East Voyager Academy

Strong Academics, English-Chinese Proficiency, Intercultural Competence

2026-27 EMPLOYEE HANDBOOK

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INTRODUCTION

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. You are responsible for reading and understanding the handbook and other school policies and procedures. All questions regarding the handbook should be directed to the Principal of East Voyager Academy or the Governing Board of East Voyager Academy

This handbook may be revised from time to time as deemed necessary by the school. The only official and authorized version of the handbook currently in effect will be given to all employees of East Voyager Academy and placed on the school's web page.

Some of the subjects described in this handbook are covered in more detail in official school policy and procedures or in benefit/plan documents. Please refer to those documents for specific information, since this handbook only briefly summarizes those benefits and/or policies.

Please note that any written insurance/benefit plan(s), agreement(s), or other policies may take precedence over this handbook where there is conflict.

SCHOOL INFORMATION

Description of East Voyager Academy

East Voyager Academy (EVA) is a North Carolina approved public charter school whose mission is to graduate its students with English Chinese bilingual proficiency, strong academics, and cultural diversity awareness. The school serves students in grades K-8. A separate fee-based PreK program is operated within the school facility.

Governing Board

North Carolina law grants a charter school's Governing Board the power to govern and oversee school management. The Board is the policy-making body of EVA and has overall responsibility for the curriculum, annual budget, and facilities. The Board has complete and final control over school matters, within limits established by state and federal laws and regulations.

Board of Directors

Mr. Shaday Agosto-Vázquez - Chairman
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Mrs. Sue Tyte - Vice Chairman
suetyte@eastvoyager.org
Ms. Si Blake - Treasurer
siblake@eastvoyager.org
Mr. Victor Hiraldo - Secretary
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Mr. Jianguo Liu-Trustee
jianguoliu@eastvoyager.or
Ms. Zhenjie (Jenny) Tang - Trustee
jennytang@eastvoyager.org
Dr. Yujia Wu- Trustee
yujiawu@eastvoyager.org

Mission Statement

The mission of East Voyager Academy is to graduate its students with English-Chinese bilingual proficiency, strong academics, and intercultural competence.

EMPLOYMENT

At-Will Employment

As provided in the Employee Acknowledgement and Agreement provided with this handbook, nothing in this handbook creates or is intended to create a promise or representation of continued employment with East Voyager Academy. All employees are employed at-will and may be terminated with or without cause, with or without prior notice, at any time, for any reason or for no reason. Similarly, employment at EVA is voluntarily entered into, and employees are free to resign at any time, with or without cause or notice. Employees are requested to provide two-weeks' notice of a resignation when able.

At-will employee status may not be changed unless approved by the Board of Trustees. Employment at-will is the sole and entire agreement between EVA and you concerning the duration of your employment, and the circumstances under which your employment may be terminated. Except for an employment agreement approved by the Board of Trustees, described above, this handbook will supersede any and all prior handbooks, written documents, or oral representations issued by EVA, whether or not such documents contradict the at-will nature of your employment.

Hiring Standards

EVA believes that the quality of its professional staff greatly impacts the quality of education offered in the school. EVA therefore recruits and hires those individuals who are best qualified to meet EVA's educational needs.

Employee Duties

Each employee is expected to comply with the standards of conduct set out in this handbook and any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to his or her status as an EVA employee. Violation of EVA policies, regulations, or guidelines may result in disciplinary action, including termination of employment.

Equal Employment Opportunity

It is the policy of EVA not to discriminate on the basis of any legally-protected classification, including race, color, religion, national origin, sex, or disability, age, or genetic information in its educational programs and employment practices as required by Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Titles I and V of the Americans with Disabilities Act of 1990, as amended (ADA); the Age Discrimination in Education Act of 1975, as amended (ADEA); Section 504 of the Rehabilitation Act of 1973, as amended; the Genetic Information Nondiscrimination Act in Education of 2008 (GINA); and any other legally-protected classification or status protected by applicable law. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at EVA will be based on merit, performance, qualifications, and/or abilities. EVA will make reasonable accommodations for qualified individuals in compliance with the ADA, as amended.

Employees can raise concerns and make reports without fear of reprisal. Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the Principal or Office Manager, Title IX, Section 504, or Title VII Coordinator, as may be appropriate.

Compliance Coordinators

EVA has designated the Principal as Coordinator to oversee compliance with state and federal laws.

Prohibition of Harassment and Discrimination

EVA prohibits discrimination, including harassment, on the basis of a person's race, color, gender, national origin, disability, religion, age or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of EVA policy. Employees should not tolerate discrimination or harassment of themselves or others and are encouraged to report claims in writing as soon as possible to their supervisor or if the harassment involves their supervisor, report to the Chair of the Governing Board. Failure to promptly report alleged harassment may impair the school's ability to investigate and address the claim(s). Reported claims must be submitted in writing.

Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee's race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct

- Has the purpose of effect of unreasonably interfering with the employee's work performance
- Creates an intimidating, threatening, hostile, or offensive work environment
- Otherwise adversely affects the employee's performance, environment or employment opportunities

Employees will not engage in conduct constituting discrimination or harassment. EVA will investigate all allegations of such claims and take appropriate disciplinary action—up to and including termination—against employees found to engage in such acts.

Religious Discrimination Prohibited

The prohibition against discrimination on the basis of religion includes all aspects of religious observances and practice, as well as religious belief, unless the employer demonstrates that it is unable to reasonably accommodate an employee's or prospective employee's religious observance or practice without undue hardship to the school's business. "Undue hardship" means more than a de minimis (minimal) cost.

EVA may not substantially burden an employee's free exercise of religion, unless the burden is in furtherance of a compelling governmental interest and is the least restrictive means of furthering that interest.

Sexual Harassment Prohibited

EVA will not tolerate sexual harassment, nor will it tolerate reprisals against any employee who makes a sexual harassment complaint. All school representatives who violate this prohibition are subject to disciplinary action, up to and including termination from employment.

Sexual harassment consists of unwelcome verbal, visual, or physical conduct—including sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature—when, for example:

- Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment

- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions
- Such conduct has the purpose of affecting or unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment

The Principal or supervisor who receives a written complaint of sexual harassment and fails to investigate or take corrective action is subject to disciplinary action, including immediate discipline.

Student Discrimination and Harassment

EVA prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender, national origin, disability, age, academic, artistic or athletic ability, the school district the student would otherwise attend, or any other basis prohibited by law. Discrimination against a student is defined as conduct directed at a student on the above legally protected classifications that adversely affects the student. EVA employees will not engage in discrimination of students nor tolerate student-to-student discrimination.

EVA further prohibits sexual harassment against students. Such harassment includes unwelcome verbal or physical sexual advances, including but not limited to engaging in sexually-oriented conversations, telephoning students at home or elsewhere to solicit unwelcome social relationships, physical contact that would reasonably be construed as sexual in nature, threatening or enticing students to engage in sexual behavior in exchange for grades or other school-related benefit, request for sexual favors, sexually-motivated physical, verbal, or nonverbal conduct when the conduct affects the student's ability to participate in or benefit from a program or activity, or creates an intimidating, threatening, hostile or offensive educational environment. Sexual harassment of students by employees is always a violation of law and, therefore, cannot be defended on the grounds that the student may have sought or encouraged the conduct.

Romantic or inappropriate social relationships between students and school employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the Principal or other appropriate school official. All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or has a cause to believe child abuse, neglect or maltreatment of a child must also report his or her knowledge or suspicion to the appropriate law enforcement authorities, within 48 hours as required by law. Failure to report suspected child abuse or neglect is a criminal offense.

EVA will investigate all allegations of such discrimination and will take appropriate disciplinary action against employees or students who have engaged in such acts. Retaliation against anyone involved in the complaint process is a violation of EVA policy. Employees will not tolerate any form of discrimination of students, and will report any alleged acts in a timely manner. Failure to promptly report alleged discrimination may impair EVA's ability to investigate and address the harassment and any employee violating this policy is subject to disciplinary action, up to and including termination from employment.

Complaint Procedures: Harassment

EVA takes allegations of harassment and discrimination very seriously and intends to investigate all official complaints. EVA will take appropriate actions against all substantiated allegations. Employees who believe they are being harassed or discriminated against are requested to take the following actions:

- In the event you feel you are a victim of harassment, you should contact the Principal or supervisor immediately. In the event the Principal or supervisor is the alleged harasser, you should contact the next level of management immediately or the Chair of the Eva Board of Trustees
- Any employee who is uncomfortable with face-to-face interaction may write down their complaints in a memo and submit them to the Principal
- All complaints will be handled in a timely manner. Due to the need to investigate, absolute confidentiality may not always be possible, the complaint will be handled in as confidential a manner as possible. Except as required by law, under no circumstances will information concerning any employee's complaint be released by EVA to any third person or to anyone within EVA who is not involved in the investigation

The purpose of this provision is to maintain impartiality and confidentiality to the extent possible. Both the reporting individual, victim and the accused have equal privacy rights under the law and EVA must respond accordingly.

Retaliation against any person who in good faith reports or complains about harassment or discrimination is unlawful and will not be tolerated. Employees who take part in any retaliatory action will be subject to disciplinary action up to and including immediate termination from employment. Unlawful retaliation may include, but is not limited to, any of the following actions as a result of an employee's complaint or involvement in an investigation of harassment or discrimination:

- Demotion
- Poor performance appraisals
- Transfers
- Assignment of demeaning tasks
- Taking any kind of adverse action against a person who complains or is involved in an investigation of sexual harassment or discrimination

In addition to using EVA's complaint process, an employee may file a formal complaint with the United States Equal Employment Opportunity Commission (EEOC). Additional information may be found by visiting http://www.eeoc.gov/employees/charge.cfm.

Corrective Action

EVA will take prompt and effective action to end any harassment and to deter future harassment and discrimination. This may include discipline or termination of the perpetrator or of the complainant in the case that a falsified complaint or contributory behavior was discovered to have occurred. Both the complaining employee and the alleged wrongdoer have the right to appeal the determination of the investigation according to the terms of EVA's grievance and complaint policy. See "Complaints and Grievances," in this handbook.

Liability for Harassment

EVA accepts no liability for harassment or discrimination of any kind by an employee. EVA does not

consider harassing or discriminatory conduct to be within the course and scope of employment or the direct consequences of the discharge of any employee's duties. Accordingly, to the extent permitted by law, EVA reserves the right not to provide a defense or pay damages assessed against employees for harassing or discriminatory conduct in violation of EVA policy.

Violence in the Workplace

Workplace violence is one of the most serious issues facing employees and employers today. Any employee who feels that his or her personal safety is at risk should contact the Principal or HR/Office Manager immediately. EVA has a "zero tolerance" policy regarding workplace violence and as such will not and cannot tolerate employees threatening or attacking other employees. Violation of EVA's zero tolerance policy will lead to immediate termination of employment.

Immigration Law Compliance

EVA is committed to employing only United States citizens and documented workers who are authorized to work in the United States, and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with EVA within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Principal or designee. Employees may raise questions or complaints about Immigration Law compliance without fear of reprisal.

Disability Accommodations

EVA is committed to complying fully with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), as amended, and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre- employment inquiries are made only regarding an applicant's ability to perform the duties of the position. Reasonable accommodation is available to all qualifying disabled employees, where their disability affects the performance of job functions, in accordance with Section 504 and the ADA.

Qualified individuals with disabilities will not be discriminated against on the basis of disability in regards to recruitment, advertising, job application procedures, hiring, upgrading, promotion, demotion, transfer, layoff, termination, right of return from layoff, rehiring, rates of pay, or any other form of compensation and changes in compensation, benefits, job assignments, job classifications, organizational structures, position descriptions, lines of progression, seniority lists, leaves of absence, sick leave, any other leave, fringe benefits available by virtue of employment, selection and financial support for training, EVA-sponsored activities including social and recreational programs, and any other term, condition, or privilege of employment.

EVA does not discriminate against any qualified employees or applicants because they are related to or associated with a person with a disability.

Professional Employees

Professional employees are defined as educators granted a bachelor's degree or higher from an accredited institution who hold a valid North Carolina Educators Certification and/or are "Highly Qualified Teachers" under the federal law. Professional employees also include those employees who meet the Department of Labor's guidance and definition for professional employee under the Fair Labor Standards Act (FLSA). A Professional Employee's letter of agreement is not a term contract. It is also contingent upon and subject to the employee submitting all required documentation in a timely manner and meeting all other employment requirements of EVA.

Statement of Confidentiality

According to the North Carolina Law, the home addresses, home telephone numbers (including former home addresses and telephone numbers), social security numbers, and any information that reveals whether the person has family members are confidential if the individual has, in writing, opted to keep this information closed. As an employee of EVA, you may indicate whether you wish this information to be released by completing the Opt-Out Form included in the handbook Appendix. Failure to complete the form indicates that you have no objection to having this information released. You can file a new form at any time to reflect a change in your choice concerning confidentiality.

New Hire Reporting

By the 20th day after hiring a new employee, a report containing the name, address, and the name, address, and employer identification number of the school will be made to the North Carolina Department of Public Instruction.

Employment Applications

EVA relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in this information or data may result in EVA's exclusion of the individual from further consideration for employment or, if the person has been hired, termination from employment.

Employment Checks

EVA performs criminal history through background checks and is required by law, EVA checks applicant employment references.

Criminal History Record Information

EVA is authorized by state law to obtain criminal history record information on applicants who EVA intends to employ. Additionally, national criminal history checks based on an individual's fingerprints, photo, and other identification will be conducted on employees. These databases provide EVA with access to an employee's current national criminal history and updates to the employee's subsequent criminal history.

Termination or Refusal to Hire
EVA will discharge or refuse to hire an employee or applicant for employment if EVA obtains information through a criminal history record information review (or otherwise) that:

- The employee has been convicted of any felony or a misdemeanor involving moral turpitude
- The employee has been convicted of any offense listed in Education Code section 37.007(a)
- Has been convicted of an offense listed in the Code of Criminal Procedure section 62.001(5)

Additionally, the school shall discharge or refuse to hire an employee or applicant if the individual's criminal history information shows that:

1) The employee or applicant has been convicted of:
    a. A felony offense under Title 5, Penal Code
    b. An offense on conviction of which the employee or applicant is required to register as a sex offender under Chapter 62, Code of Criminal Procedure
    c. An offense under the laws of another state that is equivalent to an offense under paragraphs
    (a) or (b) above; and
2) At the time the offense occurred, the victim of the offense was under 18 years of age or enrolled in a public school

EVA may discharge an employee if it obtains information of the employee's conviction of any felony or a misdemeanor involving moral turpitude that the employee did not disclose to the North Carolina Certification Office.

Confidentiality of Information
An employee's criminal history record information may not be released or disclosed, except when disclosure is authorized by law.

Discrimination Based on Criminal History
Except as required by state or federal law, EVA does not prohibit employment or refuse to consider an application for employment solely on the grounds that an applicant/employee has a prior criminal record. EVA does not prohibit employment or refuse to consider an application for employment based solely on the grounds that the applicant/employee has been arrested. In accordance with Title VII of the Civil Rights Act of 1964, it is the policy of the school, prior to any exclusion of an applicant for employment or continued employment of an employee that has a criminal record, to conduct an individualized assessment of the criminal conduct at issue.

Employee Arrests and Convictions

An employee who is arrested for, convicted of, or receives deferred adjudication for any felony or any offense involving moral turpitude must report the arrest to the Principal or immediate supervisor within three calendar days of the arrest. This includes any arrest, indictment, conviction, no contest or guilty pleas, or other adjudication of the employee for any of the following offenses:

- Crimes involving school property of funds
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator

- Crimes that occur wholly or in part on school property or at a school-sponsored activity
- Crimes involving moral turpitude, which include but are not limited to
- Dishonesty, fraud, deceit, theft, misrepresentation
- Deliberate violence
- Base, vile or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Felony possession, transfer, sale, distribution or conspiracy to possess, transfer, sell or distribute any controlled substance as identified by federal and state law
- Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct if two or more acts are committed within any 12-month period
- Acts constituting abuse under the federal and North Carolina law

Consumer Reports and Criminal Background Checks

EVA may, at its discretion, and will, when required by law, utilize Consumer Reports – e.g., credit, criminal, employment references and Department of Public Safety reports to assist us in making employment decisions. In addition, EVA may conduct annual driving record checks to verify that the drivers' licenses and driving records of those employees required to drive EVA-owned vehicles are valid and acceptable to EVA's insurance carrier.

