the exception of the school resource officer and law enforcement. Signs are posted for visual reminders for any adult entering the building.

It is a CACS policy that no adult possesses, use, handle or transmit any object that reasonably can be considered a weapon. "Weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straightedge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchuaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or taser as defined in subsection (a) of Code Section 16-11-106.

Also, hazardous object (according to H.B. 826 Section 1-3.) means any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straightedge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchuaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any nonlethal air gun, and any stun gun or taser as defined in O.C.G.A. 16-11-106 or any tool or instrument which the school administration could reasonably conclude as being used as a weapon or intended by the audit to be used as a weapon and thus a violation of the intent of Cirrus Academy Charter School.



CARDIAC EMERGENCY RESPONSE PLAN

This Cardiac Emergency Response Plan is adopted by **Cirrus Academy Charter School** effective **7/21/2020.** This plan was reviewed and approved by medical and legal counsel for **Cirrus Academy Charter School** on **7/21/2020.**

A cardiac emergency requires immediate action. Cardiac emergencies may arise as a result of a Sudden Cardiac Arrest (SCA) or a heart attack but can have other causes. SCA occurs when the electrical impulses of the heart malfunction resulting in sudden death.

Signs of Sudden Cardiac Arrest can include one or more of the following:

- Not moving, unresponsive or unconscious, *or*
- Not breathing normally (i.e., may have irregular breathing, gasping, or gurgling or may not be breathing at all), *or*
- Seizure or convulsion-like activity.

Note: Those who collapse shortly after being struck in the chest by a firm projectile/direct hit may have SCA from commotio cordis.

The Cardiac Emergency Response Plan of **Cirrus Academy Charter School** shall be as follows:

1. **Developing a Cardiac Emergency Response Team**

(a) The Cardiac Emergency Response Team shall be comprised of those individuals who have current CPR/AED certification. It will include the school nurse, coaches, and others within the school. It should also include an administrator and office staff who can call 9-1-1 and direct EMS to the location of the SCA.

(b) Members of the Cardiac Emergency Response Team are identified in the "Cardiac Emergency Response Team" attachment**,** to be updated yearly and as needed to remain current. One of the members shall be designated as the Cardiac Emergency Response Team Coordinator.

(c) All members of the Cardiac Emergency Response Team shall receive and maintain nationally recognized training, which includes a certification card with an expiration date of not more than 2 years.

(d) As many other staff members as reasonably practicable shall receive training.

2. **Activation of Cardiac Emergency Response Team during an identified cardiac emergency**

(a) The members of the Cardiac Emergency Response Team shall be notified immediately when a cardiac emergency is suspected.

(b) The Protocol for responding to a cardiac emergency is described in Section 8 (below) and
in the "Protocol for Posting" attachment.

3. **Automated external defibrillators (AEDs) – placement and maintenance**

(a) Minimum recommended number of AEDs for Cirrus Academy Charter School:

(1) *Inside school building* – The number of AEDs shall be sufficient to enable the school staff or another person to retrieve an AED and deliver it to any location within the school building, ideally within 2 minutes of being notified of a possible cardiac emergency.

(2) *Outside the school building* on school grounds / athletic fields – The number of AEDs, either stationary or in the possession of an on-site athletic trainer, coach, or other qualified person, shall be sufficient to enable the delivery of an AED to any location outside of the school (on school grounds) including any athletic field, ideally within 2 minutes of being notified of a possible cardiac emergency.

(3) *Back-up* AEDs – One or more AEDs shall be held in reserve for use as a replacement for any AED which may be out-of-service for maintenance or other issues. The back-up AED(s) should also be available for use by the school's athletic teams or other groups traveling to off-site locations.

(b) **Cirrus Academy Charter School** will regularly check and maintain each school-owned AED in accordance with the AED's operating manual and maintain a log of the maintenance activity. The school shall designate a person who will be responsible for verifying equipment readiness and for maintaining maintenance activity.

(c) Additional Resuscitation Equipment: A resuscitation kit shall be connected to the AED carry case. The kit shall contain latex-free gloves, razor, scissors, towel antiseptic wipes and a CPR barrier mask.

(d) AEDs shall not be locked in an office or stored in a location that is not easily and quickly accessible at all times.

(e) AEDs shall be readily accessible for use in responding to a cardiac emergency, during both school-day activities and after-school activities, in accordance with this Plan. Each AED shall have one set of defibrillator electrodes connected to the device and one spare set. All AEDs should have clear AED signage so as to be easily identified. Locations of the AEDs are to be listed in the "Cardiac Emergency Response Team" attachment and in the "Protocol for Posting" attachment.

4. Communication of this Plan throughout the school campus

(a) The Cardiac Emergency Response Protocol shall be *posted* as follows:

(1) In each classroom, cafeteria, restroom, health room, faculty break room and in all school offices.

(2) Adjacent to each AED.

(3) Adjacent to each school telephone.

(4) In the gym, near the swimming pool, and in all other indoor locations where athletic activities take place.

(5) At other strategic school campus locations, including outdoor physical education and athletic areas.

(6) Attached to all portable AEDs.

(b) The Cardiac Emergency Response Protocol shall be *distributed* to:

(1) All staff and administrators at the start of each school year, with updates distributed as made.

(2) All Health Services staff including the school nurse, health room assistants and self-care assistants.
(3) All athletic directors, coaches, and applicable advisors at the start of each school year and as applicable at the start of the season for each activity, with updates distributed as made.

(c) Results and recommendations from Cardiac Emergency Response Drills performed during the school year shall be communicated to all staff and administrative personnel. See paragraph 5(b) below.

