



2015–2016

Staff Handbook

Orenda Administration	2951 Williams Drive Georgetown, TX 78628 P: 512-869-3020 F: 512-869-3030
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Campuses

New Horizons School Principal: Suzanne Rush	840 Hwy 574 W, PO Box 549 Goldthwaite, TX 76844 P: 325-938-5513 F: 325-938-5512
Gateway College Preparatory School Head of School: Alan Santucci	3360 Westinghouse Road Georgetown, TX 78626 P: 512-868-4947 F: 512-868-4946
Gateway Tech High School Coordinator: Annette Stevenson	2951 Williams Drive, Bldg. 2 Georgetown, TX 78628 P: 512-868-5299 F: 512-869-3030

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



2015 - 2016
Staff Handbook

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Board of Directors

Andrew Cottrill, President
Travis Graves, Vice-President
Lesley Jensen, Secretary
Liz Mealy PhD, Member
Herman Matthews, PhD, Member
Mick Swope, Member

Administration

Richard Rickey, M.A.,M.P.H., School Superintendent
Carla Silber, Chief Operating Officer
Teresa Moreno, Director of Human Resources
Tommy Turner, Dir of Community Relations & Dev.
Margina Escobar, Director of Financial Services
Albert Rodriguez, Director of Technology

**Orenda Education —
Sponsoring Entity**

Andrew Cottrill, Board President
Richard Rickey, CEO

Daily Class Schedule

See attached schedule



A Message from the Superintendent

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

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

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

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

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

Richard N. Rickey

Richard N. Rickey, Superintendent



Company History

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

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

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



Mission and Vision

Mission:

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

Vision:

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



Staff Guidelines

Basic Principals

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

Ethical Practices

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

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

Equal Employment Opportunity

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

Sexual Harassment

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

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



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

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

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

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

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

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

Americans with Disabilities Act

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



Drug Free Workplace

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

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

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

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

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

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

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

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



Employment at Will

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

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

Your Job and Opportunities

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

Job Openings

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

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

Employment Eligibility

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

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



Employment of Relatives - It is the policy of Orenda that relatives shall not be hired, transferred, promoted and/or demoted on either a temporary or regular basis into positions reporting to the same immediate supervisor or into positions of a supervisory/subordinate relationship. Any exceptions must be approved by the CEO.

Marriage of Employees - In the event that the marriage of two employees results in either the husband or wife reporting to the same immediate supervisor or being in a supervisory/subordinate relationship, a transfer, promotion or demotion of one of the employees is required within six months after the date of marriage. If no suitable opening is available, one of the employees will be required to give proper termination notice or the employee with the least Orenda service will be involuntarily terminated.

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

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

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

Employment Categories

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

Regular, Full Time - You are a regular full-time employee if you work, on a regularly scheduled basis, more than 35 hours per week and your employment is for no definite term. All benefits offered by the Company are available to you as a regular full-time employee.

Regular, Part Time - You are a regular part-time employee if you work, on a regularly scheduled basis, less than 35 hours per week but at least 20 hours per week. Regular part-time employees are employed for no definite term and are entitled to limited employee benefits.



PRN - You are a Per Diem (PRN) employee if you work on an as-needed basis with no set or regular schedule of hours. PRN employees are not entitled to Orenda employee benefits other than those legally mandated. PRN employees are employed for no definite term.

Temporary - You are a temporary employee if you work full-time, part-time or on a PRN basis on a work assignment of limited duration. Temporary employees are not entitled to employee benefits and temporary employment should not extend past 90 days.

Performance Management

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

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

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

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

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

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

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



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

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

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

Employee Development

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



Leaving Your Employment

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

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

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

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

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

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

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

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

Re-employment

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

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



Conduct

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

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

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

Confidentiality

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

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

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

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

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

Employee Records

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

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



Problem Solving Procedure

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

Relationships at Work

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

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

While Orenda does not seek to interfere with your personal life or your off-duty conduct, we do feel it is appropriate to discourage romantic or sexual relations between employees in order to maintain a professional atmosphere free from distractions, favoritism and improprieties. Employees who become involved in a mutually romantic relationship cannot also have a worker – supervisor reporting relationship. Management should be notified when this occurs so that the reporting lines of authority may be changed when possible.