Where required by applicable law, prior to running any of the above-mentioned checks/records, each employee will be provided any required notice form(s), and must sign an authorization form at the time of the initial job interview or prior to being extended an offer of employment or will opt in via an electronic background check application. Refusal to sign such authorization or to complete the electronic background submission process is grounds for disqualification from employment with EVA. Continued employment is also expressly conditioned on satisfactory results from legally authorized or required record and background checks.

In the event EVA relies on a "consumer report" for an "adverse action" as defined by the Fair Credit Reporting Act and regulation – i.e., denying a job application, reassigning or terminating an employee, or denying a promotion – EVA will take the following action(s):

- Step 1: Before taking adverse action, the employee will be provided a pre-adverse action disclosure that includes a copy of the individual's consumer report
- Step 2: After taking an adverse action, the employee will be provided notice – either orally, in writing, or electronically that the action has been taken

The employee will be given a reasonable time period to dispute the information. However, it is ultimately the decision of EVA as to the action taken.

Health Requirements

EVA may require that an employee undergo a physical examination if at any time his or her ability to perform adequately or safely is in question.

Reassignments and Transfer

All personnel are subject to assignment and reassignment by the Principal. Extra-curricular or supplemental duty assignments may also be assigned or reassigned at any time. Extra duty assignments for teachers with initial certificates will be avoided unless requested by the teacher.

Extra Duties

Professional and paraprofessional staff members will be assigned extra duties to ensure the proper supervision of students outside the classroom. These duties may be assigned at any time by the Principal or the Principal designee.

Professional staff members are further responsible for providing tutorial services to students who are failing or in danger of failing. Staff members are responsible for notifying the student's parents/guardians when tutorials become necessary. Staff members will be assigned at least one club, sport or other student activity leadership position.

School Activities

Staff members are expected to attend and participate in as many school activities as possible. Staff presence projects support and interest to the students, the school, and the community. **The yearly Asian Festival and Dragon Boat Race is a paid day in the employee contract and is required.** This date is considered a block out date and will require a medical excuse if you can not make it, PTO will be used in medical excused absence.

Staff members are also encouraged to become involved in school-related organizations, clubs, etc. Staff members must receive permission from the Principal to use school facilities for such activities. Employees should remember that no school-related activities may be scheduled the night before statewide tests/exams are administered.

Employees are required to submit ideas or requests for field trips and excursions to the Principal at least one month in advance. Employees are required to host a minimum of 1 field trip per grade level and a maximum of 2 field trips per grade level per school year. The request must be on a field trip form. Information regarding field trips can not be distributed to parents or students prior to written approval by the Principal. Payment and required payment method for the planned field trip has to be requested from the Bookkeeper by the Lead Teacher at least two weeks in advance. The school has field trips vertically coordinated on an annual school wide plan. Adherence to this plan to the greatest extent possible is expected. The Principal may approve or deny the request.

Work Schedules

A school calendar designating all school holidays and staff work schedules is developed and adopted each year. Notice of work schedules, including start and end dates, start and end times and scheduled in-services will be distributed each school year. Work schedules may vary based on an employee's department and job position. Professional and paraprofessional staff members generally will adhere to a minimum work day of 8 hours. Professional staff including teachers will have an unencumbered break time of at least 30 minutes per day. For homeroom teachers, this unencumbered time is generally during the planning period. Teachers have at least 225 minutes for paid planning and personal time each 5 day week. Each non-teaching employee will be informed by the Human Resources Manager of the daily schedule for the employee's position. Non-exempt employees will have a 30 minute unpaid, unencumbered lunch break each work day. Times will be assigned by the Human Resources Manager. Teachers will regularly report to work at 7:35 and will leave work at 3:35 unless otherwise assigned duty or attending a staff or committee meeting and teaching assistants will regularly report to work at 7:15 and will leave work at 3:15. Staff meetings will be held on Tuesday, teacher assistants are not required to

attend staff meetings but will be required to have clubs and or ASPIRE on Tuesday until 4:30. Absence from a staff meeting will require a medical excuse, please do not schedule non-emergency medical appointments for Tuesday. (The exception is an employee assigned an alternate duty during the staff meeting by the Principal.) In 2026-27 staff members will stay each Tuesday until 4:30 for either staff meeting, PLC or Club time. No professional teaching staff member can work in ASPIRE on Tuesdays. Please note that these hours are not exclusive, but are simply the minimum hours that an employee is expected to be at work.

Non-Exempt employees eligible for overtime are required to clock or sign out at lunch and clock in when they resume work. Any time a staff member needs to leave campus other than assigned lunch times, the staff member should first contact the Principal or HR/Office Manager for permission. According to the Master Schedule, teachers may be assigned to remain with and supervise students during lunch. Duty assignments with more information about lunch, recess, before and after school supervision of students will be provided to staff prior to the first day of school.

Notification to Parents Regarding Qualifications

EVA is required by law and will provide to the parent or guardian of each enrolled student written notice of the qualifications of each teacher employed by the school. Federal law also requires that parents be notified if their child has been assigned or taught for four or more consecutive weeks by a teacher who is not highly qualified.

Staff Dress and Grooming

School employees are expected to dress in a professional and appropriate manner. The Principal and/or the employee's direct supervisor are solely responsible for initially interpreting and enforcing the school's dress and grooming standards. Complaints regarding dress and grooming requirements may be appealed in writing to the Principal.

Employees are expected to arrive to work neatly groomed and dressed, and to keep their hair neat and clean. Employee grooming and dress may not disturb, interfere with, or distract from the educational setting. "Neatly groomed and dressed" means dress and grooming standards that conform to local community and school etiquette and decorum.

Employees are expected to adhere to the following dress and grooming standards (Business Casual):

- No shorts, wind pants/shorts, or warm-ups (joggers, sweat pants, etc.) may be worn during the school day, except for:
    - Employees assigned to teach physical education classes
    - Days designated by administration and field-based class activity days
    - No jeans of any color may be worn during the school day, except for
        - Staff Work Days when school is not in session
        - School spirit Fridays and field-based class activity days
        - Jeans (or any other clothing) may not have any holes or rips
- Jewelry and Other Accessories:
    - Body piercings that may interfere with speech or that serve as a distraction in the educational environment (plugs, tunnels, gauges, eyebrow rings, tongue piercings) are prohibited
- Hair – Hair length must be kept neat and according to the standards established in the EVA

student grooming code. Hair must be neatly trimmed

- Shirts – Open-collared shirts, either long or short-sleeved are allowed. All shirts must cover the back and stomach areas. Shirts and blouses must be buttoned appropriately and should not be low cut to be overly revealing. Clothing should never be see-through unless serving as a jacket or shawl over another shirt. Any clothing that reveals private parts, the midriff, or undergarments is prohibited. Acceptable styles include dress shirts with tie or scarf, button-down, polo, or golf shirts.(Hoodies are not allowed)
- Pants and Shorts – Pants must fit appropriately. Pants or trousers should be in a good fit and not sag below the waist line. Pants must be loose enough for unrestricted movement. Professional style capri pants or ankle pants are acceptable. Shorts when allowed by circumstances listed above must be dress shorts that are knee length and no more than 2 inches above the knee. Athletic shorts are not allowed.
- Skirts and Dresses – Skirt and dress length should be fingertip length or no more than two inches above the knee whichever is longer. Thighs should not be exposed when seated or when legs are crossed/uncrossed. Mini-skirts are prohibited. Fitted leggings and spandex-type leggings are not permitted as outerwear. However, they may be worn under a dress, skirt, or tunic top provided that the outerwear is an appropriate length. Dress culottes, skirts, and split skirts must meet the length requirement listed above for skirts, dresses and shorts. These are clothes that have the appearance of a skirt in the front, but are split. Dresses and skirts should contain only small slits, and slits must not be revealing. Appropriate undergarments must be worn at all times.
- Shoes – Closed toe shoes are preferred. Allowed are dress shoes, dress sandals, or casual shoes including tennis shoes. Casual sandals such as flip-flops, slippers, Crocs, slides, etc. are not allowed. Shoes should be polished and clean. Heels/wedges are acceptable if lower than 3 inches

Employees who desire an exemption from the dress code for religious reasons should submit their written requests to the Principal.

PE and other coaching personnel should adhere to the dress code or wear school uniform shirts and loose fitting shorts or athletic/yoga pants

Employees who violate this dress code are subject to a written warning and, for repeat violations or severe violations, disciplinary action, up to and including possible termination.

Performance Evaluation

Evaluation of an employee's job performance should be a continual process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. All employees will participate in the evaluation process with their assigned supervisor upon the schedule provided to the employee. Written evaluations will be completed on forms approved by the Principal or designee. Reports, correspondence, and memoranda also can be used to document performance information. All employees will receive a copy of their written evaluation, have a performance conference with their supervisor, and be given an opportunity to respond to the evaluation. Evaluation documents are confidential and may be excepted from disclosure under North Carolina open records laws.

Return of School Property

All materials, including but not limited to business information, files, research, records, memoranda, books, lists, computer hardware or software, cell phones and other wireless devices, documents, drawings, models, apparatus, sketches, designs and any other embodiment of confidential information or intellectual property received by an employee during employment or volunteer service, and any tangible

embodiments of such materials created by an employee, alone or with others, whether confidential or not, are the property of EVA.

Upon separation of employment with EVA or cessation of volunteer services, or upon the request of EVA, an individual will return to EVA all such materials, including copies thereof, in the individual's possession or under the individual's control. Such materials will be returned within 24 hours of notice of separation or upon request of EVA, whichever comes first.

The cost of repairing or replacing any EVA supplies, materials, equipment, or other property that is damaged (other than normal wear and tear), stolen, or lost by an employee or that is not returned to EVA upon separation of employment may be deducted from the employee's wages, so long as the deduction does not take the employee's pay below minimum wage.

Any materials created by staff members for use by EVA, or created on EVA time, or produced using the staff or resources of EVA, are considered works-for-hire and all intellectual property rights are vested exclusively in EVA.

Working With the Media

The Governing Board has designated the EVA Principal as the official spokesperson for media questions. Any official statements from EVA to the media are to be handled through the Principal or designee.

Staff Development

Staff development activities are organized to meet the needs of employees and EVA. Staff development is related to achieving school performance objectives, and addressed in the school improvement plan. Staff development for non-instructional personnel is designed to meet specific licensing requirements and continued skill development. Requests for attendance at staff development provided by a third party and/or external to the school provided staff development that will require absence from work or staff meetings or where the employee is requesting reimbursement for expenses from the school, must be submitted in writing at least one month prior to the staff development occurring.

Personnel Records

EVA maintains a personnel file for each employee. The personnel file may include such information as the employee's job application, résumé, records of training, documentation of performance appraisals and salary increases, and other employment records.

All information in an employee's personnel file will be made available to the employee or his or her authorized representative in the same manner that public information is made available under the public information laws. However, an employee or his or her authorized representative has a special right of access, beyond the right of the general public, to information held by EVA that relates to the employee, and that is protected from public disclosure by laws intended to protect the employee's privacy interests. EVA may not deny to the employee or his or her representative access to information relating to the employee on the grounds that the information is considered confidential by privacy principles under the Public Information Law. However, EVA may assert, as grounds for denial of access, other provisions of the North Carolina public information laws or other laws that are not intended to protect the employee's privacy interests.

If EVA determines that information in an employee's records is exempt from disclosure under an exception of North Carolina law other than an exception intended to protect the privacy interest of the employee or his or her authorized representative, it will, when required, submit a written request for a decision to the Attorney General of North Carolina before disclosing the information. EVA will release the information to the employee requesting the information in accordance with applicable law. Information will not be provided in less than 48 hours of prior notice so that the work schedule of the Human Resources Manager is not disrupted and retrieval of documents can be done in an orderly fashion.

Other information maintained by EVA regarding employees (including but not limited to employee names and work locations) is subject to public disclosure regardless of the employee's election. EVA provides an employee opt-out form to make the above election. The form is included in this handbook.

Employment References

EVA provides references regarding former employment only if EVA receives written authorization and a release from the former employee *(see attached Reference Request Authorization Form below Appendix)*. Otherwise, EVA will only verify dates of employment, the position held, and rate of pay. Requests for references should be directed to the Principal.

Name and Address Change

It is the responsibility of each employee to promptly notify EVA of any changes in personnel data. Employees must notify the Principal or HR/Office Manager of any changes or corrections to their name, home address, telephone number, marital status, names of dependents, emergency contacts, or beneficiaries and update EVA employee records accordingly. Name changes must be consistent with and match other documentation, including driver's licenses and social security identification.

Building Use

Requests to use school facilities should be directed in writing to the Principal. A request may be granted with the Principal's written approval. Requests must be received at least two weeks prior to an event and costs related to operation and custodial expenses may be charged in accordance with facilities use policies

Instructional Supplies

All instructional materials purchased by EVA or grants and donations that are received during employment with the school become property of the school. Employees may not keep teacher resource materials, donations, grant purchases, etc. when leaving employment with EVA. Staff members should initiate requests for supplies through the HR/Office Manager's office. EVA will assume no financial responsibility for teacher resource materials purchased without a properly completed purchase request form approved by the Principal.

Communication with Parents in General

Teachers and administrators are expected to notify a parent when a student performs poorly on classwork/testing or begins to misbehave at school. Parents must be notified prior to interim or quarterly reports of any significant negative changes in academic performance or potential failure of a student. Teachers must request a Parent/Teacher conference in writing for any student in danger of failing for the year and the request must be made by the distribution date of the 3rd quarter report card. The teacher must provide the principal with a copy of the written request for a Parent/Teacher conference.

Parent and Student Complaints

Parents are encouraged to discuss problems or complaints with teachers and appropriate administrators in an effort to resolve issues in a timely manner and at the lowest administrative level possible. Complaints that cannot be resolved informally or if academic in nature through consultation with the Coordinator of Accountability and Instruction For complaints regarding behavior, classroom management, or student activities, consult with the Coordinator of Accountability and Instruction or Director of Mandarin Instruction consultations (see grade level or alphabet assignment distributed at the beginning of the school year), any remaining issues should then be directed to the Principal. After all administrative complaint procedures are exhausted, parents and students can bring complaints to the EVA Governing Board for consideration by notification to the Chairman of the Board via a written complaint (see Grievance policy posted at www.eastvoyager.org.

Title I – Parent/Teacher Conferences

It is EVA's policy to implement programs, activities and procedures involving parents of students in programs assisted under Title I, Part A. Parental involvement activities provided with Title I, Part A funds are planned and implemented with meaningful consultation with parents of participating children.

All teachers and administrators will be expected to work with parents to improve the performance of the child and provide information on how parents can participate in decisions relating to the education of their child. Training will be provided for all teachers and administrators involved with the implementation and oversight of Title I and associated programs. The designated Family Liaison will assist with parent involvement and translation services. The Title I Federal Programs Parent Input Meeting for 2026-27 is held on May 1, 2026 in the school library.

CLASSIFICATION, COMPENSATION AND BENEFITS

Employment Classification Categories

It is the intent of EVA to clarify the definitions of employment classifications as exempt or non- exempt or full time or part time, so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time.

Exempt and Non-Exempt

Each employee is designated as either EXEMPT or NON-EXEMPT under federal and state wage and hour laws in accordance with applicable federal law. NON-EXEMPT employees are entitled to overtime pay under the specific provisions of federal law. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NON-EXEMPT classification may be changed only upon written notification by EVA, and in accordance with applicable federal law.