(d) A copy of this Cardiac Emergency Response Plan shall be provided to any organization using the school. A signed acknowledgment of the receipt of this Plan and the Protocol by any outside organization using the school shall be kept in the school office. School administration and any outside organization using the school shall agree upon a modified Cardiac Emergency Response Plan. The modified Plan shall take into consideration the nature and extent of the use and shall meet the spirit and intent of this Plan which is to ensure that preparations are made to enable a quick and effective response to a cardiac emergency on school property.

5. Training in Cardiopulmonary Resuscitation (CPR) and AED Use

(a) Staff Training:
(1) In addition to the school nurse, a sufficient number of staff shall be trained in cardiopulmonary resuscitation (CPR) and in the use of an AED to enable **Cirrus Academy Charter School** to carry out this Plan. (It is recommended that at a minimum, at least 10% of staff, 50% of coaches, and 50% of physical education staff should have current CPR/AED certification.) Training shall be renewed at least every two years. The school shall designate the person responsible for coordinating staff training as well as the medical contact for school-based AEDs, if available.
(2) Training shall be provided by an instructor, who may be a school staff member, currently certified by a nationally recognized organization to conform to current American Heart Association guidelines for teaching CPR and/or Emergency Cardiac Care (ECC).
(3) Training may be traditional classroom, on-line or blended instruction but should include cognitive learning, hands-on practice, and testing.

(b) Cardiac Emergency Response Drills:
Cardiac Emergency Response Drills are an essential component of this Plan. **(Insert name of school)** shall perform a minimum of 2 successful Cardiac Emergency Response Drills each school year with the participation of athletic trainers, athletic training students, team and consulting physicians, school nurses, coaches, campus safety officials and other targeted responders. A successful Cardiac Emergency Response Drill is defined as full and successful completion of the Drill in 5 minutes or less. **Cirrus Academy Charter School** shall prepare and maintain a

Cardiac Emergency Response Drill Report for each Drill. (See "Conducting Drills" attachment.) These reports shall be maintained for a minimum of 5 years with other safety documents. The reports shall include an evaluation of the Drill and shall include recommendations for the modification of the CERP if needed. (It is suggested that the school / school district consider incorporating the use of students in the Drills.)

6. **Local Emergency Medical Services (EMS) integration with the school/school district's plan**

(a) **Cirrus Academy Charter School** shall provide a copy of this Plan to local emergency response and dispatch agencies (e.g., the 9-1-1 response system), which may include local police and fire departments and local Emergency Medical Services (EMS).

(b) The development and implementation of the Cardiac Emergency Response Plan shall be coordinated with the local EMS Agency, campus safety officials, on-site first responders, administrators, athletic trainers, school nurses and other members of the school and/or community medical team.

(c) **Cirrus Academy Charter School** shall work with local emergency response agencies to 1) coordinate this Plan with the local emergency response system and 2) to inform local emergency response system of the number and location of on-site AEDs.

7. **Annual review and evaluation of the Plan**

Cirrus Academy Charter School shall conduct an annual internal review of the school/school district's Plan. The annual review should focus on ways to improve the school's response process, to include:

(a) A *post-event review* following an event. This includes review of existing school-based documentation for any identified cardiac emergency that occurred on the school campus or at any off-campus school-sanctioned function. The school shall designate the person who will be responsible for establishing the documentation process.
Post-event documentation and action shall include the following:

(1) A contact list of individuals to be notified in case of a cardiac emergency.
(2) Determine the procedures for the release of information regarding the cardiac emergency.
(3) Date, time and location of the cardiac emergency and the steps taken to respond to the cardiac emergency.
(4) The identification of the person(s) who responded to the emergency.
(5) The outcome of the cardiac emergency. This shall include but not be limited to a summary of the presumed medical condition of the person who experienced the cardiac emergency to the extent that the information is publicly available.

Personal identifiers should not be collected unless the information is publicly available.

(6) An evaluation of whether the Plan was sufficient to enable an appropriate response to the specific cardiac emergency. The review shall include recommendations for improvements in the Plan and in its implementation if the Plan was not optimally suited for the specific incident. The post-event review may include discussions with medical personnel (ideally through the school's medical counsel) to help in the debriefing process and to address any concerns regarding on-site medical management and coordination.

(7) An evaluation of the debriefing process for responders and post-event support. This shall include the identification of aftercare services including aftercare services and crisis counselors.

(b) A review of the documentation for all Cardiac Emergency Response Drills performed during the school year. Consider pre-established Drill report forms to be completed by all responders.

(c) A determination, at least annually, as to whether or not additions, changes or modifications to the Plan are needed. Reasons for a change in the Plan may result from a change in established guidelines, an internal review following an actual cardiac emergency, or from changes in school facilities, equipment, processes, technology, administration, or personnel.

8. Protocol for School Cardiac Emergency Responders

Cirrus Academy Charter School
Cardiac Emergency Response Team PROTOCOL

For All Schools

Sudden cardiac arrest events can vary greatly. Faculty, staff, and Cardiac Emergency Response Team (CERT) members must be prepared to perform the duties outlined below. Immediate action is crucial in order to successfully respond to a cardiac emergency. Consideration should be given to obtaining on-site ambulance coverage for high-risk athletic events. The school should also identify the closest appropriate medical facility that is equipped in advanced cardiac care.