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

Smoke Free Workplace

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

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



Solicitation

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

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

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

Your Work Environment

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

Workplace Safety

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

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

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

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



Personal Safety and Security

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

Searches and Inspections - All Company property, including but not limited to lockers (whether secured by a lock or otherwise), desks, file cabinets, and contents held by facility personnel and company vehicles, is subject to a search at any time. You are discouraged from bringing personal items to work. The Company may, from time-to-time, search and/or require you to allow searches of briefcases, tool boxes, packages, purses and other belongings, including personal vehicles, brought onto Company property when deemed necessary and at management's sole discretion. Any failure on your part to cooperate fully with any search or inspection may lead to disciplinary action, up to and including immediate termination.

Information Security

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

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

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

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

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

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

Company Access to Employee Files - While the Company does not routinely monitor electronic information created and/or communicated through electronic media, individual use patterns may be monitored. Such monitoring may be used to determine cost analysis, resource



allocation, optimum use of use that indicate an employee may in illegal activity.

information resources, or other patterns of be violating Orenda’s policies or engaging

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

Confidentiality

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

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

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

Communications

The majority of employee communications will be sent by email or by individual memo.



Attendance

Standards

It is the policy of Orenda to encourage habits of good attendance and punctuality on the part of every employee. These are components of successful job performance and the provision of high quality education to those we serve. While occasional circumstances may cause an employee to be absent for all or part of the day, frequent absences or tardiness detracts from quality education and places an undue burden on those employees who must fill in for the absent employee.

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

Notification Requirements

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

A doctor's note is also required in cases where staff have to stay home to care for a dependant.

Excessive Absenteeism/Tardiness

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

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

The Supervisor should carefully record all unexcused absences and tardiness on an Employee Performance Improvement Plan form and forward to the HR Director to be placed in the employee's Personnel File.

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

Job Abandonment

Frequent absences or tardiness for any reason may result in disciplinary action that could result in termination of employment. Absences of over three day's duration without phone contact between employee and supervisor, frequent absences or absences of a suspicious nature, may require a medical verification.



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

Absence from Duty

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

Planned absence: When an employee wishes to request planned time off, an Absence from Duty form must be submitted to their supervisor for approval prior to the absence. A signature is required for the absence to be approved and for an employee to be paid. For those positions that require a substitute, the name of the substitute must be indicated on the form. If there is no substitute, write NONE. Upon your return, verify with your supervisor that they have all the forms and documentation needed to send your Absence From Duty form to the Business Manager.

Unplanned absence: If you must take unplanned time off, contact your supervisor immediately to report your absence so that the supervisor has maximum time to adjust schedules and personnel. You MUST notify your supervisor in order to be paid for the absence. If your unplanned absence becomes prolonged, you must check in with your supervisor regularly or as agreed to by your supervisor. Upon your return, you must complete the Absence From Duty form and submit to your supervisor. The form will then be sent to the Business Manager.

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

Substitutes

Upon arrival to work, all substitutes must report to the Office to sign in and receive a set of keys. (classroom, bathroom, etc) At the end of the day, return the keys to the Office and sign the Absence from Duty form. The Principal will sign and forward the completed form to the Business Manager.

Internal Communications

Our primary means of communication is through email. Other means of communication include mailboxes and a fax machine. On some campuses in-classroom telephones or walkie-talkies provide communication among staff to ensure student safety.

Computer and Internet Use

Orenda Charter Schools offers Internet and Email access for its employees. It is essential that all employees check their Orenda email on a regular basis. As the Administration office operates off-site from each campus, essential information may be communicated through email. See the Appendix for the Acceptable Use Policy for use of the school network system.



Copy Machines

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

Custodial/Maintenance Services

Requests for maintenance, additional cleaning of your area or other maintenance services should be made in writing to the Principal. Forms should be made available by the Principal. Submit the completed form to the Principal who will sign and forward to the Administration office for a signature and a copy to be made. The request will then be sent to appropriate contact. (It is very important that the Administration office has a record of all requests.)

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

Dress Code for Staff

Modes of dress, grooming and appearance are generally considered to be matters of personal choice and practicality. However, staff is expected to maintain high standards of neatness and personal hygiene. Every employee is responsible for ensuring that dress and grooming reflect Orenda Charter Schools positively.

Evaluation

Staff is formally evaluated after the first three months and then annually thereafter. See the Appendix for copies of Job Descriptions and Performance Evaluations.

Facility Orientation

Prior to the first day of employment, or as soon as possible thereafter, all staff may be required to attend a week of orientation through the partnering facility. Until this orientation occurs, which includes physical restraint training, you are to be in the company of trained school staff at all times.

Incident Report

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



Insurance

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

Instructional Supplies

In-Stock: See the Principal for assistance with instructional classroom supplies. This will enable the Principal to maintain an ample inventory of supplies.

