

POLICIES

Blue Oak Confidentiality Policy - SP 4000

The Blue Oak Charter Council supports the importance of protecting the rights of students and families to confidentiality in regards to the personal informations shared with Blue Oak Charter School. The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law establishing an array of confidentiality rights for students and families. This law is required to be upheld by all school employees. There are significant sanctions and penalties that can be imposed for violating this law. Failure to maintain confidentiality may result in disciplinary action, up to and including release from employment.

All information relating to students, personal information, addresses, contact numbers and progress information is confidential in nature, and may not be shared with or distributed to unauthorized parties. All records concerning special education pupils shall be kept strictly confidential and maintained in separate files.

Confidentiality of student information protects personal information from disclosure. This is particularly true where the wrongful release of information about children and families might also lead to discrimination or cause prejudicial treatment. The confidential provision also protects family security. This maybe pertain to; personal safety or job security where the release of specific information might lead to loss of employment. Finally, confidentiality needs to be assured for families and students to seek needed services without fear of retaliation, discrimination, prejudicial treatment, or stigmatization. If students or families believe confidential information will not be maintained, they may be less likely to seek needed mental health services, free lunch, exceptional children services, or a host of other critical services.

Blue Oak Non-Discrimination Policy - SP 4001

Blue Oak Charter Council is committed to providing equal opportunity for all individuals in education. School programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived Characteristics.

BOCC has developed this policy to ensure that all its employees can work in an environment free from unlawful harassment, discrimination and retaliation. Blue Oak Charter School will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.

Blue Oak Employee Harassment Policy - SP 4002

The Blue Oak Charter Council believes employees deserve a safe environment free from harassment and discrimination. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive environment, b) has the purpose or effect of unreasonably interfering with an individual's performance, or c) otherwise adversely affects an individual's employment opportunities. School staff and volunteers shall carefully guard against segregation, bias, and stereotyping in the delivery of services, including, but not limited to, instruction, guidance, and supervision. Any employee who permits or engages in harassment or prohibited discrimination shall be subject to disciplinary action, up to and including dismissal.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by email, phone (including voice messages), text messages, social networking sites or other means.

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. Title VII applies to employers with 15 or more employees, including state and local governments. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- *The victim as well as the harasser may be a woman or a man. The victim does not have to be of the opposite sex.*
- *The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.*
- *The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.*
- *Unlawful sexual harassment may occur without economic injury to or discharge of the victim.*
- *The harasser's conduct must be unwelcome.*

Blue Oak Whistleblower Policy - SP 4003

The Blue Oak Charter Council supports the right of any employee to report any activity the he/she considered to be illegal or dishonest without fear of retribution.

A whistleblower, as defined by this policy, is an employee of Blue Oak Charter School who reports an activity that he/she considers to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact the Executive Director. If the Executive Director is the concern the employee is to contact the Blue Oak Charter Council president. Blue Oak will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Blue Oak Dress Code Policy - SP 4004

Blue Oak Charter Council believe employees serve as role models for the students and as representatives of Blue Oak Charter School. Consistent with these roles, all employees, volunteers and substitutes shall dress professionally and appropriately adhering to standards of dress and appearance that are compatible with an effective learning environment. Administrators and administrative support employees are expected to project a professional image and should dress appropriately for the office/business environment. Games and Movement teachers should wear appropriate athletic attire necessary to meet the requirements of their job responsibilities. Clothing must be neat, clean, in good repair, and appropriate for on the job appearances.

Blue Oak Anti-Nepotism Policy - SP 4005

Blue Oak Charter Council believes nepotism is inconsistent with Blue Oak Charter School's policy of making employment decisions and other business decisions based solely on needs, individual qualifications, skills, ability and performance. The purpose of this policy is to avoid favoritism, the appearance of or potential for favoritism, and conflicts of interest and loyalty often associated with nepotism.

No Blue Oak Charter School employee (including faculty members or staff employees) or any volunteer may make, participate in, or attempt to influence employment or other business decisions involving a relative or pressure or cause others to do so. Therefore, there can be no direct reporting or supervisory relationship between relatives, and all "employment decisions" must be made by others. A management plan is required when an individual already assigned to a position becomes a relative of a supervisor, subordinate, or someone who works for the same immediate supervisor. The purpose of the management plan is to outline supervision and evaluation procedures that will mitigate possible conflicts of interest. The management plan must address reporting relationships, supervision, and evaluation that will assure that there will be no decision making based upon relationships between relatives in promotion, compensation, hours, or other conditions of employment or in any approvals required. The plan should address

the management of the approval and review process to preclude any potential appearance of nepotism, conflict of interest, or conflict of commitment.

In order to comply with this policy, applicants for employment, employees offered promotional opportunities, and employees requesting reassignment shall be required to indicate if they have any relatives who are employees of Blue Oak Charter School. An employee shall notify his/her supervisor within 30 days of any change in his/her circumstances that may constitute a violation of this policy.

Blue Oak Overtime Policy - SP 4006

Blue Oak Charter Council supports the importance of fair labor practices and following scheduled work hours in order to manage the resources of Blue Oak Charter School (BOCS), prevent accidents to to fatigue and support employees in quality work/life balance.

BOCS defines overtime as hours worked beyond the employee's standard schedule. The standard schedule is the employee's regularly scheduled working time as defined in their employment contract and follows legal guidelines regarding minimum or maximum limits. "Overtime" that qualifies for compensation refers to any amount of time worked in addition to those hours and will comply with legal guidelines.

BOCS wishes to ensure employees are consistently and correctly compensated for the time they put into their job duties, minimize incidents of overtime abuse, loss of productivity, health and safety risks and other issues. To facilitate this BOCS will review workloads to eliminate overtime wherever possible, will agree on overtime needed before the overtime occurs, record overtime hours accurately and consistently, calculate overtime pay according to legal pay rates.

Blue Oak Charter School will comply with the provisions set forth in the Fair Labor Standards Act (FLSA). Classifications designated as exempt shall not be paid overtime and classifications designated as non-exempt shall receive overtime pay as applicable.