Follow these steps in responding to a suspected cardiac emergency:

(a) Recognize the following signs of sudden cardiac arrest and take action in the event of one or more of the following:

- The person is not moving, or is unresponsive, or appears to be unconscious.
- The person is not breathing normally (has irregular breaths, gasping or gurgling, or is not breathing at all).
- The person appears to be having a seizure or is experiencing convulsion-like activity. (Cardiac arrest victims commonly appear to be having convulsions).

- *Note:* If the person received a blunt blow to the chest, this could cause cardiac arrest, a condition called commotio cordis. The person may have the signs of cardiac arrest described above and is treated the same.

(b) Facilitate immediate access to professional medical help:

- Call 9-1-1 as soon as you suspect a sudden cardiac arrest. Provide the school address, cross streets, and patient condition. Remain on the phone with 9-1-1. (Bring your mobile phone to the patient's side, if possible.) Give the exact location and provide the recommended route for ambulances to enter and exit. Facilitate access to the victim for arriving Emergency Medical Service (EMS) personnel.
- Immediately contact the members of the Cardiac Emergency Response Team.
  - Give the exact location of the emergency. ("Mr. /Ms. ___ Classroom, Room # ___, gym, football field, cafeteria, etc."). Be sure to let EMS know which door to enter. Assign someone to go to that door to wait for and flag down EMS responders and escort them to the exact location of the patient.
- If you are a CERT member, proceed immediately to the scene of the cardiac emergency.
  - The closest team member should retrieve the automated external defibrillator (AED) en route to the scene and leave the AED cabinet door open; the alarm typically signals the AED was taken for use.
  - Acquire AED supplies such as scissors, a razor and a towel and consider an extra set of AED pads.

(c) Start CPR:

- Begin continuous chest compressions and have someone retrieve the AED.
- Here's how:
  - Press hard and fast in center of chest. Goal is 100 compressions per minute. (Faster than once per second, but slower than twice per second.)
  - Use 2 hands: The heel of one hand and the other hand on top (or one hand for children under 8 years old), pushing to a depth of 2 inches (or 1/3rd the depth of the chest for children under 8 years old.
  - Follow the 9-1-1 dispatcher's instructions, if provided.

(d) Use the nearest AED:

- When the AED is brought to the patient's side, press the power-on button, and attach the pads to the patient as shown in the diagram on the pads. Then follow the AED's audio and visual instructions. If the person needs to be shocked to restore a normal heart rhythm, the AED will deliver one or more shocks.
  - *Note:* The AED will only deliver shocks if needed; if no shock is needed, no shock will be delivered.
- Continue CPR until the patient is responsive or a professional responder arrives and takes over.

(e) Transition care to EMS:

- Transition care to EMS upon arrival so that they can provide advanced life support.

(f) Action to be taken by Office / Administrative Staff:

- Confirm the exact location and the condition of the patient.
- Activate the Cardiac Emergency Response Team and give the exact location if not already done.
- Confirm that the Cardiac Emergency Response Team has responded.
- Confirm that 9-1-1 was called. If not, call 9-1-1 immediately.
- Assign a staff member to direct EMS to the scene.
- Perform "Crowd Control" – directing others away from the scene.
- Notify other staff: school nurse, athletic trainer, athletic director, etc.
- Ensure that medical coverage continues to be provided at the athletic event if on-site medical staff accompanies the victim to the hospital.
- Consider delaying class dismissal, recess, or other changes to facilitate CPR and EMS functions.
- Designate people to cover the duties of the CPR responders.
- Copy the patient's emergency information for EMS.
- Notify the patient's emergency contact (parent/guardian, spouse, etc.).
- Notify staff and students when to return to the normal schedule.
- Contact school district administration.

Building Location Information

School Name & Address Cirrus Academy Charter School

School Emergency Phone# (478) 250-1376 (during school hours) & (478) 501-8564 (after school hours)