Exempt status applies to the position and not the employee. Exempt simply means the position the employee fills is exempt from the Fair Labor Standards Act (FLSA), and is not entitled to overtime compensation. Exempt employees (excluding teachers and teaching assistants/interventionists) are paid on a salaried basis, and EVA generally will not deduct from a non-teacher exempt employee's salary, in accordance with FLSA, for absences of less than one full day. However, any full days of absence taken in excess of the employee's allotment/service record accumulation of sick or personal leave will result in an employee payroll deduction calculated on a

prorated daily rate. With respect to exempt teachers, EVA will deduct PTO, Unpaid Leave for absences of half day or full day. EVA will not allow hourly deductions for same day request if employee does not have a medical excuse, EVA will deduct half day/ full day PTO . Exempt hourly employees who come to work late will be deducted time from PTO, EVA will deduct every quarter . or unpaid time up to 1 hour anytime after that would be a 4 hour deduction. Non-exempt positions are those positions that are not exempt from FLSA requirements. Non-exempt positions require EVA to pay the employee overtime (time and a half) for all hours worked in excess of 40 during a work week. The key phrase here is "hours worked." An employee may work 32 hours in a week and have 16 hours of vacation time. This would reflect as 48 hours on a paycheck, but for overtime calculation, the employee actually worked 32 hours – so overtime would not be paid. All employees in positions that are classified as non-exempt will be required to maintain a time card or record, and will be eligible for overtime pay in accordance with the appropriate Wage and Hour Laws, and as outlined in this handbook. Non-exempt employees may not work beyond 40 hours per week without prior written approval from the supervisor.

EVA's positions are reviewed and assigned an FLSA (exempt or non-exempt) status that is maintained on a master record by the school and included in Employment Agreements. Upon request, the HR/Office Manager may provide this information to an employee.

Full-Time Employee

An individual who is employed at least 30 hours per week is considered full-time. Full-time employees are those who are not in a temporary or introductory status, and who are regularly scheduled to work EVA's full-time schedule. Generally, full-time employees are eligible for EVA's benefit package, subject to the terms, conditions, and limitations of each benefit program.

Part-Time Employee

An individual who is employed at least 20, but less than 30 hours per week, is considered part-time. Part-time employees are those who are not assigned to a temporary or introductory status, and who are regularly scheduled to work every day at a fixed part-time schedule. Part-time employees receive legally mandated benefits but, except as may be required by federal or state law, are ineligible for EVA's benefit programs. Subject to state law, employees working 30 hours per week or more (whether part-time or full-time) may be eligible for the healthcare benefit plan offered to full-time employees.

Temporary Employee

Temporary employees are individuals hired as interim replacements to temporarily supplement the work force, such as substitutes, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Temporary employees retain that status unless and until notified of a change. Employment of temporary employees beyond an initially anticipated period or past completion of a specific project does not change at-will employment status. All legally mandated benefits are provided to temporary employees.

Workweek and Work Hours for Purposes of FLSA

The EVA workweek begins on Monday at 12:00 a.m. and ends on Sunday at 11:59 p.m. Scheduled work hours and days may vary according to service requirements and employment classification.

Support employees will be notified of their required duty days, holidays, and hours of work for their position by their supervisor.

Salaries, Wages, and Stipends

Employees are paid in accordance with administrative guidelines and an established pay structure/salary scales. EVA's pay plans may be reviewed by the EVA Governing Board each year and adjusted as needed.

Minimum Wage and Overtime

Employees not exempt under the Fair Labor Standards Act are eligible for overtime under the conditions specified in the FLSA. Under no circumstances should a non-exempt employee work "off the clock" or outside of the employee's approved work schedule.

Advance written approval from the Principal is required for any overtime work. Exceptions are granted for advanced approval if the overtime is in support of unforeseeable or emergency circumstances and approval is obtained within one working day of the event.

EVA does not offer compensatory time, but may reduce work hours in a workweek such that actual work time during the workweek does not exceed 40 hours.

Wage Discrimination

EVA prohibits and will not tolerate wage discrimination on the basis of sex. EVA will comply with the mandates of the Equal Pay Act.

Retaliation against those who oppose wage discrimination on the basis of sex or otherwise engage in protected activity is prohibited and will not be tolerated. This prohibition includes retaliation against a person who reports what they believe to be wage discrimination and for any witnesses involved in the investigation. EVA will promptly investigate any allegation of retaliation. EVA will comply with the anti-retaliation mandates of the Equal Pay Act and Title VII.

Employees may complain about wage discrimination on the basis of sex pursuant to the terms of the EVA Grievance Policy.

EVA will promptly and fairly investigate allegations of wage discrimination on the basis of sex. If unlawful action has occurred, appropriate corrective action will be taken. Any EVA employee who engages in prohibited discrimination shall be subject to disciplinary action, up to and including immediate termination.

Payroll

EVA pays all exempt and nonexempt employees on a monthly basis, with paychecks issued no later than the last work day of the month. Payroll dates are provided annually as posted on the staff internal calendar. All employees are expected to use direct deposit. There can be a 24 to 48 hour window of time depending on the bank prior to your direct deposit becoming available. First and last payroll may be a hard check, but all other payrolls must be direct deposit.

2026-27 Payroll Dates

The payroll dates for the 2026-2027 school year are scheduled for the 3rd Thursday of each month, except when the third Thursday is a bank holiday and then deposits will be made the next banking day. Because banks post deposits at different times, your check may post the date listed below, one day before, or the day after. All

payments must be direct deposit except for the first and last check of employment which may be a hard check, delivered on your last day of employment or the next regular payroll day.

The pay dates for 2026-27 are as follows: July 16, August 20, September 17, October 15, November 19, December 17, January 21, February 18, March 18, April 15, May 20, and June 17.

Annualized Compensation

EVA pays all exempt employees over a 12-month period, depending on the position and regardless of the number of months employed during the school year. Salaries will be prorated based on the start date of the employee. Exempt employees will be paid in equal monthly payments, beginning with the first pay period of the school year after the employee reports to work. Exempt employees who separate after the last day of instruction will continue to receive paychecks through the end of the summer.

EVA pays all non-exempt employees an "annualized salary" over a 12-month period. By paying an annualized salary, employees are able to receive regular income each month, including those times when school is not in session and when employees are not asked to perform any work. Annualized compensation also allows EVA to deduct any premiums for benefits from an employee's monthly earnings even during summer months, which is an added convenience.

Lost/Stolen Paychecks

Lost or stolen paychecks must be reported to the HR/Office Manager and Book Keeper and Federal Grants Facilitator immediately. The Payroll Services Provider will issue a stop payment on the lost or stolen check. Only after receiving confirmation from the school's financial institution that a check has been stopped will a new check be issued.

Phishing Scams

Follow all warnings and safety protocols to avoid phishing scams. In the circumstance where you believe you have made an error, please report to the Principal or designee immediately.

Unclaimed Paychecks

If an employee fails to pick up a paycheck, the employee's supervisor will immediately return the paycheck to the Payroll Services Provider. The HR/Office Manager and Book Keeper and Federal Grants Facilitator or the Payroll Services Provider will attempt to contact the employee to forward payment. In the event the employee does not collect the check within 90 calendar days, the paycheck will be canceled, but the wages will still be recorded. The employee will be required to present proper identification to EVA before the check will be reissued. In the event that the unclaimed paycheck is not claimed for a period of one year from its date of issuance, the paycheck "escheats" to the State of North Carolina pursuant to the North Carolina Property Code. After such time, the employee will need to contact the Unclaimed Property Division of the North Carolina State Comptroller's Office for instructions on retrieving deposited wages.

Administrative Pay Corrections

In the event of an error in payment, the employee must contact the HR/Office Manager and Book Keeper

and Federal Grants Facilitator as soon as possible. TheHR/Office Manager and Book Keeper and Federal Grants Facilitator will then contact the Payroll Services Provider and send the necessary paperwork to correct the matter. When the Payroll Services Provider receives the correction, a determination will be made as to how the error is to be corrected – either through a manually created paycheck or in the individual's subsequent paycheck. Any questions concerning how or when corrections will be made should be directed to the HR/Office Manager and Book Keeper and Federal Grants Facilitator or Principal.

Employee Advances

It is against EVA policy to issue payroll advances to employees.

Deductions From Pay

EVA will deduct from an employee's paycheck that which is allowable under state and federal law. Generally, optional deductions, if any, may only be made from pay as long as the resulting wage does not fall below the FLSA minimum wage.

All optional deductions from an employee's paycheck must be approved by the employee in writing.

Deductions Required by Law
The following deductions are required by law and are withheld from every paycheck; no written authorization is required:

- Federal Income Tax Withholding (based on IRS Form W-4)
- Medicare
- Social Security (for non-TRS eligible employees only)

Social Security/Medicare Taxes
The amounts withheld are based upon a tax rate set by law and are applied up to a certain specified amount of annual earnings. EVA is liable for an amount equal to the amount of tax paid by the employee at the time the wages are paid.

Federal Withholding Income Tax
Federal income tax will be withheld from each employee's paycheck. The amount is shown on the paycheck stub under the heading "Federal Withholding." The Internal Revenue Service (IRS) requires that deductions be made based on an employee's gross earnings in accordance with established withholding tax tables in effect at the time of withholding. The classification used to determine the amount of tax withheld is taken from the Employee's Withholding Allowance Certificate (Form W-4). The withheld tax is forwarded to the IRS, and the employee is given credit toward payment of their individual income tax.

Wage Garnishments

An involuntary assignment of wages – also called a garnishment – requires that EVA deduct certain amounts from an employee's wages in order to repay the employee's debts, such as child support and court-ordered wage garnishments. EVA will make such deduction from an employee's paycheck upon receipt of official notice and/or paperwork from a court or governing body.

Other garnishments for damaged or lost school equipment, contracted housing expenses for school property not paid to the school, such as rent and utilities.

Exemption From Withholding

If an employee wishes to claim an exemption from withholding he or she must fill out the qualifying section of the W-4 form. If the HR/Office Manager or the Payroll Services Provider determines that the employee does not qualify for an exemption based upon the qualifying statement in the W-4, exemption status may be denied.

Change in Withholding Status

Employees must file a revised W-4 form in order to change withholding status. The Payroll Services Provider will not make changes in an employee's withholding status based upon a verbal or email request. Please note that in accordance with IRS guidelines, if marital status is not checked, the default Single will be entered and if allowances are not completed, the default zero (0) will be entered.

Wage and Tax Statements

All employees will receive a Wage and Tax Statement (Form W-2) from EVA showing their annual earnings and the amounts deducted for Social Security, Medicare, and federal income taxes. Additional earnings and deductions that may be included, if applicable, are social security, allocated tips, advance earned income credit, and dependent care benefits. W-2 forms will be prepared by the Payroll Services Provider and distributed on or before January 31st of each year.

Health Insurance

Health insurance coverage is available to all eligible EVA employees. EVA's contribution to employee insurance premiums is determined annually through the school's annual budget. An employee may pay a group rate to add his or her spouse, children, or other eligible family members to an insurance policy. Once all paperwork is turned in and online accounts are set up by the employee, insurance will be effective by the first day of the next month. Employees have 30 days to complete insurance from their start date.

Supplemental Insurance Benefits

In addition to the Life and basic Short Term Disability Insurance provided to eligible employees by EVA, employees may also at their own expense, enroll in supplemental insurance programs for Dental, Vision, Short Term and/or Longer Term Disability, Group Life, Cancer, and Accidental Death and Dismemberment insurance benefits. Employees are responsible for all premium payments for supplemental insurance benefits. Questions regarding optional supplemental benefit programs should be directed to the HR/Office Manager. Employees have 30 days to complete insurance from their start date.

COBRA Coverage

In accordance with the Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA"), EVA will offer continuation coverage under any group health insurance plan established after July 1, 1986, to the following qualified beneficiaries for the stated period of time:

- To the employee for 18 months after a termination (other than for gross misconduct) or reduction in hours. An employee providing notice of being disabled under Title II or XVI of the Social Security Act before the end of the initial 18 months of coverage shall be offered up to 29 months of continuation coverage

- To dependents of the covered employee for 36 months after the employee becomes eligible for Medicare benefits
- To dependents of the covered employee for 36 months after the employee's death or the divorce or legal separation of the employee from a spouse
- To a dependent child for 36 months after the child ceases to be a dependent under the terms of the plan

Employees and dependents that are covered by the group health plan at the time of the qualifying event are eligible to continue coverage. If a qualifying event is either: (a) the divorce of an employee; or (b) a child becoming ineligible for coverage, the eligible participants must notify the HR/Office Manager or Payroll Services Provider in writing. The Benefits or Payroll Services Provider will then give written notice to the participants of the continuation option. If the qualifying event is the employee's death, Medicare eligibility, or termination of employment (or reduction of hours), the Benefits or Payroll Services Provider will give written notice to the participants of the continuation option.

Eligible participants have 60 days to give written notice to the Benefits or Payroll Services Provider of a desire to continue coverage. The election must specify names of covered individuals and the reason for and the date of the qualifying event.

As long as the premium is paid on a timely basis, the participants' coverage will continue unless:

- The benefit time period expires
- A continued participant has coverage under any other group health plan, which does not contain an exclusion for any preexisting condition of the participant
- Coverage ceases for failure to pay the premium
- A continued participant becomes entitled to Medicare benefits
- EVA no longer provides group health coverage for its employees

Benefits for continued participants will be the same as those for active employees. Rates will be based upon the rates for active employees, without EVA's contribution. If EVA changes benefits or rates, the continued participants will receive the new benefits and a new rate.

A service fee of 2% of the premium may be added to the premium and is payable by the continued participant to EVA on a monthly basis. An extra premium of 50% may be added for participants who extend coverage from 18 to 29 months. The participant is responsible for the premium payment.

Workers' Compensation Benefits

In accordance with state law, EVA provides workers' compensation benefits to employees who suffer a work-related illness or personal injury due to accidents arising out of their employment with EVA. These benefits are paid for entirely by EVA and help pay for medical treatment and make up for part of the income lost while recovering. All work-related illnesses, accidents, or injuries should be reported immediately to the appropriate supervisor and the Principal or designee.

Employees who suffer a work-related injury or illness, and who must be off work due to such injury or illness, will be governed by applicable provisions of the Workers' Compensation Act (the "WCA") and the Family and Medical Leave Act (the "FMLA") federal regulations.

An employee receiving workers' compensation wage benefits may elect to receive accrued paid leave

benefits, whether or not such employee is on family and medical leave. If such an election is made by the employee, EVA will pay the difference between the weekly income benefit received under workers' compensation, and the employee's regular weekly compensation, and will charge leave proportionately.

An employee whose accumulated leave is exhausted prior to or during an absence for a work-related injury or illness will be placed on an unpaid leave of absence. Except while on family and medical leave, the employee will be responsible for full payment, in advance, of all premiums for insurance benefits during such leave of absence.

Upon release from workers' compensation for regular or accommodated duty, the employee must submit a written request for reinstatement of employment. The request must be accompanied by a physician's statement certifying the employee's fitness to return to work. If the release is for an accommodated-duty position, the return to work will be coordinated by the Benefits or Payroll Services Provider.

Except as required under the temporary disability law, an employee released from workers' compensation will be considered for a position for which the employee is qualified, provided such a position is available. If no position for which the employee is qualified is available at the time the employee requests reinstatement, the employee will be considered for a subsequent vacancy. Failure of an employee to report to EVA upon release from workers' compensation leave within three days, or refusal to accept an offered position, will constitute resignation.