Purchase of: All requests for purchase of instructional supplies will go to the Principal for approval and then on to the Business Manager for processing. The staff will plan ahead and order supplies accordingly.

Inventory

Staff members are responsible for all items in their classroom, such as desks, chairs, TV-VCR equipment, textbooks, computers, printers, maps, globes, etc. Items should not be removed without approval from the Principal. An inventory will be conducted periodically to account for all items. See Forms Section for a copy of an Inventory Form.

Outside Employment

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

Payroll Dates

Pay day falls on the 15th of each month or the day prior to it if the 15th falls on a holiday or during a break. Time sheets are due to the Principal at the end of the first day of the month for the previous month. When completing your timesheet, be sure to indicate Absence from Duty days and overtime so that they match your Absence from Duty forms. Checks are distributed by the Principal and staff shall sign for receipt of same. Direct deposit is available. Check with the Business Manager for details.

Personal Property

The school is not responsible for the valuables lost or stolen at school. Please be careful with personal property and textbooks. Report any items removed from your area immediately to the Principal.

Staff Duty

Staff daily work schedules vary according to campus. Check with your Principal to determine your daily work schedule. Students are never to be without a staff member.



Staff Meetings

All staff is required to attend staff meetings or perform assigned duties as requested. The purpose of the staff meetings is to debrief from the day, solve problems, and plan for student success.

Classroom Procedures

Daily Tasks

- Monitor students for safety
- Provide academic instruction
- Meet the emotional needs of the students
- Take attendance
- Meet daily to debrief
- Keep notes on students to write weekly narrative progress notes
- Pre- and Post- test students for academic growth
- Photocopy assignments for students
- Prepare for ARD meetings and/or referrals
- Maintain advisee records/needs
- Keep students advised regarding local and world news
- Never allow students to be without staff
- Maintain Precaution Sheets

Grade Books

Teachers are required to keep and maintain written records of student performance and attendance. This information may be kept in a personal record book, but, must be kept on a pre-approved grade book software computer program. Grade books are to be signed, dated and turned in to the Principal at the end of each school year.

Lesson Plans

Teachers are required to maintain written evidence of planning. Components of lesson plans include objective, activities, materials required, assessment and time lines. Lesson plans may be written by unit, week, six weeks or other timelines as long as they are turned in to the Principal in advance of the lesson. Lesson plans are due the Monday before the Monday of implementation regardless of their time span. Lesson plans should show ties to the current theme and to the TEKS being covered. Supply needs should be addressed and requested in a timely manner,

Liability

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



Progress Reports and Report Cards

Interim Progress Reports are issued the middle of each six-week grading period to students who are borderline or failing a class. Report cards will be issued at the end of each six-week grading period.

Promotion and Retention

Grades K-5

Promotion from one grade level to the next in grades K-5 shall be based on an overall average of 70, on a scale of 100 for all subject areas, and a grade of 70 or above in both math and language arts, and either science or social studies.

Effective with the 2002-2003 school year, TEC 28.021 states that a student may not be promoted to fourth grade if the student does not perform satisfactorily on the third grade reading TAKS test. Effective with the 2004-2005 school year, the law also states that a student may not be promoted to the sixth grade if the student does not perform satisfactorily on the fifth grade reading and math TAKS tests.

Senate Bill 4 signed into law in 1999 contains provisions to eliminate social promotion. This bill requires that student performance on the state assessments, Texas Assessment of Knowledge and Skills (TAKS), be used to trigger accelerated instruction and retest opportunities. It mandates the formation of grade placement committees to determine accelerated instruction and to make promotion/retention decisions.

After initially failing to perform satisfactorily on the above state assessment, students must be provided at least two additional assessment opportunities. A student may be promoted once he/she has performed satisfactorily on the second attempt or on grade level on the third attempt. If a student qualifies as Special Education, they may be promoted based on an ARD committee decision.

Accelerated instruction in the applicable subject area must be provided each time a student fails to perform satisfactorily on the assessment. After a student fails to perform satisfactorily on the second assessment administration, a grade placement committee (principal, parent/guardian, and the subject area teacher) or the ARD committee shall prescribe the accelerated instruction to be provided

The school shall notify the student's parent/guardian of the student's failure to perform satisfactorily on the assessment, the accelerated instruction program to which the student is assigned, and the possibility that the student might be retained.

If after three attempts the student fails to perform satisfactorily on the assessment and is retained, the student's parent/guardian may appeal the student's retention by submitting a request to the grade placement committee or the ARD committee. A unanimous decision by either of these committees may decide in favor of a student's promotion if it is determined that if promoted and given accelerated reading instruction, the student is likely to perform at grade level. The grade placement/ARD committee decision is final and may not be appealed.