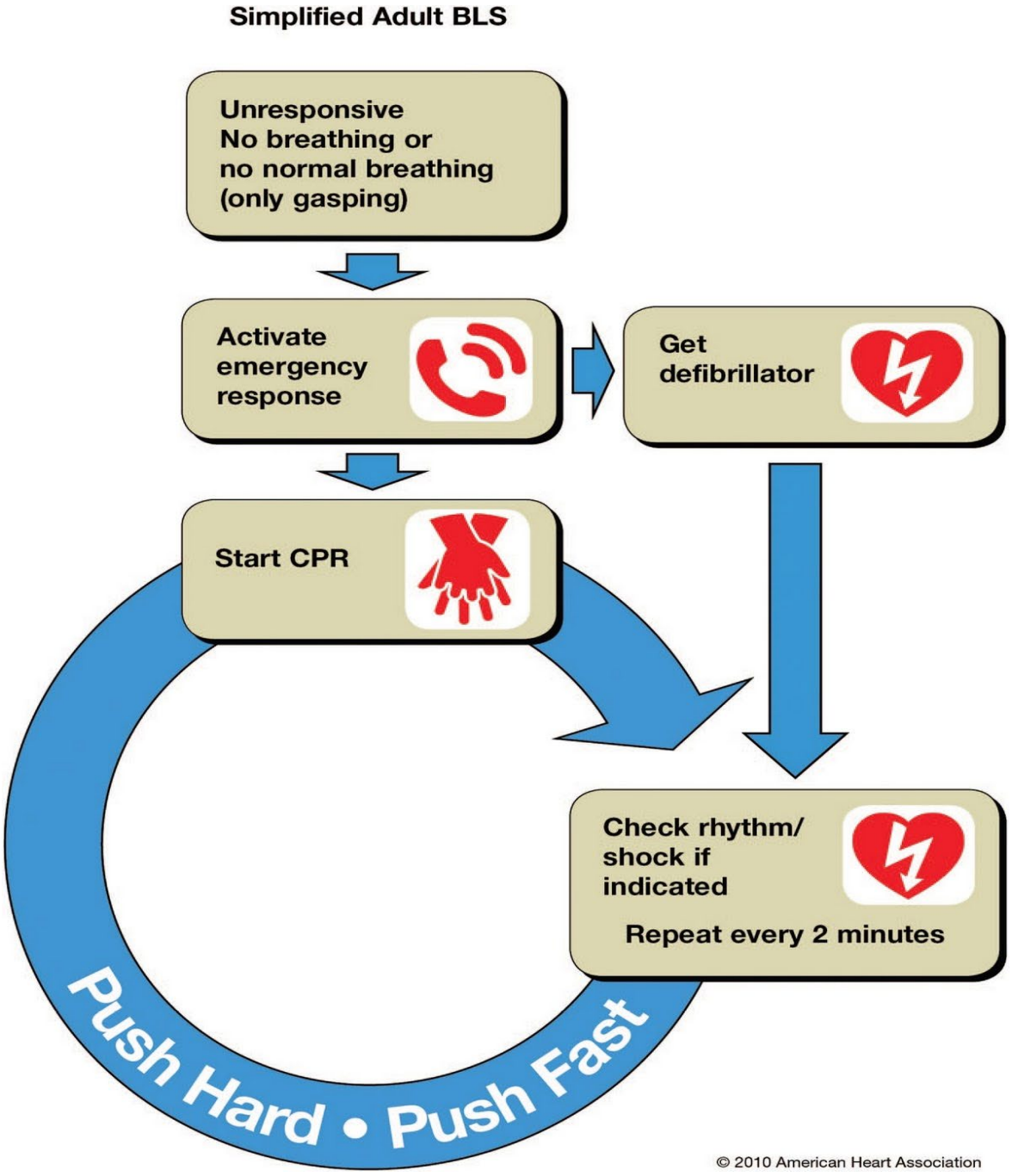
Cross Streets _____

AED Location Main Building **AED Location** Nurse's Office

AED Location Middle School Building **AED Location** Room 704

AED Location _____ **AED Location** _____

CARDIAC EMERGENCY RESPONSE TEAM PROTOCOL



IMPORTANT: This is a draft document intended for use in formulating a plan for adoption by a school/school district. Medical and legal counsel for the school/school district should review this Plan before implementation. It is the responsibility of the school/school district to ensure that the Cardiac Emergency Response Plan as adopted is consistent with local, state and federal law.

Cirrus Academy Charter School

Employee Hiring Policy & Procedures

Vacancy Postings

- Cirrus Academy Charter School advertises its vacancies on TeachGa and Indeed.com.
- Applications are housed on the school's website, www.CirrusAcademy.org

Certified Employment

Applications are reviewed by the Human Resource Specialist to confirm the applicants' qualifications, using the ***Cirrus Academy Charter School Professional Qualifications/ESSA In-Field Policy***, as seen below. Once an applicant has been deemed qualified, their application is then submitted to the Superintendent for interview consideration. If the applicant is approved to move forward, he/she is then scheduled for an interview with the Administrative Team.

Cirrus Academy Charter School Professional Qualifications/ESSA In-Field

FY2021 – 2022

Highly Qualified is no longer required by or reported to United States Department of Education (USDE). Cirrus Academy Charter School follows ESSA qualifications:

3) ESSA says that State Education Agencies (SEAs) and Local Education Agencies (LEAs) must ensure teachers meet applicable state certification requirements [Sections 1111(g)(2)(J), 1112(c)(6)]. In Georgia, under OCGA § 20-2-2065, state certification can be waived for most teachers, meaning that each LEA that waives certification must establish professional qualifications (PQ) for their teachers.
4) ESSA says the SEA must report information on the qualifications of the teachers including out-of-field. How can my LEA ensure that teachers meet PQ and ESSA In-Field? Establish professional qualifications that take subject matter competency into consideration either by requiring certification or the GaDOE accepted equivalent.

Teachers of Special Education Students

- Special Education: Teachers required to hold special education certification must hold a clearance certificate and certification in adapted or general special education curriculum that aligns to the course(s) being taught and the IEPs of the students being served. They may NOT waive certification in adapted or general special education curriculum.
- Content: All special education teachers issuing grades are required to hold content area certification in the subject field and grade level bands for which the teacher is assigned (K-5), (4-8), (6-12) in accordance with the cognitive level specified in the student's Individualized Education Plan (IEP).
- Charter Waivers: In Georgia, only teachers in LEAs that waive certification may verify content through degree, coursework, or content test; this must be in compliance with the LEA certification waiver procedures outlined in the Comprehensive LEA Improvement Plan (CLIP).

- Emergency/ Provisional: In accordance with Individuals with Disabilities Education Act (IDEA), special education teachers in Georgia may not hold emergency or provisional special education credentials. This means that a special education teacher holding a GAPSC Non-Renewable Professional (N), Waiver (W), or Supplemental Induction (SI) certificate may not meet Georgia's Professional Qualification Requirements.