Mandatory Requirements
Workers' Compensation Insurance covers all employees during the time they are on the job:

- Covered injuries and illnesses may be physical or mental and specific or cumulative
- An injury is considered job-related when it arises out of and in the course and scope of employment
- The activity that caused the injury must also be an activity that is in the course and scope of employment

Denial of Workers' Compensation Insurance Benefits
Except as otherwise required by state law, injuries not covered by Workers' Compensation Insurance include those where the employee:

- Was intoxicated on alcohol or drugs
- Was in the process of committing a felony (and has been convicted)
- Was participating in a social or recreational activity off-duty that was not directly related to his or her work
- Was commuting to or from work unless doing so under the direct control/orders of EVA on EVA - related business
- Caused the injury intentionally, or committed suicide
- .Was "horsing around" or fighting on the job
- Violated an EVA safety policy or procedure

If EVA denies a Workers' Compensation Insurance claim:

- The employee may contest the decision in accordance with the provisions of the Workers' Compensation laws of the State of North Carolina

- All costs incurred by the employee in contesting a denial of the claim will be the sole responsibility of the employee. EVA is not obligated to make any commitments or statements pertaining to its liability concerning an employee's injury or illness

Reporting Requirements
Any employee suffering an injury or illness that is work related is responsible for immediately reporting that illness or injury – no matter how minor – to the Principal and/or HR/Office Manager. The employee should not attempt to make any medical decisions on his or her own.

The Principal and/or supervisor will assist the individual immediately to obtain all the details of the incident and the identities and contact information of any witnesses, if necessary.

All appropriate incident forms must be completed and submitted to EVA's insurance carrier within 24 hours of the incident. Additionally, in the event of an accident, the employee may be required to participate in a post-accident drug and alcohol test within 24 hours of the accident.

Employees desiring information about EVA's position on the Workers' Compensation Insurance claim will be informed only that EVA and/or its insurance carrier is conducting an investigation. All questions and claims regarding workers' compensation should be referred to the HR/Office Manager. An employee receiving workers' compensation wage benefits will be placed on FMLA leave, if applicable.

Request for Leave
Any employee whose job-related injury or illness will prevent him or her from reporting to work within one week following the initial incident should contact the Principal or HR/Office Manager during the first week of the absence. Workers' Compensation Insurance leave may be granted for situations in which there is a physician's written statement indicating that a leave of absence is required.

The physician's statement must provide adequate details, acceptable to EVA, regarding the nature of the injury and any physical limitations, as well as disability and the anticipated length of absence from work. EVA may, at its discretion, require another medical opinion by a physician appointed at EVA's expense. EVA also reserves the right to select the physician to examine and treat the injury or illness, to seek additional medical opinions, and to deny benefits where there is insufficient evidence that the illness/injury arose out of or occurred in the course of employment.

If a leave of absence is needed in the case of a legitimate Workers' Compensation Insurance injury or illness, the employee will be paid according to the state schedule, and will remain on leave until released by a physician's statement.

Fraudulent Claims for Workers' Compensation
Filing a false or fraudulent claim is a violation of law and EVA policy, and can result in disciplinary employment actions, including termination of employment.

Return to Work Policy
Upon expiration of a Workers' Compensation absence, and prior to returning to work, the employee must obtain a physician's release and provide it to the HR/Office Manager or the employee's supervisor.

Potential employment following such Workers' Compensation absence will be determined based on the type of leave for which the employee qualifies. All employees qualifying for leave under the FMLA or

USERRA will be placed in a like or comparable position upon their release to return to work or as otherwise required by law. Employees returning within the Extended Leave period, defined below, may return to a previously vacated position, at EVA's discretion and subject to availability, upon release to return to work. If the position is unavailable, the employee may be assigned to a substantially similar position or another suitable position for which the employee is qualified, subject to availability. If no position is available, the employee's name may be placed on the substitute roster, if any, and the employee may be considered for a subsequent vacancy along with other applicants. Employees exceeding the 30-day Extended Leave period will have been considered to have resigned and/or separated from employment due to unavailability to work, but will be able to reapply for any vacancies, subject to qualifications and availability of job openings. All employment agreements are for one academic school year. When the employment agreement expires according to the academic calendar and the employee's Employment Agreement, the position is no longer available for the employee to return to. The employee may apply for open positions for the next academic year if eligible for employment.

Extended Leave and Absence Control Policy

"Extended Leave" is defined as any non-FMLA or non-Uniformed Services Employment and Reemployment Rights Act (USERRA) leave of absence, taken after any and all accrued personal, sick or vacation leave, if any, has been exhausted, regardless of reason, between one and 30 calendar days in length. This includes a leave of absence while on Workers' Compensation. Employees on Extended Leave remain at-will and may return to work, at EVA's discretion and subject to availability, and subject to applicable state and federal law. Such employees may be placed in the job position vacated, in a substantially similar position or another suitable position for which the employee is qualified, if any is available. Following the maximum 30 calendar days of Extended Leave, unless the employee's absence falls under the protection of the FMLA, USERRA or other state or federal law, an employee will have been considered to have resigned and/or separated from employment due to unavailability for work. Any employee so separated will be eligible for rehire, and will be able to apply for any vacancies that may exist at any given time, depending upon qualifications and availability of job openings.

Early Return to Work Program

EVA is committed to providing a safe workplace for its employees. Preventing workplace injury is our primary goal. If an Employment Related Injury, as hereinafter defined, should occur, EVA's policy is to provide opportunities for every employee to remain at work or to return to work as soon as medically possible following such an injury by providing temporary transitional work assignments. This provision does not replace or modify any employee rights under the FMLA or Americans with Disabilities Act (ADA) or other federal or state law.

EVA's Early Return to Work (RTW) program will provide transitional work for employees who are restricted from performing some or all of their regular duties for a temporary period due to an Employment Related Injury. The RTW program applies to all EVA employees. The goals of the program are to:

- Create positive workplace morale through communication and support for the injured worker
- Minimize the potential for re-injury or permanent disability
- Reduce medical and disability costs
- Increase productivity by decreasing lost work time.

Early Return to Work Qualifying Terms and Definitions

- The employee must have a temporary disability due to an "Employment Related Injury" which is defined as an injury or occupational disease, which arises out of the course and scope of employment and is a compensable injury or illness
- "Physician" means a doctor of medicine, osteopathic medicine, optometry, dentistry, podiatry, or chiropractic who is licensed and authorized to practice as defined in the North Carolina code
- "RTW" is a temporary Modified Duty position to which an employee is assigned when he or she is unable to return to his or her regular position following an Employment Related Injury. The RTW position temporarily addresses the restrictions placed on an individual by the employee's treating Physician. The employee will receive their regular pay during the Early Return to Work period. RTW Eligibility: To be eligible for participation in the RTW Program, an employee must provide a written statement (Form TWCC-73) from his or her treating physician that he or she is: (1) temporarily unable to perform his or her essential duties, following an employment related injury or illness; and (2) capable of carrying out work of a lighter or modified nature from his or her regular duties and is expected to return to his or her regular duties within 90 calendar days

Early Return to Work Procedure
Once notified of an on-the-job injury or illness, the Principal, supervisor or designee must complete a First Report of Injury (TWCC-1) for Workers' Compensation and inform the employee in writing of the Return to Work Program. The employee must be seen and evaluated by his or her physician to determine if the employee is able to return to work, and if so, with or without restrictions. At the time of the evaluation, the employee must inform the physician of the Return to Work Program, and provide him or her with a copy of the employee's regular job description that identifies the essential functions of the job and its requirements.

When the employee is able to return to work with restrictions, the employee's physician must complete the TWCC 73 Work Status Report, indicating the specific restrictions, and the duration of those restrictions. Clarification regarding temporary restrictions may be requested of the treating physician.

Appropriate school officials will determine if a temporary RTW assignment can be offered. It should be understood that there may be instances in which EVA will not be able to offer a RTW assignment. All RTW notices are to be forwarded to the HR/Office Manager. RTW placement will be based on the following criteria, if possible:

- Employees with no restrictions and a valid medical release/TWCC-73 will be returned to regular duty status
- Employees with a valid medical release/TWCC-73, which indicates physical limitations, may be placed on regular duty status if those limitations do not impede the employee's ability to perform their regular work
- Employees with a valid medical release/TWCC-73, which indicates physical limitations that would prevent the employee from performing their regular duties, may be placed in other work assignments, if accommodations can be made

If the employee has been approved to participate in the RTW Program, he or she will be provided with a RTW (Modified Duty) job offer letter. This letter will include:

- The position offered
- The location and duties of the position offered

- The schedule of the position offered
- The duration of the temporary work assignment
- A statement that the school/department will only assign a position/duties consistent with the employee's knowledge and skills, and will provide training if necessary
- A statement acknowledging that the employer is knowledgeable about and will abide by the limitations under which the treating physician has authorized the return to work

Refusal of Return to Work Offer
An employee may choose to accept or refuse the RTW (Modified Duty) job offer. However, an employee who refuses a Modified Duty job offer is subject to termination. Rejection of the job offer might also result in cancellation of income benefits under Workers' Compensation Insurance.

Duration of Early Return to Work Assignment
RTW assignments are temporary in nature. All job accommodations will cease when an employee receives a valid release for regular duties from his or her Physician. A RTW with Modified Duty offer will be extended for an initial period not to exceed 90 calendar days. The duration of approved time will be based upon the information provided by the employee's physician. If the employee is unable to return to work at full duty after the initial approved time, he or she may request a continuation of RTW Modified Duty not to exceed a total of 90 calendar days in a Modified Duty capacity.

An employee requesting an extension of Modified Duty, beyond the originally approved amount of time in the RTW with Modified Duty offer letter, must submit documentation to the HR/Office Manager from his or her treating physician. This document should include what limitations continue to exist, and the probable duration of those limitations.

If an employee is unable to return to work at full duty after 90 calendar days, he or she may request a continuation of Modified Duty not to exceed a total of 180 calendar days in a Modified Duty capacity. Approval beyond 90 calendar days will be based upon the assessment of the employee's ability to return to full duty within the immediate future. An employee requesting an extension beyond 90 calendar days must submit updated information from his or her treating Physician.

An employee who is unable to return to his or her regularly assigned duties at the end of the RTW Modified Duty agreement may elect to terminate his or her employment with EVA. Provided the employee has exhausted any entitlements under the FMLA, an employee who is unable to return to work at the end of the RTW Modified Duty agreement may be terminated in accordance with the "Extended Leave and Absence Control" section of this handbook.

If the employee believes that the condition is a qualifying disability and that he or she is a qualified individual with a disability under the ADA, he or she may request and pursue accommodations under the ADA.

Unemployment Compensation Insurance

EVA employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits under the North Carolina Employment Act. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have an at-will agreement or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the HR/Office Manager.

Teacher Retirement

As the State Retirement System mandates a rate of combined contributions from the employer and employee that will be more than 23%, EVA does not consider joining the State Retirement System as a wise financial choice for either employees or the school. Instead, taking advantage of the flexibility available to charter schools, EVA will offer all full-time employees a private 401k or 403b retirement plan with a match up to 4% to be determined annually by the Board of Directors and as funding is available. There is no vesting requirement in the EVA optional retirement plan. With the 403b retirement plan you will speak directly to Equitable to set up and do paperwork, you will also contact them about any questions you may have about your set up, portal, and contributions. Employees must sign up within the first 30 days of employment and before October 1 of the school year. Employees hired after October 1 of the school year are not eligible for the employer match retirement program for that school year.

Scheduling and Attending Parent-Teacher Conferences

Parents are the first educators and must be treated with respect. Teachers are responsible for attending and conducting all Parent Open House Meetings unless an excused absence based on a medical excuse is approved in writing by the Principal. It is required that teachers invite parents in writing to one Parent/Teacher conference per semester. One "Evening Option" conference will be required prior to the end of the school year. This is to offer working families an opportunity to attend a conference to discuss their student's academic performance.

Individual parent conferences must be scheduled during non-instructional hours such as planning time, before or after school. Teachers are expected to call parents followed by a text or Class Dojo Message concerning students who are at risk of failing the first quarter grading period. These contacts should start by the 4th week of school and should not occur later than the 7th week of school. Teachers are expected to make documented positive phone calls and written communications to parents prior to the third week of school and throughout the year. Teachers are also expected to call parents and provide written invitations to invite parents to Parent Events such as Open Houses, Parent University, Academic Showcases, School Activities, and Performances. Homeroom teachers are required to identify one parent to serve as the Homeroom Parent. This information must be submitted in writing to the principal by the third week of the school year.

Timekeeping

Federal and state laws require EVA to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties. Employees are not to estimate future hours and include them on their time card, sign in book or time sheet.

Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. This work log should be recorded as it takes place, not several hours or days later. Overtime work must always be approved in writing by the Principal before it is performed. Exempt employees should accurately record time by signing in and out for safety, to ensure adequate student supervision and time and effort.

Employee Attendance

Supervisors are responsible for maintaining accurate attendance records for all employees under their supervision. Accurate attendance records are valuable and necessary tools for performance appraisal, discipline, overtime pay calculations and determination of salary continuation during absences.
The school has established the following policies for employee attendance:

1) Employees should arrive at work and be at their assigned duty station no later than their scheduled start time to maintain one's employment/position. All late arrivals must be approved by the Principal or supervisor prior to arrival. Employees must inform the Principal immediately by telephone/text.
2) All teachers are encouraged to have good attendance. Employees must call in AND text by 6:15 a.m. and personally notify the Principal (803-931-2055) if they will be absent or tardy, unless a verifiable emergency makes it impossible to do so. Notification by a friend, spouse, or other relative is not acceptable unless the employee is physically unable to make the notification personally. Teachers who will be absent should notify the HR/Office Manager and the Principal designee as soon as the need for absence is known in order to arrange a qualified substitute for the classroom. If the absence is identified after hours the teacher will notify the Principal and the Principal designee via text AND telephone (never email) regarding substitute arrangements as well as coverage of duty posts.

   Lesson Plans and information for substitute teachers should be updated and on the teacher's desk at all times in case of unplanned absences or unforeseen circumstances.
   Teachers must submit three days of emergency substitute lesson plans to the Coordinator of Accountability and Instruction by the end of their first working week and update the plans every quarter or within 24 hours after the teacher returns to school from an absence in which the emergency plans are used.
   Each teacher is required to have a substitute folder readily accessible containing the following:

   - Lesson plans
   - Alternative activities, if needed
   - Seating charts
   - Class rolls notating any allergies or special accommodations the Substitute needs to know
   - Discipline plan
   - Fire drill and disaster routes
   - Name and room number of a staff member to answer questions, as well as the names of helpful students
   - Special instructions unique to your location or subject area

3) Teachers needing to leave early must have permission from the Principal and fill out a request-to leave-early form. The form should be completed and placed in the Principal's mailbox at least 48 hours in advance, unless it is an emergency. Approved requests for leave are posted on the internal calendar.
4) Employees should remain at their duty stations unless the needs of the job require being elsewhere or as authorized by their supervisor, except during authorized breaks.
5) Employees should take only the time normally allowed for breaks as authorized by their supervisor.

6) Non-salaried/Non-exempt employees should leave promptly at the end of their scheduled workday, unless given prior written authorization from their supervisor to work past that time.
7) In addition to any time-clock or time-recording system EVA may implement, time keeping for Non-exempt employees must be done weekly and manually using EVA's approved time sheets provided by the HR/Office Manager. When you return to work from an absence, it is important to see the HR/Office Manager to sign an turn in any paperwork related to the absence.
8) Employees paid by federal funds must complete time and effort calendars as provided by the HR/Office Manager. Those employees will be notified in writing by the HR/Office Manager.

NOTE: It is the employee's responsibility to ensure that the school is notified in a timely manner so that a substitute can be scheduled. Text messages are not acceptable unless a text reply is immediately received by the employee. When an employee is absent, an absence/request form must be submitted to the HR/Office Manager for payroll purposes. Excessive tardiness will result in corrective action as stipulated for absences, up to and including the possibility of termination.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Absences

Failure of an employee to give the notification of absence to his or her supervisor in a timely manner for three or more consecutive workdays, unless prevented by circumstances beyond the employee's control, may be considered to be a voluntary resignation/job abandonment as of the last day worked in accordance with applicable federal and state laws.

