

**FAME Public Charter School  
Board Policy**

**HIRING, EVALUATION, AND TERMINATION POLICY**

**Board Policy # 2005-13  
Adopted: 10.11.2005**

**EQUAL EMPLOYMENT OPPORTUNITY IS OUR POLICY**

The Charter School is an equal employment opportunity employer, hiring on the basis of qualifications and promoting on the basis of merit. The Charter School does not unlawfully discriminate against qualified applicants or employees with respect to any terms or conditions of employment based on race, color, national origin, political affiliation, ancestry, age, religion, creed, sex, sexual orientation, medical condition, physical or mental disability, marital status, citizenship status, military service status, or other basis protected by law.

When necessary, the Charter School will reasonably accommodate employees and applicants with disabilities if the person is otherwise qualified to safely perform all of the essential functions of the position, as described in the job description

Any staff member who feels that discrimination has occurred should immediately contact the Charter School Director. The Charter School shall keep such matters confidential and shall disclose information only as is necessary under the circumstances. Retaliation against complainants or witnesses is strictly prohibited.

**AT WILL EMPLOYMENT**

The Charter School is an at will employer, unless otherwise specified through a Board-approved employment agreement. As such, it may terminate or amend an Employee's employment at any time with or without cause, with or without notice, at the School's sole and unreviewable discretion. Either party may immediately terminate the employment relationship upon written notice to the other party.

No one other than the Charter School Board has the authority to alter the at will nature of employment at the Charter School, or to enter into an agreement for employment for a specified period of time. Any such agreement must be in writing and must be signed by the Charter School Board and by the affected employee and must specifically state the intention to alter this "at-will" relationship.

**EMPLOYEE REVIEWS AND EVALUATIONS**

All employees shall be reviewed by the Principal and/or the Director. The purpose of these reviews is to identify strengths (noting particularly good work), recognize areas for improvement and skill development encourage growth, and develop strategies within a supportive team.

Reviews will generally be conducted during the 4<sup>th</sup> quarter of each year. The Principal and/or Director may do interim evaluations throughout the year as deemed appropriate.

The Principal and other staff shall be permitted to conduct formal observations of teaching staff and other staff at a mutually agreed upon time.

Parents and visitors may conduct formal observations of teaching staff by appointment. Teachers have a right to know that they are being formally observed for evaluation.

All of these evaluations may be used, among other things, to determine whether the School intends to continue employment for the subsequent school year.

The evaluation and review process in no way alters the at will nature of employment at the Charter School.

### **RESPONSE TO FORMAL OBSERVATION AND REVIEW FINDINGS**

All employees shall have the right to make their own written comments in response to the observations or review findings within two weeks of receipt. This response will be attached to the observation and/or evaluation and kept in the employee's Confidential Personnel File.

**FAME Public Charter School  
Board Policy**

**PERSONNEL POLICY: DRUG AND ALCOHOL FREE ENVIRONMENT**

**Board Policy # 2005-18  
Adopted: 10.11.2005**

The School shall maintain a drug, alcohol, and smoke free environment.

The board has an obligation to staff, students and citizens to take reasonable steps to assure safety in the workplace and to provide safety and high quality performance for the students that the staff serves.

For these purposes, the board declares that the following behaviors will not be tolerated by employees or students:

- A. Reporting to school under the influence of alcohol, illegal chemical substances or opiates.
- B. Using, possessing, transmitting alcohol, illegal chemical substances (including anabolic steroids) or opiates in any amount or in any manner on School property at any time. Any staff member convicted of a felony attributable to the use, possession, or sale of illegal chemical substances or opiates will be subject to disciplinary action, including immediate termination.
- C. Using School property or a staff member's position within the School to make or traffic alcohol, illegal chemical substances or opiates.
- D. Using, possessing or transmitting illegal chemical substances and opiates in a manner which is detrimental to the interest of the School.

Violation of this policy will subject employees to appropriate discipline up to and including dismissal, as deemed appropriate by the School. Students in violation of this policy will be disciplined according to the School's student discipline procedures.

**Smoke - Free Campus**

Because the use of tobacco/tobacco products is harmful, the School is a Smoke-Free/Tobacco-Free campus. Compliance by all staff members, students and visitors is mandatory.

The board of directors recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the School, and all members of the community, have an obligation as role models to refrain from tobacco use on school property at all times.

Any use of tobacco products by staff, students, visitors and community members shall be prohibited on School property. Possession or distribution of tobacco products by minors is prohibited. This shall include all district buildings, grounds and district-owned vehicles.

Notices advising students, School employees and community members of this policy shall be posted in appropriate locations in all School buildings and at other School facilities as determined by the Director and shall be included in the employee and student handbooks. Employees and students are subject to discipline for violations of this policy, and employees are responsible for the enforcement of the policy.

**FAME Public Charter School  
Board Policy**

**PERSONNEL POLICY: EMPLOYEE DISPUTE RESOLUTION PROCESS**

**Board Policy # 2005-20  
Adopted: 10.11.2005**

These dispute resolution procedures serve to provide employees, who have a complaint concerning conditions of employment, with a procedure to follow to have the concern or complaint heard by an administrator and/or the Governing Board.

Misunderstandings and problems arise from time to time in any situation. Work situations can be stressful. To provide the best possible working conditions for employees, an honest and open atmosphere in which any problem, complaint, suggestion, or question receives a timely, respectful response is required. Employees and management should have, and display, mutual respect for each other at all times.