Grades 6- 8

In grades 6 and 7, promotion to the next grade level shall be based on an overall average of 70 or above in math, language arts, social studies and science. Teacher recommendation, student case history, and student needs will receive close attention in determining a student's grade



placement. After careful review of this information, the Principal or the ARD Committee (for special education students) will have the final authority in matters of promotion and retention. Promotion to grade 9 is contingent upon passing Reading and Math TAKS in grade 8.

Grades 9-12

Credits are given for each course in grades 9-12; therefore, each course stands alone in counting towards graduation. Credit will be awarded for an average of 70 or higher in each course.

Grade Classification:

- Freshman: A student must have been promoted from the 8th grade.
Sophomore: A student must have satisfactorily completed 5 credits
Junior: A student must have satisfactorily completed 11 credits.
Senior: A student must have satisfactorily completed 17 credits.

Student Attendance

Absences for medical treatment, including visits to health care professionals, are to be recorded as days in attendance provided the following two conditions are met:

- The student returns to school on the day of the appointment or leaves from school on the day of the appointment.
- A health care professional verifies the appointment for the attendance office by note or phone call.

Teachers are to take official attendance every period of the day; the official attendance for the day will be taken at 10:00 a.m. (or 1:00 p.m. for four hour only sessions) regardless of the instructional setting.

All public schools in Texas shall maintain records to reflect the average daily attendance (ADA) for the allocation of Foundation School Program (FSP) funds and other funds allocated by the Texas Education Agency.

The teacher is responsible for keeping attendance throughout the year and for the proper reporting to the office for a general accounting.

A student must be present for at least 90% of the number of days a class is offered in order to receive credit for the class. Exceptions are outlined in Section 25.092 of the Texas Education Code.

Texas Exit-Level Exams and Textbooks

Texas State Law has mandated that all nonexempt students must pass an exit level exam in order to receive a diploma. If the student is scheduled to graduate in the spring of 2005 or later, the student will be required to pass the Texas Assessment of Knowledge and Skills (TAKS) exit level test to be administered in the spring of the 11th grade.

Textbooks are required by state law to be covered at all times.



Emergency Procedures

Fire Drills

Fire drills are held monthly.

In case of fire:

- Fire alarm will be sounded.
- Students will be moved to a designated safety zone.
- The students and staff will remain outside the building.
- The RD or ARD will make decision to move everyone back into the house or to an alternate location.

Bomb Threat

In case of a bomb threat:

- An intercom announcement will be made using the term "Code Green."
- Plant operations will be notified.
- Superintendent's office will be notified,
- All students and staff will evacuate the building.
- The all-clear bell will sound when it is appropriate to return to the building.

Safe Meeting Places

Detailed emergency procedures for each campus are located in the Forms and Documents section.



Severe Weather

In case of tornado or other severe weather the following locations are approved meeting areas for all students and staff:

- Children's Houses – Intake room at each house is specifically designed with low ceilings and cement walls. Children and staff will move to this room.
- Chapel – Children and staff should move to downstairs against the south wall, near the bathrooms.
- Dining Hall – Children will be moved to wall between the kitchen and the serving line.
- Office – will move downstairs to bathroom hallway.
- Arena – Children and staff will move to east end in the roping box pens and lay face down covering heads.

Outside Locations

Children and staff should seek low laying area away from trees and power lines. Lay face down and cover head.



Student Behavior Management

Classroom

First, work for the management of individual behavior through negotiation and relationship building. With every student, the goal is to maintain the student in the classroom. All staff will receive training required by the Texas Behavior Support Initiative and physical restraint training through the facility.

Some students have individual behavior agreements which take precedent over being sent to a specific staff member. For those students, a staff member should alert the Principal or a designated teacher aide in charge who will follow the issue until it is resolved. If this is not successful, a student may be provided teaching instruction in the house/dorm until the likelihood of self-control is restored.

If a student refuses to leave the room, staff should contact the most appropriate staff member who can help. If a student is unable to remain in the room, he/she will be escorted to the Principal or the staff member most likely to be able to help with the problem. If student still refuses to leave, assistance will be provided by school and/or facility staff.

Dining Room/Cafeteria

Students must wear shoes in the dining room/cafeteria.

Students are expected to conduct themselves appropriately in the dining room/cafeteria.



Orenda Charter Schools

Staff Handbook Receipt

2014 - 2015

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

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

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

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

Signature _____

Print Full Name _____

Date _____

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