Professional Qualifications for Paraprofessionals ESSA Sec.1111(g)(2)(M);

The Georgia Professional Standards Commission (GAPSC) determines state certification requirements in Georgia. However, with the increased flexibility in Georgia, not all teachers have to be certified. According to ESSA Section 1111, SEAs and Cirrus Academy Charter School MUST ensure teachers meet state certification and licensure requirements or, if applicable, must meet the requirements set forth in a state's public charter school law. The term professional qualifications (PQ) capture federal, state, and local requirements. Under Every Student Succeeds Act (ESSA):

- Professional Qualifications - applies to ALL public-school teachers in grades PK-12.
- Professional Qualifications - applies to ALL paraprofessionals. Cirrus may not waive federal professional qualification requirements for paraprofessionals or state professional qualification requirements for service for special education teachers. Regardless of charter or strategic waiver status, all Cirrus teachers and paraprofessionals must hold a clearance certificate (O.C.G.A. §§ 20-2-82, 20-2-211.1, 20-2-2065, SBOE Rules 160-4-9-.07 and 160-5-1-.33, GAPSC Rule 505-2-.42). Under O.C.G.A. §20-2-80 / SBOE Rule 160-5-1-.33 (strategic waiver) and O.C.G.A. §20- 2-2065/ SBOE Rule 160-4-9-.07 (charter), Cirrus Academy Charter will submit applications to waive provisions of Title 20 Education Law including certification requirements as determined by the GAPSC. While certification waivers vary from LEA to LEA, a review of current applications on file reflects waivers of teacher certification (§20-2-200), Professional Learning (PL) for certification renewal (§20-2-201), paraprofessional certification (§200-2-204), alternative certification (§200-2-206) and substitute teacher certification (§200-2-216).

For GaDOE to ensure that LEA teachers meet state certification requirements, all Cirrus will follow the professional qualification requirements that align either with GAPSC requirements, approved charter or strategic waiver applications or a combination of the two. Cirrus professional qualifications are submitted annually by responding to the following questions in the District Improvement Plan (DIP) section of the Consolidated LEA Improvement Plan (CLIP): 1. For the current fiscal year, the flexibility granted under Georgia charter law [OCGA 20-2-2065] or State Board Rule – Strategic Waivers [160-5-1-.33], does the district intend to waive teacher certification – Yes or No? [ESSA Sec. 1112(e)(1)(B)(ii)] 2. If the LEA waives certification, specify whether, in the current fiscal year, certification is waived for all teachers (except Special Education service aligned with the student's IEP), or for a select group of teachers, the response must address the content fields and grade level bands (P-5, 4-8, 6-12, P-12). 3. If the district waives certification, state the minimum professional qualifications required for employment of teachers whom certification is waived is a bachelor's degree, Content Assessment, Coursework, Field Experience. Teachers will have a clearance certificate or a one-year waiver in area they are teaching. [Sec. 1112(e)(1)(B)(ii)]

Code of Ethics for Educators in Georgia (O.C.G.A. §20-2-984.1, GaPSC Rule 505-6-.01)

The Ethics Division of the GaPSC is responsible for enforcing the Code of Ethics for Educators in Georgia. Standard 4 of the Code states "An educator shall exemplify honesty and integrity in the course of professional practice." Unethical conduct as it relates to ESSA includes but is not limited to, falsifying, misrepresenting, or omitting: Professional qualifications of leaders, teachers, and paraprofessionals. Information notifying parents that they may request information regarding teachers' and paraprofessionals' professional qualifications. Information notifying parents if a teacher has not met state or local professional qualification requirements as determined by the LEA. o Information submitted to federal and state governmental agencies. Information submitted during professional practice.

Parent's Right to Know Notification

ESSA Sec. 1112(e)(1)(A)

- Cirrus Academy Charter School notification requirements apply to all programs within the LEA.
- Cirrus notifies parents annually at the start of school (within 30 calendar days of the start of school).
- Cirrus use the language of the law.
- Cirrus maintains records of the notifications.
- Cirrus uses what Georgia considers best practices when notifying parents: (1) notifying parents in multiple formats to ensure accessibility and, (2) to the extent practicable, notifying in a language the parent may understand.

20 Day Notification of Professional Qualifications ESSA Sec. 1112(e)(1)(B)(ii)

Cirrus notification requirements apply to all teachers in programs within each LEA.

- Cirrus notifies parents if a teacher has not met subject or grade level requirements for professional qualifications in compliance with state law for more than four consecutive weeks. In Georgia, this means either GAPSC certification requirements, or, if certification is waived under the Official Code of Georgia 20-2-80, 20-2-2065 or State Board Rules 160-5-1-.33, 160-4-9-.07, the minimum qualifications established by Cirrus Academy is a Clearance Certificate with either content or coursework
- At Cirrus and in Georgia, this notification must be made within 10 business days following the four consecutive weeks.
- For additional notification requirements and best practices, see the ESSA PQ & In-Field Implementation Guide or contact GADOE Staff.

Cirrus Academy Charter School uses charter/strategic waiver plans to establish minimum professional qualification requirements. The minimum professional requirements are a bachelor's degree with course work, academic degree, or content with 21 semester hours in the content area they are teaching or 35 quarter hours in the content area they are teaching. Some teachers may hold a degree but lack the GACE to suffice a GAPSC certificate. All teachers at

Cirrus holds a GAPSC clearance except for Special Education Teachers who meet full GAPSC certification.

Notifications are sent for any teachers who do not meet applicable State and/or LEA professional qualification.

The Interview Process

1. Introduce yourself and allow the panel to introduce themselves and speak to the positions they hold.
2. Let the applicant introduce him/herself and speak about their educational background and work experience.
3. Proceed to ask the questions related to the position being interviewed for.
4. Upon concluding, allow the applicant to ask any questions they may have.
5. If no additional questions, the Human Resource representative will then inform the applicant that they will make contact within 24 hours when a decision has been reached.