A “complaint” or “concern” is defined as any feeling of dissatisfaction or injustice in connection with one’s employment situation, which is brought to the attention of a supervisor. If an employee disagrees with the established rules on conduct, policies, procedures, or practice; they can express this concern through the problem resolution procedure outlined herein. No employee will be penalized, formally or informally, for voicing a grievance or complaint with the Charter School in a reasonable, business-like manner, or for using these procedures.

The Program Director is the official representative between the staff and the Governing Board. S/he or any administrator/designee must be accessible and ready to hear suggestions and complaints. The Charter School cannot act on any problem unless it is aware of it, so complaints must be aired as soon as possible.

Not every problem can be resolved to all parties’ satisfaction, and only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the smooth, effective operation of the Charter School. The Charter School will strive to provide such an atmosphere at all times. Employees are encouraged to offer positive and constructive criticism, and to take the following steps if they believe that a condition of employment or a decision affecting them is unjust or inequitable:

1. When a problem first arises, the complainant should discuss the matter with a supervisor, rather than fellow employees. If one’s immediate supervisor is the subject of the complaint, then the complaint should be directed to the Principal or the Program Director.
2. The Administrator responsible for resolution of the complaint will review the problem and any relating policies. If the problem cannot be resolved informally through discussion or meeting, the complaint shall be reduced to writing by the complainant and

submitted to the Administrator. The complainant should specify the problem to the fullest extent possible and any remedies sought.

3. Following any necessary investigation, the Administrator shall prepare a written response to the grievant no later than ten (10) working days from the date of receipt of the grievance, unless for good cause, additional time is required for the response.
4. If no satisfactory solution can be reached, the complainant may request to meet with the Governing Board and the Program Director. The request for this meeting shall be in writing and must include any and all documentation related to the complaint, along with any solutions that have been proposed by either the complainant or the Administrator. The request for the meeting is to be delivered to the Governing Board President by the Program Director within four (4) days before the next regularly scheduled meeting, so that the matter may be properly placed upon the agenda.
5. The Governing Board and Program Director will set a date and time for the hearing of any evidence to be presented concerning the complaint. At the hearing, the complainant and a representative of the Charter School shall have the opportunity to present evidence, both oral and documentary. Within three (3) working days from the date of the hearing, the Governing Board and Director shall make a decision on the complaint in writing. This decision will serve as the final decision of the Charter School.

**FAME Public Charter School  
Board Policy**

**TEACHER PERSONAL WEB SITES AND WEB LOG POLICY**

**Board Policy #: 2007-24  
Adopted: April 28, 2008**

Personal Web sites and Web logs (“blogs”) and other online tools have become a key component of open exchange and education and FAME Charter School respects the rights of employees to use blogs as methods of self-expression.

While FAME Charter School does not encourage teachers to maintain personal web sites or blogs in relation to their position as teachers at FAME Charter School, teachers who do establish personal web sites or blogs are encouraged to publish information including, but not limited to:

- Weekly reports on what will be taught during the upcoming week, how it will be taught and why.
- Background information on topics currently being taught in the classroom, creating a context for students and for parents.
- Homework and other classroom assignments.
- Descriptions of projects, including procedures, expectations, suggested parent involvement, assessment rubrics and links to last year’s projects.
- Achievements of students in the class, students in other classes, and other teachers, school support and administrative staff.

In addition, if an employee is maintaining or using an external web site or blog and chooses to identify himself or herself as a FAME Charter School employee on a Web site or Web log, the employee must adhere to the following guidelines:

- Act professionally and responsibly
- Make it clear to the readers that the views expressed are the employee’s alone and that they do not necessarily reflect the views of FAME Charter School.
- Do not disclose any information that is confidential or proprietary to FAME Charter School or to any third party that has disclosed information to FAME Charter School.
- Uphold FAME Charter School’s value of respect for the individual and do not make defamatory statements about FAME Charter School students, employees, stakeholders, partners, affiliates and others.
- Report any inappropriate or unprofessional comments or communications from a student or other individual to the Human Resources Director. If an employee is not sure whether to report a comment or communication to the Human Resources Director, he or she should do so.

If teachers are requiring students to visit their personal blogs for educational purposes and are using the personal blog as a means of communication with students or parents, teacher bloggers will not use their blogs to:

- Engage in or develop personal or inappropriate communications or relations with students.
- Conduct or promote outside business activities.
- Promote or advertise for commercial products unrelated or related to instruction.
- Defame or cause defamation of the character of any individual, organization or institution.
- Divulge any personal information about students or staff, or jeopardize their safety in any other way.
- Promote or advocate for a particular religion.

If blogging activity is seen as compromising FAME Charter School and interfering with the employee's ability to effectively perform their job duties at FAME Charter School, FAME Charter School may request a cessation of such commentary and the employee may be subject to disciplinary action, up to and including termination.

Please review the FAME Employee Handbook, particularly the sections entitled "Sexual Harassment," "Use of Voicemail, Email, and Internet Access," "Discipline and Termination of Employment," and "Off-Duty Conduct." This policy will operate in conjunction with the FAME Employee Handbook.

For any questions about these guidelines or any matter related to personal Web sites or blogs, please contact the School Director.