Leaving the Classroom

Students must be supervised at all times – it only takes a second for something to happen. "Unstructured time = increased mis-behaviors." If it is necessary to leave the classroom, a teacher must notify the front desk receptionist, the HR/Office Manager, the Principal or another teacher immediately. It is the teacher's responsibility to ensure their class is supervised and covered at all times if he or she cannot be in a scheduled class for any period of time.

All employees must obtain authorization from the Principal or HR/Office Manager when leaving the school during scheduled work hours.

Imported and Exported Leave

EVA does not participate in any State Personnel Leave Program; therefore, accumulated state leave days from other North Carolina school districts cannot be transferred into EVA. Employees who leave EVA and request leave balance statements within five days of their last day of EVA employment will have the statements sent via email to the next employer. It is up to the employer whether they accept the days or not. Employees must follow established procedures for reporting and requesting any leave. See the HR/Office Manager to request the required form.

Paid Time Off

EVA offers Local Leave to employees for employee use at the beginning of each school year. An employee's maximum Local Leave is as follows:

Ten (10) month full time employees earn 1 day of leave per month of employment and may be advanced up to 3 days of leave with a physician's note verifying an illness that prevents the employee from reporting to work.

Twelve (12) month full time employees earn 1 day of leave per month. Vacation leave that may be provided to twelve month employees will be noted in the employment agreement.

At the end of each school year, earned unused leave days will not roll over. Instead, employees will be compensated as follows: (a) exempt employees can be paid $100.00 for any full day of unused local leave, pending board approval;
(a) non-exempt employees can be paid at their hourly-rate for eight (8) hours for each unused local leave day up to and not to exceed $100.00 per day, pending board approval.
Anticipated local leave may not be taken for more than three consecutive days, except in extenuating circumstances as determined by the Principal. Additionally, anticipated leave may not be taken under the following circumstances, absent extenuating circumstances as determined by the Principal:

- The day before a school holiday
- The day after a school holiday
- Days scheduled for end-of-semester or end-of-year exams
- Days scheduled for state assessments
- School-wide norm-referenced testing days
- Professional or staff development days
- Dragon Boat Event
- Dates marked on the internal calendar as a “Blackout Date.” (Staff members must review the internal calendar prior to making any requests for any indication that the date is blacked out due to school events like field-day or due to the maximum number of requests having been made for that date. Only exemption is emergent medical leave)

(b) Before taking anticipated leave, an employee must submit a written request to the Principal within 48 hours in advance of the anticipated absence. The effect of the employee’s absence on the educational program and the availability of substitutes are factors that will be considered before leave is granted. Anticipated local leave is granted on a first-come first-served basis.

Medical Certification

Any employee who is absent more than three days because of a personal or family illness must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and – in the case of personal illness – the employee’s fitness to return to work.

Forfeiture of Leave

Local leave does not accumulate or roll forward from year to year, and is forfeited upon resignation, retirement, or termination from employment. For retirement and resignation, the Board may consider paying the employee for a portion of unused leave pending the recommendation of the Principal for the best interests of the school for transition.

Military Leave

EVA is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is EVA's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in, or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights hereunder. If any employee believes that he or she has been subjected to discrimination in violation of this provision, the employee should immediately contact the HR/Office Manager.

Any EVA employee who is absent from employment due to voluntary or involuntary service in the uniformed services is entitled to certain rights and benefits under the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) if:

1. The employee (or an appropriate officer of the uniformed service in which the employee serves) has provided written or verbal notice of such military notice to the school (unless notice cannot be given because of military necessity or is unreasonable or impossible to provide)
2. The cumulative length of the absence and all previous absences from employment with the school does not exceed five years
3. The employee reports to or submits an application for reemployment to the school and applies with all other applicable requirements

Temporary (Two-Week) Military Leave
In addition to the rights and benefits provided to employees taking Extended Military Leave (as described in this handbook), eligible employees who must be absent from their job for a period of not more than 10 working days each year in order to participate in temporary military duty are entitled to as many as 10 days unpaid military leave. All benefits will continue during an employee's temporary military leave.

All Other (Extended) Military Leave
Employees directed to participate in extended military duties in the U. S. Armed Forces that exceed 10 working days will be placed on an unpaid military leave of absence status for a period of as long as five years, except as otherwise required by the Uniformed Services Employment and Reemployment Rights Act (USERRA), and will be entitled to the rights and benefits described below.

Procedures For All Military Leave
The employee, or an "appropriate officer" from the employee's military service branch, will provide the Principal with verbal or written notice that the employee will be engaging in military service, including, where feasible, a copy of the orders directing the military duty, unless the employee is prevented from doing so by military necessity. Employees are requested to make every effort to give notice of impending military service as far in advance as is practicable under the circumstances, and are strongly encouraged to provide notice at least 30 days prior to active military service, except where such notice is precluded by military necessity, or is otherwise impossible or unreasonable. Failure to provide advance notice may render the employee ineligible for the rights and benefits described in this handbook.

To request a temporary or extended military leave of absence the employee should, unless prevented from doing so by military necessity, notify the Principal, complete an Employee Change Notice (ECN) and submit the ECN form to the HR/Office Manager. The HR/Office Manager will review the ECN, collect any applicable insurance premiums from the employee, and process the employee's request.

An employee on temporary or extended military leave may elect, at his or her option, to use any accrued paid leave (vacation, sick or personal leave) available; the remainder of military leave will be unpaid.

When the employee intends to return to work, he or she must submit a timely application for reinstatement/reemployment to the HR/Office Manager within the application period set forth below. If the employee does not return to work following the conclusion of military leave, the Principal must notify the HR/Office Manager so that appropriate action may be taken. In such an event, the employee will be considered to have voluntarily resigned.

Continuation of Health Benefits
If an employee is absent from work due to military service, benefits will continue as follows:

- An employee on extended military leave may elect to continue group medical, dental, and vision insurance coverage for the employee and his or her covered dependents. If the employee is on military leave for a period not to exceed 31 days from the date the military leave of absence begins, the employee may continue coverage under the same terms and conditions, and must pay the premium normally paid by the employee. If the military leave exceeds the 31-day period, the employee and covered dependents can continue group health insurance for up to 24 months at 102% of the overall (both employer and employee) premium rate. COBRA coverage runs concurrently with USERRA coverage for up to 18 months
- If the employee does not elect to continue coverage while on military leave, or coverage terminates after a 24- month period, the employee and qualified dependents have the right to be reinstated in the EVA health plan when reemployed, generally without any waiting periods or exclusions (such as pre-existing condition exclusions) except for service-connected illnesses or injuries
- Employees do not accrue vacation, personal leave or sick leave while on military leave
- With respect to EVA's retirement plan, upon reemployment, employees who have taken military leave will be credited with the time spent in military service, and will be treated as not having incurred a break in service. Immediately upon reemployment, the employee may, at the employee's election, make any or all contributions that the employee would have been eligible to make had his or her employment not been interrupted by military service. Such contributions must be made within a period that begins with the employee's reemployment, and that is not greater in duration than three times the length of the employee's military service. Employees will receive all associated matches paid by EVA for such contributions

Reemployment
Upon an employee's prompt application for reemployment (as defined below), an employee will be reinstated to employment in the following manner depending upon the employee's period of military service:

- If the employee's period of military service was less than 91 days, he or she will be reemployed (a) in a position that the employee would have attained if employment had not been interrupted by military service; or (b) if found not qualified for such position after reasonable efforts by EVA, in the position in which the employee was employed prior to military service
- If the employee's period of military service was for 91 or more days and less than five years, he or she will be reemployed (a) in a position that the employee would have attained if employment had not been interrupted by military service or a position of like seniority, status and pay, the duties of which the employee is qualified to perform; or (b) if proved not qualified after reasonable efforts

by EVA, in the position the employee left, or a position of like seniority, status and pay, the duties of which the employee is qualified to perform

- Employee returning with a service-connected disability. If, after reasonable accommodation efforts by EVA, an employee with a service-connected disability is not qualified for employment in the position he or she would have attained or in the position that he or she left, the employee will be employed in (a) any other position of similar seniority, status and pay for which the employee is qualified or could become qualified with reasonable efforts by EVA; or (b) if no such position exists, in the nearest approximation consistent with the circumstances of the employee's situation

Application for Reinstatement/Reemployment

An employee who has engaged in military service must, in order to be entitled to the reemployment rights set forth above, submit an application for reinstatement according to the following schedule:

- If the employee's military service is less than 31 days (or for the purpose of taking an examination to determine fitness to perform service), the employee must report for reinstatement at the beginning of the first full regularly- scheduled working period on the first full calendar day following completion of service and the expiration of eight hours after a period allowing for safe transportation back to the employee's residence
- If the employee's military service is for 31 days or more but less than 180 days, the employee must submit an oral or written request for reinstatement with the HR/Office Manager no later than 14 days following the completion of service, except as otherwise provided by USERRA
- If the employee's military service is for more than180 days, the employee must submit an oral or written request for reinstatement with the HR/Office Manager no later than 90 days following the completion of service, except as otherwise provided by USERRA
- If the employee is hospitalized or convalescing from a service-connected illness or injury, the employee must submit an application for reinstatement with the HR/Office Manager based on the notification procedures determined by the length of service, after the time period required for the person's recovery, but the recovery period may generally not exceed two years. The two-year recuperation period begins on the date of completion of military service
- EVA's circumstances have so changed as to make reinstatement impossible or unreasonable
- The employee's employment prior to the military service was merely for a brief, non-recurrent period, and there was no reasonable expectation that such employment would have continued indefinitely or for a significant period.
- The employee is separated from uniformed service under other than honorable conditions – such as a dishonorable or bad conduct discharge

Benefits Upon Reinstatement

An employee reinstated following eligible military leave will receive seniority and rights and other benefits determined by seniority that the employee had at the beginning of the military leave, plus any additional seniority and rights and benefits the employee would have attained, with reasonable certainty, had he or she remained continuously employed.

In addition, an employee's time spent on active military duty will be counted toward eligibility for FMLA leave once the employee returns to his or her job with EVA.

Documentation

The Principal or Officer Manager will, upon the employee's reapplication for employment, request that the employee provide military discharge documentation that establishes the timeliness of the application for reinstatement and length and character of the employee's military service.

Service in State Military Services

EVA will not terminate the employment of a permanent employee who is a member of the state military forces of this state or any other state because the employee is ordered to authorized training or duty by proper authority. Such an employee is entitled to return to the same employment held when ordered to training or duty and shall not be subjected to loss of time, efficiency rating, vacation time, or any benefit or employment during or because of the absence.

Called to Duty

An employee who is a member of the state military forces that is ordered to active state duty by the governor or by other proper authority under the law of this state is entitled to the same benefits and protections provided to persons performing service in the uniformed services under USERRA and to persons in the military service of the United States under the Servicemembers Civil Relief Act under 50 App. U.S.C. 501-536, 560, and 580–594, as those laws existed on April 1, 2003.

Family and Medical Leave Act (FMLA)

EVA does not employ 50 or more employees so all employees are not eligible for FMLA, but some exceptions may apply.

The Family and Medical Leave Act (FMLA) provides employees who meet the eligibility criteria with unpaid leave for certain family and medical reasons during a 12-month period. During this leave, employees are entitled to continue group health plan coverage as if they had continued to work. At the conclusion of the leave, subject to some exceptions, employees generally have the right to return to the same or to an equivalent position, equivalent pay, benefits and working conditions.

Employment Eligibility Criteria

To be eligible for FMLA leave, an employee must have been employed:

- For at least 12 months (which need not be consecutive); and
- For at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave; and
- The employee must work at a worksite
    - With 50 or more employees; or
    - 50 or more employees are located within 75 miles of the worksite
    - For detailed information and to request forms, please contact the HR/Office Manager

Emergency Leave

Employees may be granted up to two days of emergency leave without loss of pay or accumulated local leave for destruction of their home or domicile flood, fire, or storm, or other natural disasters. Such leave is subject to the approval of the Principal. Any further leave granted will result in a deduction of the daily rate of pay or accumulated local leave, unless otherwise provided by EVA.

Bereavement Leave

School employees may be absent up to three excused days of unpaid leave or may use accumulated PTO for paid leave in the event of the death of one of the following relatives of the employee or his or her spouse: husband, wife, child (including a biological, adopted, stepchild, a child for whom the employee stands in loco parentis, or foster child), father, mother, brother, sister, grandfather, grandmother, grandchildren, or any person who may be residing in the employee's household at the time of illness or death. No more than five bereavement leave days will be used for this purpose in any one school year unless otherwise approved by the Principal.

Jury Duty and Other Court Appearances

Any employee selected for jury duty must notify his or her supervisor within 48 hours of the court's notice. The employee must also present documentation of jury service to his or her supervisor.

Employees will be paid while on leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding pertaining to school matters. Absences for court appearances related to an employee's personal business must be taken as local leave or leave without pay (if no local leave is available). Employees may be required to submit documentation of their need for leave for court appearances.

Religious Observances

An employee requesting to attend a religious observance on a regularly scheduled school day may use PTO if the employee has PTO available. In the event that all Personal Leave has been used, deductions from the employee's salary shall be made on the basis of the employee's daily rate of pay. Advance notice of 48 hours prior to an employee taking leave for a religious observance is required.

Employee Relations and Communications

Announcements

All written announcements to parents, schoolwide or to the community (with the exception of specific class newsletters using the school's provided template) must be approved by the Principal one day ahead of publication. Only announcements concerning school activities will be accepted. No correspondence of any kind should be sent school wide without the Principal's signature and approval. No notices should be posted in the school or on the school website or on social media without the Principal's approval.

Distribution of Non-School Materials

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by EVA, or by a EVA-affiliated school-support organization will not be sold, circulated, distributed, or posted on EVA premises by any employee, or by persons or groups not associated with EVA, except in accordance with this section. EVA will not be responsible for, nor will it endorse, the contents of any non-school literature distributed on any EVA premises. For purposes of this provision, "distribution" means the circulation of one or more copies of material from a source other than EVA.

Limitations on Content

Non-school literature will not be distributed on EVA property if:

- The materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience
- The materials endorse actions endangering the health or safety of students
- The materials promote the illegal use of drugs, alcohol, or other controlled substances
- The distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person
- The materials contain defamatory statements about public figures or others
- The materials advocate imminent lawless or disruptive action, and are likely to incite or produce such action

- The materials are hate literature or similar publications that scurrilously attack ethnic, religious, or racial groups or contain content aimed at creating hostility and violence; and the materials would materially and substantially interfere with school activities or the rights of others
- There is reasonable cause to believe that distribution of the non-school literature would result in material and substantial interference with school activities or the rights of others

Prior Review

All non-school materials intended for distribution on EVA premises will be submitted to the Principal or designee for prior review in accordance with the following:

- Materials will include the name of the person or organization sponsoring the distribution
- Using the standards found at Limitations on Content, the Principal will approve or reject submitted materials

Violations

Failure to comply with EVA requirements regarding distribution of non-school literature will result in appropriate administrative action, including but not limited to confiscation of nonconforming materials and/or suspension of use of EVA facilities. Law enforcement officials may be called when appropriate. Decisions made by the Administration may be appealed in accordance with the appropriate EVA complaint policy.

COMPLAINTS AND GRIEVANCES

EVA values the views and concerns of its employees, and encourages employees to express their views and workplace concerns through appropriate informal and formal processes.

Initially, the Board encourages employees to discuss their views and concerns through informal discussions and meetings with their Supervisors, the HR/Office Manager or the Principal.

Employees should attempt to address their concerns as soon as possible in order to allow for early resolution at the lowest possible administrative level, and to comply with the timelines set out in this formal Employee Grievance Policy.

The purpose of this Policy is to entertain employee views and to resolve employee complaints and workplace conflicts in an efficient and expeditious manner at the lowest possible administrative level. In using and applying the policy, all participants are expected to remain courteous and to adhere to the Code of Ethics and Standard Practices for North Carolina Educators.