The Administrative Team will then collaborate and voice their findings so that the Superintendent can make a final decision. Once a decision has been reached, the Human Resource representative will then contact the applicant either to extend an offer of employment or let him/her know that we have opted to continue our search.

Please keep in mind, all salary decisions are made by the Superintendent and CFO only.

Onboarding

Once an offer of employment has been made and accepted, the following new hire documents will be sent to the newly hired candidate:

- Background Check Instructions
- Form I-9 (returned with a copy of driver's license and social security card)
- Direct Deposit Form
- Federal Tax Form W-4
- State Tax Form 500
- Emergency Contact Form

Once the background results have been received, the newly hired employee will be given a start date and an Onboarding Meeting would then be scheduled. During said meeting, the new hire will be given an overview of available benefits, the current Employee Handbook and sign off on acknowledgement and electronic receipt, as well as an overview of the organizational chart. If certification is needed, certification will be applied for at this time as well.

Retiree

If the new hire or returning employee is a retiree, approval from the Teacher's Retirement System of Georgia would need to be sought before the employee is able to work.

Resignation/Termination

If an employee desires to resign in the middle of a contract period, he/she must be administratively released from his/her contract of employment. If he/she leaves without being administratively released, he/she will be reported to the Georgia Professional Standards Commission for abandoning their contract.

An employee who separates employment, whether it is via resignation or termination will have an exit interview, which consists of the following:

- Exiting employees who break their contracts are privy to the liquidation fee as covered in the employment contract.
- Explanation of terminating benefits will be discussed.
- The last check will be a manual check, which means it will need to be physically retrieved from the accountant's office.
- A separation notice will be provided within seven (7) days of receipt of last paycheck.
- An exit survey will be emailed to the personal email address within three (3) days of receiving last check.

The employee will be expected to turn in the following applicable items and have them signed off on by the appropriate supervisor:

Correlation	Item	Supervisor/Designee	Sign-Off
Grades	All Grades Submitted and Uploaded	Registrar	
TKES	All TKES Documentation Completed and Signed Off On	Dr. G. Fowler, Superintendent/CEO	
Instructional Materials & Technology	Textbook(s) Count	Director of Student Support Services	
	Desktop Computer	Technology Specialist; Enterprise Technician	
	Chromebook Count	Technology Specialist; Enterprise Technician	
	Employee Laptop	Technology Specialist; Enterprise Technician	
	Library Books	Technology Specialist; Enterprise Technician; Media Clerk	
Nutrition	Lunchroom Balance	Director of Nutrition	
Repairs	Report Needed Repairs to Classroom or Office	Director of School Operations	
Closeout	Return All Keys (Door, Desk, Cabinets & Bathroom) and Badge	Director of School Operations	
	Closeout Sheet and Forwarding Address	Human Resource Coordinator	

Acknowledgements

My signature and initials acknowledges receipt of the following items:

_____ Professional Qualifications

_____Current Employee Handbook

_____Current Student/Parent Handbook

_____Academic Calendar

_____Work Calendar

_____Payroll Calendar

_____Cost Breakdown of Benefits

_____Organizational Chart

_____ _____

Print Name Date

_____ _____

Employee Signature Date

_____ _____

Human Resource Coordinator Date

This form will be place in your employee file as record of your receipt of the aforementioned items.

APPENDIX

- FY22 Contract Work Calendars
- FY22 Payroll Calendar
- FY22 Critical Day Calendar
- FY22 Organizational Chart
- FY22 Calculation of Benefits

CIRRUS ACADEMY
CHARTER SCHOOL

2021-22 Work Calendar

July 2021

Su	Mo	Tu	We	Th	Fr	Sa
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4	5	6	7	8	9	10
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August 2021

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September 2021

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October 2021

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November 2021

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December 2021

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January 2022

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February 2022

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April 2022

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May 2022

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June 2022

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Off Contract Days | First and Last Day | PL Days | First Day of Semester

Federal Holidays 2021/22

Jul 4, 2021	Independence Day	Nov 11, 2021	Veterans Day	Jan 1, 2022	New Year's Day
Jul 5, 2021	Independence Day (obs.)	Nov 25, 2021	Thanksgiving Day	Jan 17, 2022	Martin L. King Day
Sep 6, 2021	Labor Day	Dec 24, 2021	Christmas Day (obs.)	Feb 21, 2022	Presidents' Day
Oct 11, 2021	Columbus Day	Dec 25, 2021	Christmas Day	May 30, 2022	Memorial Day
		Dec 31, 2021	New Year's Day (obs.)		

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CIRRUS ACADEMY
CHARTER SCHOOL

2021-22 Work Calendar

239 Day Calendar

July 2021

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August 2021

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September 2021

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October 2021

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November 2021

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December 2021

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January 2022

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February 2022

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March 2022

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April 2022

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May 2022

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June 2022

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Off Contract Days First and Last Day

CEO/Superintendent	Federal Programs Director	Front Office Manager
Chief Financial Officer	Director of Student Support Svcs.	Parent Engagement Coord.
Director of Ops/Nutrition	Assistant Principal	Technology Specialist
Human Resource Manager	School Resource Officer	Enterprise Technician
Accountant	Academic Coach	Custodians
Human Resource Coordinator	Registrar	

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CIRRUS ACADEMY
CHARTER SCHOOL

2021-22 Work Calendar

215 Day Calendar

July 2021

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August 2021

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September 2021

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5	6	7	8	9	10	11
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October 2021

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24	25	26	27	28	29	30
31						16

November 2021

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December 2021

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January 2022

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February 2022

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March 2022

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April 2022

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May 2022

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June 2022

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Off Contract Days First and Last Day