Definitions

Days. For purposes of this Policy, “days” shall mean school business days. In calculating time lines under this Policy, the day a document is filed is “day zero” and all deadlines shall be determined by counting the following day as “day one.”

Complaint/Grievance. The terms “complaint” and “grievance” shall have the same meaning. A grievance under this Policy may include, but shall not be limited to, any of the following:

1. Grievances concerning an employee's wages, hours, or conditions of work
2. Notwithstanding Board Policies, specific allegations of unlawful discrimination in employment on the basis of sex (including allegations of sexual harassment and/or wage discrimination on the basis of sex), race, religion, national origin, age, or disability
3. Specific allegations of unlawful discrimination or retaliation on the basis of the employee's exercise of constitutional rights
4. Specific allegations of adverse employment action in retaliation for reporting a violation of law by a school employee, Trustee, or Officer to an appropriate authority

Grievance Rules

1. Neither the Board nor any school employee shall unlawfully retaliate against an employee for bringing a concern or complaint informally or through this Policy
2. Employees filing a formal grievance must utilize the school's Grievance Forms for the corresponding grievance level. Forms are available from the HR/Office Manager
3. In compliance with the Level One Grievance Form, a grievant must specify the harm alleged by each individual named, as well as the remedy for that harm the grievant seeks. For purposes of efficiency and expediency, the school's Grievance Forms must be completed in all parts. Any Grievance Form that is incomplete in a material way may be dismissed, but may be re-filed with all the required information if the re-filing is within the designated time for filing a complaint
4. An employee may not bring separate or serial grievances regarding the same event or action. Employee grievances addressing similar matters may be consolidated at the school's discretion
5. A grieving employee may be represented by an attorney or advocate at any Level
6. Unless modified by mutual consent, time limits shall be strictly followed
7. School grievance officials who fail to meet a time requirement shall be considered to have denied the grievance as effective the date of the missed deadline
8. Grievant shall present all reasonably available documents supporting their grievance at Level One
9. Charged with attempting to resolve each grievance at the lowest possible administrative level, grievance officials shall have the discretion to hold conferences, conduct interviews, conduct fact investigations, review relevant records and employ other means that will aid in their decision
10. Costs of a grievance shall be borne by the party incurring them.

Complaint Process

Informal Conferences. An employee may request an informal conference through the HR/Office Manager, or the Principal. If the employee is not satisfied with the results of the informal conference, the employee may (1) request a second informal conference with the supervisor or (2) submit a written grievance form pursuant to this Policy. Employees should make their concerns known as soon as possible, and attempt to reach an informal resolution prior to the expiration of 10 days from the time the employee knew or should have known of the event(s) giving rise to a complaint. (See Level One below.)

Formal Process. The formal complaint process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the Board, as outlined below. There are three levels.

Level One

Employees shall, within 10 days of the time the employee knew or should have known of the event(s) giving rise to a complaint, submit a formal grievance, in writing, to the HR/Office Manager or Principal using and completing the school Level One Grievance Form. The grievance must be specific, referencing any law or policy alleged to have been violated and/or the dissatisfaction raised by the employee. The grievance must specify a remedy or remedies requested. The school may, upon review of the grievance, require the grievant to begin the grievance process at Level Two. A decision by the school to require the grievant to file at Level Two tolls the timelines under this Policy, so that the number of days between the filing of the Level One Grievance and the decision of the school to require the Grievant to start at Level Two shall not be considered in determining the timeliness of a grievance.

The HR/Office Manager or the Principal, or other designee, shall serve as the Level One Grievance Official. Within 10 days of receipt of the written grievance, the Official will investigate the complaint and meet with the grieving employee and/or representative to consider the grievance. The Official will thereafter decide the grievance and provide a written Level One Grievance Decision to the employee on or before 10 days of their meeting.

Note: Employees alleging adverse employment action in retaliation for reporting a violation of law by a school employee, Trustee, or Officer may appeal directly from Level One to Level Four, bypassing Levels Two and Three.

Level Two

If the grievance is not resolved to the employee's satisfaction at Level One, if no written decision is received from the Level One Grievance Official within the time allotted, or the employee is directed to do so by the school, the employee may submit a written appeal to the Principal or HR/Office Manager (Level Two Grievance Official) using and completing the school Level Two Grievance Form. Unless otherwise provided by this Policy, the Level Two Grievance shall explain the employee's objections to the Level One Decision, if any, and shall be filed within 10 days of the employee's receipt of the written response of the Level One Official or, if no response was received, within 10 days of the deadline for receipt of a decision from the Level One Official. The Level Two record shall consist of the Level One Form and the Level One Decision, if available.

The Principal or the HR/Office Manager may, but need not, investigate the grievance. The Principal or the HR/Office Manager is not required to meet with the employee, and may employ other means for reaching a decision, but shall issue a Decision on or before 15 days of receipt of the Level Two Grievance.

Level Three

A grieving employee who is dissatisfied with the Level Two Decision, or is otherwise authorized to appeal to Level Three may submit a written appeal to the Governing Board using the Level Three Grievance Form. The Level Three Grievance shall explain the employee's objections to the Decision from the Level below and shall be filed within 10 days of the employee's receipt of the written response of the prior Level Official, or, if no response was received, within 10 days of the deadline for receipt of a decision from the prior Level Official. The Level Three grievance record shall consist of all previously submitted Grievance Forms and, if available, the Level One and Two Decisions.

The Governing Board shall then consider the grievance and may, at its discretion, require the appearance of the employee and administration. The Board may subsequently take action or no action. No action by the Board supports the Decision at the Level below. If the Board takes action it may make and communicate its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. Grievances involving the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the employee bringing the grievance, may be heard by the Trustees in closed meeting. Grievances involving a complaint or charge against another school employee, Trustee, or Officer shall be heard in closed meeting unless an open meeting is requested in writing by the employee, Trustee, or Officer against whom the complaint or charge is brought.

EMPLOYEE CONDUCT AND WELFARE

An effective educational program requires employees to exemplify integrity, high ideals, and human understanding. EVA expects all professional staff members to maintain high standards in their working relationships, and in the performance of their professional duties, by:

- Recognizing the basic dignity of all individuals
- Accurately representing their qualifications
- Exercising due care to protect the mental and physical safety of students, colleagues, and subordinates
- Maintain confidentiality; and
- Refraining from using his or her position or school property for partisan political or religious purposes

Additionally, all employees are expected to act with the highest ethical standards and are subject to the following ethical codes:

EVA Educator Code of Ethics

NOTE: The term "educator" as used in this section will apply to all EVA employees. All EVA employees must adhere to the EVA Educator Code of Ethics. Violations will result in disciplinary action up to and including termination.

The EVA educator will comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents and members of the community and will safeguard academic freedom. The EVA educator, in maintaining the dignity of the profession, will respect and obey the law, demonstrate personal integrity, and exemplify honesty. The EVA educator, in exemplifying ethical relations with colleagues, will extend

just and equitable treatment to all members of the profession. The EVA educator, in accepting a position of public trust, will measure success by the progress of each student toward realization of his or her potential as an effective citizen. The EVA educator, in fulfilling responsibilities in the community, will cooperate with parents and others to improve the public schools of the community.

Professional Conduct of Employees

- The educator will not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school or educational institution
- The educator will not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage
- The educator will not submit fraudulent requests for reimbursement, expenses, or pay
- The educator will not use institutional or professional privileges for personal or partisan advantage
- The educator will neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard will not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents, or other persons or organizations in recognition or appreciation of service
- The educator will not falsify records, or direct or coerce others to do so
- The educator will comply with state regulations, written school Board policies, and other state and federal laws
- The educator will apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications

- The educator will not make threats of violence against school employees, school Board members, students, or parents of students
- The educator will be of good moral character and be worthy to instruct or supervise the youth of this state
- The educator will not intentionally or knowingly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment
- The educator will refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants
- The educator will not consume alcoholic beverages on school property or during school activities when students are present

Ethical Conduct Toward Professional Colleagues:

- The educator will not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law
- The educator will not harm others by knowingly making false statements about a colleague or the school
- The educator will adhere to written school Board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel
- The educator will not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities
- The educator will not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation
- The educator will not use coercive means or promise of special treatment in order to influence professional decisions or colleagues
- The educator will not retaliate against any individual who has filed a complaint with the SBEC, or who provides information for a disciplinary investigation or proceeding

Ethical Conduct Toward Students:

- The educator will not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law
- The educator will not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor
- The educator will not intentionally, knowingly, or recklessly misrepresent facts regarding a student
- The educator will not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation
- The educator will not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor
- The educator will not solicit or engage in sexual conduct or a romantic relationship with a student or minor
- The educator will not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child, or knowingly allow any person under 21 years of age, unless the educator is a parent or guardian of that child, to consume alcohol or illegal/unauthorized drugs in the presence of the educator
- The educator will not share personal lunches with students. They will not order food for students if not for an entire classroom event for example, classroom pizza party
- The educator will maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard
- The educator will refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, e-mail, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the

communication is inappropriate include, but are not limited to:

- the nature, purpose, timing, and amount of the communication
- the subject matter of the communication
- whether the communication was made openly or the educator attempted to conceal the communication
- whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship
- whether the communication was sexually explicit; and whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student

Financial Ethics

EVA prohibits fraud and financial impropriety in the actions of its Board of Trustees, employees, vendors, contractors, consultants, volunteers, and others seeking or maintaining a business relationship with EVA.

Fraud and financial impropriety will include but not be limited to:

- Forgery or unauthorized alteration of any document or account belonging to EVA
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other EVA assets, including employee time
- Impropriety in the handling of money or reporting of EVA financial transactions
- Profiteering as a result of insider knowledge of EVA information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by EVA
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to EVA, except as otherwise permitted by law or EVA policy
- Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment
- Failure to provide financial records required by state or local entities
- Failure to disclose conflicts of interest as required by law or EVA policy
- Any other dishonest act regarding the finances of EVA

Any person who suspects fraud or financial impropriety in EVA will report the suspicions immediately to the HR/Office Manager, the Principal, the Governing Board Chair, or local law enforcement.

Reports of suspected fraud or financial impropriety will be treated as confidential to the extent permitted by law. Limited disclosure may be necessary to complete a full investigation or to comply with law. All employees involved in an investigation will be advised to keep information about the investigation confidential.

Neither the Board nor any EVA employee will unlawfully retaliate against a person who in good faith reports perceived fraud or financial impropriety.

If an employee is found to have committed fraud or financial impropriety, the Principal or designee will take or recommend appropriate disciplinary action, which may include termination of employment and, when circumstances warrant, the Board of Trustees, the Principal, or designee may refer matters to appropriate law enforcement or regulatory authorities.

Standards of Conduct

All employees are expected to work together in a cooperative spirit to serve the best interests of EVA and to be courteous to students, one another, and the public. In addition to the ethical standards outlined above, employees are expected to observe the following standards of conduct:

- Abuse of EVA's leave policy
- Alteration or falsification of school records, including grades, academic records, employee and/or student forms, or any other school information. Conduct in violation of any EVA policy or established expectation of performance
- Conducting personal business during business hours while on school property
- Corporal punishment of students
- Improper conduct toward students and other employees
- Incompetence or inefficiency in the performance of duties
- Insubordination, including the willful refusal to perform an assignment or to comply with a directive given by a supervisor. However, in the event a supervisor directs an employee to perform an illegal or immoral act/task, the employee should notify the next level of authority immediately
- Malicious gossip and/or spreading rumors; engaging in behavior designed to create discord and lack of harmony; interfering with fellow employee's job performance; willfully restricting work output or encouraging others to do the same
- Negligence or any careless action that endangers the life or safety of another person, or damages or destroys the property of EVA
- Possession, use, or being under the influence of alcohol or other intoxicants, illegal narcotics, or other controlled substances on school property or during any school function
- Sexual misconduct
- Threatening, intimidating, or coercing fellow employees on or off EVA premises, at any time, for any reason
- Unexcused absences from work
- Unprofessional job-related conduct
- Verbal and/or physical fighting on school premises or at any school related activities
- Wasting of EVA supplies or equipment
- Willfully or with gross negligence causing the destruction or damage of EVA property or the property of fellow employees, volunteers, suppliers or visitors, or students
- Recording by video or voice or taking pictures of students, staff or parents without the knowledge and consent of all parties present is strictly prohibited. Violation will lead to disciplinary action up to and including termination

The preceding list is not intended to limit the type of unacceptable employee behavior. Questions regarding EVA's expectations for employee conduct should be directed to the HR/Office Manager or Principal. Violations of these or any other standards of employee conduct may lead to immediate disciplinary action, up to and including termination of employment.

All EVA employees should perform their duties in accordance with state and federal law, EVA policies and procedures, and ethical standards.

Employee Discipline

EVA is intent on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision.

EVA's own best interest lies in ensuring fair treatment of all employees, and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with EVA is based on mutual consent and both the employee and EVA have the right to terminate employment at-will, with or without cause or advance notice, EVA may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps: (1) verbal warning, (2) written warning, (3) suspension with or without pay, or (4) termination of employment. The progression of these steps depends upon the severity of the problem and the number of occurrences. There may also be circumstances when one or more steps are bypassed.

EVA recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or in extreme situations, termination of employment, without going through the usual progressive discipline steps.

Drug-Free Workplace

EVA supports a drug-free workplace. Recognizing that a drug-free workplace is a safer and more productive place for our employees to work and for our students to be educated, EVA has adopted a Substance Abuse Prevention

Policy (the "Drug-Free Policy") that applies to all employees. Please read the Drug-Free Policy, or have it read to you, then sign the verification and consent form (contained at the end of this handbook) acknowledging that you understand it and have received a copy. Compliance with the Drug-Free Policy is a condition of continued employment with EVA. Your continued employment with EVA will evidence your agreement to comply with the terms and provisions of the Drug-Free Policy.

EVA prohibits the unlawful manufacture, possession, distribution, or use of controlled substances– including alcohol, illegal drugs, and inhalants–in the workplace. EVA will establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace. "Workplace" is defined to mean the site for performance of work done in connection with all assignments or duties of a person's employment with EVA. This includes any school building or any school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school- sponsored or school-approved activities; or any non-school property during any school-sponsored activity, event, or function, such as a field trip or athletic event where students are under the jurisdiction or supervision of the school.

Employees who violate this prohibition will be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs and/or termination from employment with EVA at EVA's sole discretion, and also includes referral to appropriate law enforcement officials for prosecution.

Possession of Dangerous Substances

Employees will not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours:

- Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, barbiturate or any "look-alike" substances
- Alcohol or any alcoholic beverage
- Any abuse-able glue, aerosol paint, or any other chemical substance for inhalation
- Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs
- Equipment and paraphernalia related to illegal drug or substance use

An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.

Exceptions

An employee who possesses, or dispenses a substance listed above as part of the employee's job responsibilities or who uses a drug authorized by a licensed physician prescribed for the employee's personal use will not be considered to have violated this policy. The drugs, both prescription and over-the-counter, are limited to one day's supply, or must be kept in the original container. When appropriate, EVA may determine, by consulting a medical doctor, if the drug or inhalant produces hazardous effects that may impair an employee's ability to work safely. EVA may check with prescribing physicians to see if other medications are available which would not impair the employee's ability to work safely.

Mandatory Conviction Notification

As a condition of employment, each employee will notify his or her supervisor of the employee's conviction of any criminal drug statute for a violation occurring in the workplace as defined above, or for any charge to which the employee enters a plea of guilty or nolo contendere and receives deferred adjudication. Such notification will be provided no later than five days after such conviction.

Within 30 calendar days of receiving notice from an employee of a conviction for any drug statute violation occurring in the workplace, EVA will either (1) take appropriate personnel action against the employee, up to and including termination of employment, or (2) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency.

Drug and Alcohol Testing

Random Drug Testing

EVA may conduct drug tests, without a warrant, and without individualized suspicion, when the test serves special governmental needs that outweigh the individual's privacy expectation. All employees, as a condition of continued employment, have an obligation to cooperate with any EVA investigation of drug or alcohol abuse in the workplace. Failure to cooperate in any such investigation will result in disciplinary action up to and including suspension and/or termination.

Enforcement
Because of the importance of maintaining a drug-free workplace, EVA will take the following steps to ensure that the Drug-Free Policy is being adhered to:

- If an employee is suspected of using or being under the influence of unauthorized drugs or alcohol during school hours, the Principal may request an immediate drug test by urine and/or blood for the employee. The request will be forwarded for approval to the Principal
- Employees who are involved in an on-the-job accident that requires medical treatment or that involves damage to any property may be required to submit to a drug test, or a blood alcohol test when required

Employee Responsibility
All fees or charges associated with drug/alcohol abuse counseling or rehabilitation will be the responsibility of the employee.

Department of Transportation (DOT) Testing Program
EVA has established an alcohol and controlled substances testing program to help prevent accidents and injuries resulting from the misuse of alcohol and controlled substances by the drivers of commercial motor vehicles, including school buses, or employees performing safety-sensitive functions, including but not limited to those involving potentially dangerous equipment or hazardous substances, in an environment or premises to which children have access. The primary purpose of the testing program is to prevent impaired employees from performing safety-sensitive functions.

The following conduct constitutes violation of EVA policy:
- Refusing to submit to a required test for alcohol or controlled substances
- Testing positive for alcohol, at a concentration of 0.04 or above, in a post-accident test
- Testing positive for any controlled substances in a post-accident test
- Testing positive for alcohol, at a concentration of 0.04 or above, in a random test
- Testing positive for controlled substances in a random test
- Testing positive for alcohol, at a concentration of 0.04 or above, in a required follow-up test
- Testing positive for controlled substances in a required follow-up test
- Testing positive for alcohol, at a concentration of 0.04 or above, in a reasonable suspicion test
- Testing positive for controlled substances in a reasonable suspicion test

A test is considered positive whether the employee knowingly or unknowingly used, ingested, or inhaled alcohol and/or a controlled substance.

Reasonable Suspicion Testing
The EVA Principal or designee will be specifically trained in accordance with federal regulations on how to recognize a “reasonable suspicion,” and may remove a driver from a safety-sensitive position and require testing for alcohol and/or controlled substances. The determination of reasonable suspicion will be based on specific observations of the appearance, behavior, speech, or body odors of the driver whose motor ability, emotional equilibrium, or mental acuity seems to be impaired. Such observations must take place just preceding, during, or just after the period of the workday that the driver is on duty.

The observations may include indication of the chronic and withdrawal effects of controlled substances.

Consequences of Positive Test Results
In addition to the consequences established by federal law, an EVA employee confirmed to have violated EVA's policy pertaining to alcohol or controlled substances will be subject to school-imposed discipline, as determined by the Principal. Such discipline may include any appropriate action from suspension without pay during the period of removal from safety-sensitive functions, up to and including termination of employment. Employees who test positive for drugs and/or alcohol use will be prohibited from performing job functions immediately and will be recommended for termination.

In cases where a driver is also employed in a non-driving capacity by EVA, disciplinary action imposed for violation of alcohol and controlled substances policies will apply to the employee's functions and duties that involve driving. Additionally, upon recommendation of the employee's supervisor, disciplinary measures up to and including termination of employment with EVA may be considered.

Consequences of Employee Refusal to Test
Any employee who refuses to submit to an alcohol/drug test without valid medical reason will be prohibited from performing job functions immediately, and will be recommended for termination.

An employee who does not produce an adequate sample (urine or breath) without a valid medical reason, or an employee who engages in conduct that obstructs the collection process will be prohibited from performing job functions immediately, and will be recommended for termination.

An employee who leaves the scene of an accident without a valid reason will be prohibited from performing job functions immediately and will be recommended for termination.

DWI Conviction

School bus drivers and drivers of EVA-owned vehicles who are convicted of a driving while intoxicated (DWI) offense while driving a school vehicle will be terminated. Other DWI convictions will subject employees to disciplinary action up to and including termination. This applies to conviction as a result of operating either a school-owned or personal vehicle.

Finding of Alcohol or Drug Use

Employees who are found to be in violation of EVA's drug-free workplace requirements will be recommended for termination, provided that such action is not required for an employee who voluntarily admits to alcohol use or

Illegal drug use prior to the initiation of any drug or alcohol test (except that in the case of an alcohol/drug-related accident, the self-referral must occur prior to the accident) and obtains counseling or rehabilitation and thereafter refrains from using alcohol or illegal drugs.

Tobacco Use

Smoking and the use of tobacco by employees is prohibited on all EVA-owned property, in EVA-owned vehicles, and while supervising students during school-related events.

This law does not allow for a concealed weapon in a school building, but rather, for a concealed gun to be carried on the body, under specific conditions, as outlined by NC Law SB 193.

North Carolina law prohibits employees, visitors, and students from bringing firearms, knives, clubs or other prohibited weapons onto school premises (*i.e.*, building or portion of a building) or any grounds or building where a school-sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of EVA's weapons policy should report it to their Supervisor or the Principal immediately. Any violation of this policy by an EVA employee can result in immediate termination.

Theft

Theft of property, whether from EVA or from a fellow employee, will not be tolerated. Employees must have the Principal's permission before removing any EVA-owned material, tools or other items, including damaged goods or scrap materials from EVA's premises. Any employee who violates this provision will be subject to disciplinary action, up to and including immediate discharge.

Workplace Searches and Video Surveillance

Searches

EVA reserves the right to conduct searches to monitor compliance with rules concerning safety of employees, security of company and individual property, drugs and alcohol, and possession of other prohibited items. *"Prohibited items"* include, without limitation, illegal drugs; alcoholic beverages; prescription drugs or medications not used or possessed in compliance with a current valid prescription; weapons; any items of obscene, harassing, demeaning, or violent nature; and any property in the possession or control of an employee who does not have authorization from the owner of such property to possess or control the property. *"Control"* means knowing where a particular item is, having placed an item where it is currently located, or having any influence over its continued placement. In addition to EVA's premises, EVA may search employees, their work areas, lockers, and other personal items such as bags, purses, briefcases, backpacks, lunch boxes, and other containers. In requesting a search, EVA is by no means accusing anyone of theft, some other crime, or any other variety of improper conduct.

There is no general or specific expectation of privacy in EVA's workplace, either on school premises, or while on duty. In general, employees should assume that what they do while on duty or on EVA's premises is not private. All employees and all of the areas listed above are subject to search at any time; if an employee uses a locker or other storage area at work, including a locking desk drawer or locking cabinet, EVA will either furnish the lock and keep a copy of the key or combination, or else allow the employee to furnish a personal lock, but the employee must give EVA a copy of the key or combination. The areas in question may be searched at any time, with or without the employee being present. As a general rule, with the exception of items relating to personal hygiene or health, no employee should ever bring anything to work or store anything at work that he or she would not be prepared to show and possibly turn over to EVA's officials and/or law enforcement authorities.

All EVA employees are subject to this policy. However, any given search may be restricted to one or more specific individuals, depending upon the situation. Searches may be done on a random basis or based upon reasonable suspicion. *"Reasonable suspicion"* means circumstances suggesting to a reasonable person that there is a possibility that one or more individuals may be in possession of a prohibited item as defined above. Any search under this policy will be done in a manner protecting employee privacy, confidentiality, and personal dignity to the greatest extent possible. EVA will respond severely to any unauthorized release of information concerning individual employees.

No employee will ever be physically forced to submit to a search. However, an employee who refuses to submit to a search request by EVA will face disciplinary action, up to and possibly including immediate termination of employment.

Video Surveillance
In order to promote the safety of EVA's employees, students, and visitors, as well as the security of its facilities, EVA may conduct video surveillance of any portion of its premises at any time. The only areas excepted from video surveillance are private areas of restrooms, showers, and dressing rooms.

Employee Acceptable Use

EVA's policies regarding the acceptable use of technology and the Internet, as well as the "Employee Acceptable Use Agreement," can be accessed at the main office of the school. All employees are expected to read, agree to and submit the "Employee Agreement Form for Technology Usage" form.

All technology provided by EVA is primarily intended for administrative and instructional purposes. Every user of EVA technology is responsible for respecting and protecting the rights of other users. Use of EVA's technology system is a privilege, not a right, and inappropriate use will result in cancellation of that privilege, disciplinary action (up to and including termination), and possible prosecution.

Computers
EVA's electronic communications systems, including its network and access to the Internet, are primarily for administrative and instructional purposes. Limited personal use of the system is permitted if the use:

1. Does not result in any direct cost paid with State funds, or if EVA's Charter Holder is reimbursed for any direct costs involved;
2. Does not relate to private commercial purposes; and
3. Involves only incidental amounts of employee time, comparable to reasonable coffee breaks during the day

Some employees are given access to the Internet to assist them in the performance of their jobs. Employees may only access the Internet through EVA's approved Internet firewall.

All EVA computer resources are school property, and any information located in or on computers and e-mail/voice mail systems is also school property and will be subject to inspection by EVA.

E-mail and Voice Mail Systems
All messages sent, received, composed and/or stored on these systems are the property of EVA. E-mail transmissions and other use of EVA's electronic communications systems are not confidential and can be monitored at any time to ensure appropriate use.

Confidentiality
Employees will not use a password, access a file, or retrieve any stored information unless authorized to do so. Employees may not attempt to gain access to another employee's files/messages.

Privacy
All files and messages on EVA computers are the property of EVA. They are not the property of any employee, even if created by an employee. Anything created on the computer or Internet may, and likely will be reviewed by others. If necessary, employees will take steps to help protect the security of documents. EVA has the right to monitor any and all aspects of its computer system, including, but not limited to, monitoring sites employees visit on the

Internet. Employees have no expectation of privacy in anything they create, store, send, or receive on their workplace computer, the EVA network, or Internet resources.

Restrictions

1. Employees are not allowed to use EVA computer resources for any reason other than official school business
2. Employees may not use e-mail or the Internet to send or receive materials, proprietary financial information, or other similar materials that violate copyright law
3. The e-mail system may not be used to create any offensive or disruptive messages. Among those which are considered offensive are any messages that contain sexual implications, racial or gender-specific slurs, or any other comment that offensively addresses an individual's age, sexual orientation, religious or political beliefs, national origin, disability, or anything that could be construed as harassment or disparaging of others
4. Employees should refrain from sending non-business related emails to other EVA employees or persons outside EVA
5. EVA is responsible for maintaining records of software licensing agreements for the school. In order to ensure compliance with copyright laws and software licensing agreements, and help prevent computer viruses from being transmitted through the system, employees are not permitted to install or download any software or content, such as music, videos, or non-work related "zipped" files onto the EVA computer system without prior approval from the school's Technology Coach
6. Unauthorized duplication of software, often referred to as "piracy," is a federal crime. Employees are not permitted to make, acquire, or use unauthorized copies of computer software

Employee Use of Social Media

While EVA encourages its employees to enjoy and make good use of their off-duty time, certain activities on the part of employees may become a concern if they have the effect of impairing the work of any employee or student; harassing, demeaning, or creating a hostile working or learning environment; disrupting the smooth and orderly flow of work within the school; or harming the goodwill and reputation of the school among its employees, students, or the community at large.

In the area of social media (print, broadcast, digital, and online services such as Facebook, LinkedIn, Instagram, and SnapChat, among others), employees may use such media in any way they choose so long as such use does not produce the adverse consequences noted above. The school has established the following guidelines for employee use of social media, both on and off duty:

1. If an employee publishes any personal information about the employee, another school employee, or the school in any public medium (print, broadcast, digital, or online) that:
    a. Has the potential effect of involving the employee, their coworkers, students, or the school in any kind of dispute or conflict with other employees or third parties;
    b. Interferes with the work of any employee or student;
    c. Creates a harassing, demeaning, or hostile working or learning environment;
    d. Disrupts the smooth and orderly flow of work within the office, or the educational process of the school;
    e. Harms the goodwill and reputation of the school among its students or in the community at large; or
    f. Tends to place in doubt the reliability, trustworthiness, or sound judgment of the person who is the subject of the information

The employee(s) responsible for such problems will be subject to disciplinary action, up to and potentially including termination of employment, depending upon the severity and/or repeat nature of the offense.

1. No school employee may use school equipment or facilities for furtherance of non-work-related activities or relationships without the express advance permission of the Principal
2. Employees who conduct themselves in such a way that their actions toward and relationships with each other interfere with or damage work relationships, disrupt the flow of work or the school's mission, or cause unfavorable publicity in the community should be concerned that their conduct may be inconsistent with one or more of the above guidelines. In such a situation, the employees involved should request guidance from the Principal or HR/Office Manager to discuss the possibility of a resolution that would avoid such problems. Depending upon the circumstances, failure to seek such guidance may be considered evidence of intent to conceal a violation of the policy and to hinder an investigation into the matter
3. Use of social media that involves any kind of criminal activity or harms the rights of others may result in criminal prosecution or civil liability to those harmed, or both
4. Employees may not use the school's computers, network, or other equipment to set up or update social network page(s)
5. Employees shall not use or display the school's logo or other material belonging to the school without express written consent
6. Employees remain subject to applicable state and federal laws, school regulations and policies, and the Code of Ethics and Standard Practices for North Carolina Educators, when using electronic media, regardless of whether the employee is using private or public equipment, on or off campus. The employee shall:
    a. Maintain the confidentiality of student records
    b. Maintain the confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law
    c. Maintain the confidentiality of school records, including staff evaluations and private email addresses
    d. Respect copyright law; and
    e. Refrain from harming others by knowingly making false statements about colleagues, students, or the school

Use of Electronic Media with Students

A certified or licensed employee, or any other employee designated in writing by the Principal may communicate through electronic media with students who are currently enrolled in the school. A certified or licensed employee means a person employed in a position requiring certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, the Principal, librarians, paraprofessionals, nurses, educational diagnosticians, and licensed therapists. The employee must comply with the provisions outlined below.

An employee is not subject to these provisions to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew; a student who is the child of an adult friend; a student who is a friend of the employee's child; or a member or participant in the same civic, social, recreational, or religious organization.

An employee who uses electronic media to communicate with students shall observe the following:

1. Only a teacher, coach or other employee who has an extracurricular duty may use text messaging with students, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility
2. Any photos or videos containing EVA students, staff or personnel documented related to school activities and events on teachers' personal devices should be uploaded to the indicated folder in the EVA shared drive within 72 hours and deleted from all staff personal devices
3. The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity
4. The employee shall not communicate directly with any student between the hours of 10:00 p.m. and 6:00 a.m.
5. The employee remains subject to applicable state and federal laws, school regulations and policies, and the Code of Ethics and Standard Practices for North Carolina Educators, including
6. Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records
7. The employee shall not solicit or engage in sexual conduct or a romantic relationship with a student
8. Upon request from the school, the employee shall provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any currently- enrolled student(s)
9. Upon written request from a parent or student, the employee shall discontinue communicating with the student through email, text messaging, instant messaging, or any other form of one-to-one communication

An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.

Recommendations for "Friending" Students

One of the hallmarks of social networks is the ability to "friend" others – creating a group of individuals that share interests and personal views. The school strongly discourages teachers from accepting invitations to "friend" students within social networking sites. When students gain access into a teacher's network of friends, the student-teacher dynamic is altered and results in providing more personal information than should be shared in an educational setting. Maintaining a professional relationship with students is important in helping to avoid the appearance of relationships that could cause bias or favoritism in the classroom.

For the protection of your professional reputation, the school recommends the following practices: "Friends" and "Friending":

1. Do not accept students as friends on personal social networking sites. Decline any student-initiated friend requests. Friend requests from former students who no longer attend the school or who have reached the age of 18 may be accepted
2. Do not initiate online friendships with students

If you wish to use networking protocols as part of the educational process, please work with school administrators and technology staff to identify and use a restricted, school-endorsed networking platform.