Bridge Academy Coord. Literacy Coach
School Nurse
School Counselor/Alternative Program Coordinator
Mental Health Counselor
Math Coach

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CIRRUS ACADEMY
CHARTER SCHOOL

2021-22 Work Calendar

190 Day Calendar

July 2021

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
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August 2021

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September 2021

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October 2021

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November 2021

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December 2021

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January 2022

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February 2022

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March 2022

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April 2022

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May 2022

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June 2022

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Off Contract Days First and Last Day

Classroom Teachers
Paraprofessionals
Media Clerk
ISS Coordinator

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Approved 04/20/2021

CIRRUS ACADEMY
CHARTER SCHOOL

2021-22 Work Calendar

180 Day Calendar

July 2021

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
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18	19	20	21	22	23	24
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August 2021

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September 2021

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October 2021

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November 2021

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December 2021

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January 2022

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February 2022

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March 2022

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April 2022

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17	18	19	20	21	22	23
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May 2022

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June 2022

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Off Contract Days

First and Last Day

Lunchroom Monitor
Hall Monitor

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2021 – 2022
Cirrus Academy Charter School
Payroll Schedule

Payroll Due Date	Pay Date
07/09/2021	07/15/2021
07/26/2021	07/30/2021
08/09/2021	08/13/2021
08/26/2021	08/31/2021
09/09/2021	09/15/2021
09/24/2021	09/30/2021
10/08/2021	10/15/2021
10/22/2021	10/29/2021
11/08/2021	11/15/2021
11/23/2021	11/30/2021
12/09/2021	12/15/2021
12/17/2021	12/31/2021
01/07/2022	01/14/2022
01/24/2022	01/31/2022
02/09/2022	02/15/2022
02/18/2022	02/28/2022
03/08/2022	03/15/2022
03/18/2022	03/31/2022
04/08/2022	04/15/2022
04/22/2022	04/29/2022
05/06/2022	05/13/2022
05/23/2022	05/31/2022
06/09/2022	06/15/2022
06/24/2022	06/30/2022

PAYDAY ATTENDANCE POLICY

This policy instructs staff that they must be in attendance on the day of, the day before and the day after payday.

All employees must be in attendance on the day of, the day before, and the day after payday, as they are now deemed Critical Days. Personal Leave will not be approved on Critical Days unless approved by the Superintendent or designee.

2021 – 2022 Calendar for System Critical Dates

Personal leave will not be granted for any reason for the following critical days, or for any portion of the day.

If you are absent for **personal** reasons on any of these dates, **your pay will be docked.** Only the Superintendent or designee shall approve personal leave on a critical day. Request for leave on a critical day must be submitted on a PTO form five days in advance of the leave date.

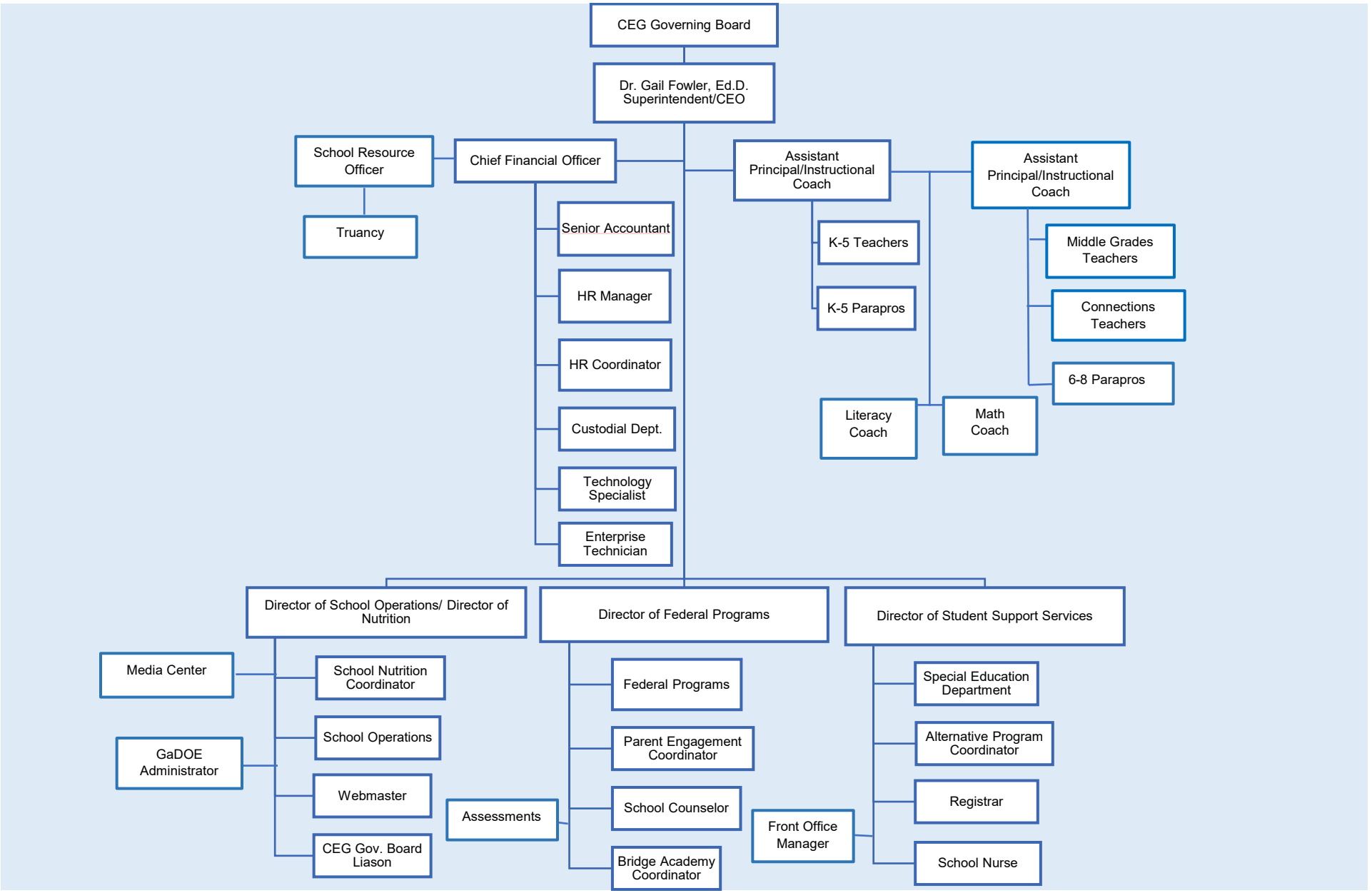
The day before, the day of, and the day after payday are also deemed Critical Days.

DAY	DATE(S)	DESCRIPTION
Thursday - Friday	July 22 – 30, 2021	Mandatory Professional Learning Days/Pre-Planning
Monday - Friday	August 2 - 13, 2021	First Ten (10) Days of School for Students
Friday	September 3, 2021	Day Before Labor Day Holiday
Tuesday	September 7, 2021	Day After Labor Day Holiday/Professional Learning Day (Teacher Workday)
Friday	October 8, 2021	Day Before Fall Break Holiday
Monday	October 18, 2021	Day After Fall Break Holiday
Wednesday	November 10, 2021	Day Before Veterans Day Holiday
Friday	November 12, 2021	Day After Veterans Day Holiday
Friday	November 19, 2021	Day Before Thanksgiving Holiday
Monday	November 29, 2021	Day After Thanksgiving Holiday
Friday	December 17, 2021	Last Day of First Semester/Day Before Christmas Holiday
Wednesday	January 5, 2022	Day After Christmas Holidays (Teacher Workday)
Friday	January 14, 2022	Day Before Martin Luther King, Jr. Holiday
Tuesday	January 18, 2022	Day After Martin Luther King, Jr. Holiday (Teacher Workday)
Friday	February 18, 2022	Day Before Winter Break
Wednesday	February 23, 2022	Day After Winter Break (Teacher Workday)
Friday	March 18, 2022	Day Before Spring Break Holiday
Monday	March 28, 2022	Day Before Spring Break Holiday
TBD	TBD	Milestone Testing Days
Thursday - Wednesday	May 19 - 25, 2022	Last Five (5) Days of School for Students
Thursday and Friday	May 26 & 27, 2022	Post Planning for Teachers

Note: Additional dates may be deemed critical to cover any contingency that may arise. Teachers will be notified should this occur.

CIRRUS ACADEMY
CHARTER SCHOOL

FY22 Organization Chart



Cirrus Academy Charter School
Blue Cross Blue Shield – Anthem
Ga. Chamber SMART Plan Options
FY21-22 Medical Benefits Rates

Plan – 4800/20%/6200 (5T5B)

Single - $542.94 - $407.20 (School)
= $135.73/2 = **$67.86 per pay period**

Employee & Spouse
$1,085.88 - $814.44 (School)
= $271.47/2 = **$135.73 per pay period**

Employee & Children
$1004.44 - $753.33 (School)
= $251.11/2 = **$125.55 per pay period**

Family
$1,547.38 - $1,160.53 (School)
= $386.84/2 = **$193.42 per pay period**

Plan – 3750/20%/5250 (5T5H)

Single – $563.18 – $422.38 (School)
= $140.80/2 = **$70.40 per pay period**

Employee & Spouse
$1,126.36 - $844.77 (School)
= $281.59/2 = **$140.79 per pay period**

Employee & Children
$1,041.88 - $781.41 (School)
= $260.47/2 = **$130.23 per pay period**

Family
$1,605.06 – $1,203.79 (School)
= $401.27/2 = **$200.63 per pay period**

Vision Plan – 48ZV

Single - $7.51/2 = **$3.75 ppp**
Employee/Children - $13.85/2 = **$6.93 ppp**
Employee/Spouse - $15.01/2 = **$7.51 ppp**
Family - $21.75/2 = **$10.88 ppp**

Vision Plan Information (48ZV)	
Exam Co-Pay/Freq	$10/1x per cal yr
Eye Lens Co-Pay/Freq	$0/1x per cal yr
Frames Benefit/Freq	$130/1x per cal yr
Contacts Benefit/Freq	$130/1x per cal yr

Please contact Billy Pitts or Keith Holmes, of the Mutual Financial Group, with any questions regarding your BCBS medical and vision benefits, as well as your Principal dental, life, LTD and STD benefits at (478)746-2655.

Cirrus Academy Charter School

Principal

FY22 Dental Benefits Rates

Dental Plan

Single - **$14.87 per pay period**

Employee/Spouse - $32.21 per pay period

Employee/Children - **$30.68 per pay period**

Family - **$49.93 per pay period**

Please contact Billy Pitts or Keith Holmes, of the Mutual Financial Group, with any questions regarding your BCBS medical and vision benefits, as well as your Principal dental, life, LTD and STD benefits.

Mutual Financial Group

Benefits Broker for Cirrus Academy

(478) 746-2655

08/11/2020