Content

1. Your on-line behavior should reflect the highest professional standards of honesty, respect, and consideration that are used in face-to-face communications
2. Do not post content that is defamatory or obscene. Exercise caution with regards to exaggeration, colorful language, obscenity, legal conclusions, and derogatory remarks or characterizations
3. Be mindful of copyright protections, and avoid posting proprietary materials without proper authorization
4. Do not discuss students or coworkers, or publicly criticize school policies or personnel
5. Do not post images that include students.

Security

1. Be cautious when installing external applications that work with the social networking site, e.g., calendar programs and games. These add-ons often pose security risks
2. Run updated malware protection to avoid infections of spyware and adware that may be placed on your computer.
3. Visit your profile's security and privacy settings. At a minimum, educators are encouraged to have all privacy settings set to "only friends." "Friends of friends" and "Networks and Friends" open your content to a large group of unknown individuals, and may place your privacy at risk

Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This section establishes only the framework within which EVA wishes to operate, and is guided by applicable state and federal law governing conflicts of interest and nepotism applicable to charter schools and nonprofit entities. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the HR/Office Manager for more information or questions about conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of EVA's business dealings. For purposes of this section, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the Principal, or an officer of EVA's Governing Board as soon as possible, the existence of any actual or potential conflict of interest, so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which EVA does business, but also when an employee or relative receives any benefit, including but not limited to kick- back, bribe, substantial gift, or special consideration, as a result of any transaction or business dealings involving EVA.

An employee with reason to believe that an actual conflict of interest exists must bring that concern to the attention of the Principal or the HR/Office Manager.

Conflict of Interest/Non-School Related Activities
Employees sponsoring non-school-related student travel or other activities in the summer or during vacation times will not take advantage of their access to students to advertise or promote student-focused activities. Employees must follow the same procedures as any other community member in advertising non-school-sponsored activities or events for profit or personal benefit.

Conflict of Interest/Outside Employment
An employee cannot engage in outside employment or activity for monetary gain that interferes with or detracts from the ability to function in his or her employment with EVA. Employees who wish to engage in outside employment must submit a written request to the Principal. Approval for outside employment will be determined by the Principal.

Conflict of Interest/Tutoring
Teachers are not allowed to privately tutor EVA students for pay, except during the summer months and so long as the tutoring does not occur on school property.

Gifts and Favors
A school director, administrator, or teacher who receives a commission or rebate on textbooks, electronic textbooks, instructional materials, or technological equipment used by the school may be committing a Class B misdemeanor criminal offense.

A school officer, administrator, or teacher who accepts a gift, favor, or service given to the person or to the school that could not be lawfully purchased with funds from the state funds, and that might reasonably tend to influence the person in the selection of a textbook, electronic textbook, instructional material, or technological equipment may be committing a Class B misdemeanor criminal offense.

Copyrighted Materials

Employees are expected to comply with the provisions of copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data, web material, and programs, etc.). Federal copyright law protects "original works of authorship fixed in any tangible medium of expression…" The types of works that are protected include but are not limited to:

- Literary works
- Musical works, including any lyrics
- Dramatic works, including any musical accompaniment
- Pantomimes and choreographic works
- Motion pictures and other audiovisual works
- Sound recording
- Architectural works

If employees use a protected work in an inappropriate manner, the action constitutes an "infringement" of the Copyright Act. Infringement is similar to theft, and there are both civil and criminal penalties for such action. Under what is called the Fair Use Doctrine, school employees may use portions of copyrighted works without the owner's permission if the use "serves a public purpose." Factors to be considered in determining fair use are found at http://www.copyright.gov/fls/fl102.html.

Non-Disclosure

The protection of confidential business information and trade secrets is vital to the interests and the success of EVA. Such confidential information includes, but is not limited to, the following examples:

- Curriculum systems
- Instructional programs
- Curriculum solutions
- Student course work
- Compensation data
- Computer processes
- Computer programs and codes
- New materials research
- Pending projects and proposals
- Proprietary production processes
- Research and development strategies
- Technological data
- Technological prototypes

An employee who improperly uses or discloses trade secrets or confidential business information belonging to EVA will be subject to disciplinary action, up to and including termination of employment and legal action, even if the employee does not actually benefit from the disclosed information. This does not include any disclosure of otherwise confidential business information or trade secrets in accordance with North Carolina Open Meeting Law or other applicable federal or state law.

Use of Personal Vehicles

EVA has a strict policy prohibiting any member of its staff from transporting a student in the employee's personal automobile, except in potentially life threatening or other emergency situations. The Principal may approve exceptions to this policy such as for a field trip, academic competition or other need to benefit the student(s).

Employees conducting EVA-related business in their personal vehicles must comply with all state laws related to vehicle insurance coverage requirements. If involved in an accident while on EVA -related business, personal vehicle insurance takes precedence. If applicable, Workers' Compensation Insurance covers only physical injuries to the employee.

Employees' Children

The school is intended to be a safe and professional environment at all times. Therefore, while on any EVA property, children of EVA employees should abide by the same guidelines as other students before, during, and after normal hours of operation. Additionally, EVA's employees are expected to monitor their children in such a way as to ensure minimal disruption to the work environment.

Solicitation and Distribution

Any solicitation of employees by salespersons or other employees on school property or the distribution of promotional or sales literature on school property is prohibited at all times. Commercial advertisements or sales for personal profit or non-school activities are prohibited.

Associations and Political Activities

EVA will not directly or indirectly encourage or discourage employees from participating in political affairs or require any employee to join any group, club, committee, organization, or association. Employees may join or refuse to join any professional association or organization.

An individual's employment will not be affected by membership or a decision not to be a member of any employee organization that exists for the purpose of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work. Use of school resources, including work time for political activities, is prohibited.

General Procedures

Workplace Safety and Occupational Safety and Health Administration (OSHA) Compliance

To assist in providing a safe and healthful work environment for employees, students, parents, and visitors, EVA has established a workplace safety program. This program is a top priority for EVA. Its success depends on the alertness and personal commitment of all.

EVA provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications. Employees are required to complete Vector Safety certificate training by the deadline established annually (usually by the first day that students report to school) and to provide proof of completion of assigned safety training modules to the HR/Office Manager.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the Principal or designee. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Principal. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

Hazard Communication Act

EVA is concerned about the safety of all employees, and therefore will perform the following duties in compliance with state and federal laws:

- Post and maintain workplace safety notices
- Provide an education and training program for employees using or handling hazardous chemicals under normal operating conditions or foreseeable emergencies
- Maintain the written hazard communication program and a record of each training session to employees, including the date, a roster of the employees who attend, the subjects covered in the training session, and the names of the instructors

- Compile and maintain a workplace chemical list that includes required information for each hazardous chemical normally present in the workplace or temporary workplace in excess of 55 gallons or 500 pounds, or as determined by the state for certain highly toxic or dangerous hazardous chemicals. The list will be readily available to employees and their representatives
- Update the list as necessary and maintain the list as required by law
- As required by law, label new or existing stocks of hazardous chemicals with the identity of the chemical and appropriate hazard warnings, if such stocks are not already appropriately labeled
- Maintain a legible copy of the most current manufacturer's Material Safety Data Sheets (MSDS) for each hazardous chemical; request such sheets from the manufacturer if not already provided or otherwise obtain a current MSDS; make such sheets readily available to employees or their representatives on request
- Provide employees with appropriate personal protective equipment

The Principal will notify employees who work in an EVA facility of any planned pest control treatment by both of the following methods:

- Posting the sign provided by the certified applicator or technician in an area of common access the employees are likely to check on a regular basis before each planned treatment
- Providing the official Structural Pest Control Service Consumer Information Sheet to any individual working in the building, on request

Occupational Safety and Health Administration (OSHA) Statement

Accidents and Injuries
EVA wants to reduce dangers to health and safety by creating and maintaining improved working conditions, free from recognized hazards that might cause serious physical injury.

In accordance with the Occupational Safety and Health Act (OSHA), EVA maintains a log of all occupational injuries and illnesses, and asks that employees report such injuries and illnesses within 48 hours so that EVA may report these occurrences within a lawful period of time to the nearest OSHA office.

As Employees of EVA:

- You have the right to notify EVA or OSHA about workplace hazards. You may ask OSHA to keep your name confidential
- You have the right to request an OSHA inspection if you believe that there are unsafe and unhealthful conditions in your workplace. You or your representative may participate in that inspection
- You can file a complaint with OSHA within 30 days of retaliation or discrimination by EVA for making safety and health complaints, or for exercising your rights under the OSHA Act
- You have a right to see OSHA citations issued to EVA
- You have the right to copies of your medical records and records of your exposures to toxic and harmful substances or conditions
- You must comply with all occupational safety and health standards issued under the OSHA Act that apply to your own actions and conduct on the job

As Your Employer:

- EVA must post notice, informing you of the protections of the Occupational Safety and Health Act, and its amendments, in your workplace
- If a citation is issued upon EVA by OSHA, the school must (1) post the citations at or near the place of the

alleged violation; and (2) correct workplace hazards by the date indicated on the citation, and must certify that these hazards have been reduced or eliminated
- EVA must furnish all employees a place of employment free from recognized hazards
- EVA must comply with the occupational safety and health standards issued under the OSH Act

If you would like more information regarding your OSHA rights or additional information, visit http://www.osha.gov or call 1-800-321-OSHA.

Reporting Employee Injuries
Any employee suffering an injury or illness that is work-related is responsible for immediately reporting that illness or accident – no matter how minor – to the HR/Office Manager or Principal who will report the accident or illness to the appropriate agency.

Employees failing to report a work-related illness or accident, or delaying such a report, may have their Workers' Compensation Insurance benefits adversely affected. EVA requires that once an accident or injury has been reported, an injury report must be completed within 24 hours.

Reporting Serious Injuries
Within eight hours after the death of any employee from a work-related incident or the in-patient hospitalization of three or more employees as a result of a work-related accident, EVA will orally report the fatality/multiple hospitalization by telephone or in person to the Area Office of OSHA that is nearest to the site of the incident. If the Area Office is not reachable, EVA may use the OSHA toll-free central telephone number, 1-800-321-6742.

Reporting Procedures
EVA will utilize the required OSHA forms to document and log each recordable injury or illness. This information will be kept current, maintained accurately, and retained for a period of five years.

Exposure Control Plan for Blood-Borne Pathogens

OSHA has issued regulations on job exposure to blood-borne pathogens. These are viruses present in human blood and body fluids that can cause disease in humans. EVA's plan covers employees who could be "reasonably anticipated" to incur exposure to blood or other potentially infectious body fluids as a result of performing required job duties. EVA is committed to providing a safe and healthy work environment for all employees, not just those covered by the standard. According to OSHA, "Good Samaritan" acts, such as assisting a student or co-worker with a nosebleed, would not be considered "reasonably anticipated occupational exposure." Since most EVA employees are not "occupationally exposed" to blood-borne pathogens while performing their jobs, it is important for everyone in the school setting to understand the dangers of infection and safe procedures to minimize risk. A safe and effective Hepatitis B vaccination is available to "occupationally exposed" employees at no cost. However, all employees who have a blood-borne pathogen exposure while on the job will be referred to the nearest Occupational Health Center, or to their personal physician, or to an emergency room, as appropriate. Annual training and proof of Safeschools Blood Borne Pathogen Training module completion is required for each EVA employee.

An exposure incident is a specific eye, mouth, or other mucous membrane, non-intact skin, or parental contact with blood or other potentially infectious materials. The employee should take a completed Exposure Form with them to the nearest Occupational Health Center. These forms can be obtained in your school office. Taking "universal precautions" will reduce the risk of infection. These precautions require taking routine care in handling blood and body fluids containing blood of all persons regardless of whether those persons are known to be infected with some specific disease-causing agent. Get in the habit of washing your hands with soap and running water for at least 10

seconds at regular times during the school day. All restrooms should be stocked with antibacterial soap. Disposable gloves should be worn when cleaning up blood, feces, vomit, and urine. This is to be done in addition to, not as a substitute for, hand washing. Gloves are the most widely used and basic form of personal protective equipment. EVA will issue gloves to staff members. After use, the employee should contact the school office for new gloves. Gloves should be removed immediately after finishing the task. Carefully dispose of trash that contains body wastes and sharp objects. Double bag (sealed plastic bag) any paper towels or any disposable materials containing blood or body fluids before putting in the trash can. All equipment and environmental working surfaces will be decontaminated after contact with blood or other potentially infectious materials. A 1:10 solution of sodium hypochlorite or EPA-registered germicidal detergent can be used. These supplies are located with the EVA custodian. An emergency "spill pack" is also available in the main office. Contact the school custodian to assist in proper cleaning and disposal of waste materials.

Safety Plans

General Safety

All employees get an updated Emergency Action Plan. Each Staff member will be assigned training modules and must be completed by the 1st day of student attendance or first 10 days of employment if start date is after 1st day of student attendance.

All employees are expected to work in a safe and prudent manner abiding by all safety related school policies and procedures. A clean, safe and organized work environment is essential. Using good housekeeping practices reduces the potential for and may lessen the severity of fires, which may result in injury and/or property damage. Additionally, good housekeeping practices ensure the best use of space and create a positive and pleasing school environment for the students, staff, parents, and visitors. Each employee is responsible for the safety and care of the building and environment.

Asbestos Management Plan

EVA is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan. A copy of EVA's management plan is kept in the school's office, and is available for inspection during normal business hours.

Pest Control Treatment

Employees are prohibited from applying any pesticide or herbicide without appropriate training and prior approval. Any application of pesticide or herbicide must be done in a manner prescribed by law and EVA's pest management program.

Employees should note that pesticides are periodically applied at school facilities. Notices of planned pest control treatment will be posted in a school building before the treatment begins. Notices are generally located on the internal calendar. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, written or electronic means.

Employees should immediately report any evidence of pest activity to school administrators.

Eye Protection

Employees who are working with hazardous chemicals should use proper personal protective equipment. Safety glasses and goggles should be worn when the possibility of a splash is present.

First Aid Treatment

All EVA employees are required to complete First Aid Training and AED use certification. The HR/Office Manager will arrange a school paid training opportunity for staff. Staff members who fail to attend the school provided training must obtain certification at their own expense and provide proof of training to the HR/Office Manager. Training should be completed within 90 days of employment.

Foot Protection
No open-toed shoes will be allowed in the area where hazardous chemicals are stored or used.

Gloves
Gloves must be worn when the potential for contact with toxic materials exists. Before gloves are used, they should be inspected for discoloration, punctures, and tears. Any gloves that show wear or defects should be disposed of and not used.

Labels
Effective hazard communication is essential in any safety program. Labels are the primary source of information concerning the hazards associated with chemicals used in the workplace. Employees will not be required to work with hazardous chemicals from unlabeled containers. Portable containers, of which the contents are known by the user, are exempt if the product will be used within a standard work shift. HAZCOM requires that all containers of hazardous chemicals entering the workplace be properly labeled. A label must show the identity of the hazardous chemical, the name and address of the manufacturers, and the appropriate warning such as toxic or corrosive. Warnings relate whether a chemical is a health or physical hazard, or both.

Physical hazards are flammable, corrosive or reactive; flammable chemicals can cause chemical burns; and reactive chemicals can cause explosions or release toxic fumes. Chemicals that are health hazards are toxic chemicals that are poisonous. Overexposure can cause acute or chronic health effects.

Material Safety Data Sheets (MSDS)
The MSDS is written information that can help protect you from overexposure to chemicals in the workplace. The following steps are a general format for interpreting an MSDS.

1. Chemical Name – Identifies the name of the substance, what is on the label, the date the MSDS was prepared, and the name/address/phone number of an emergency contact with the manufacturer
2. Hazardous Ingredients – Identifies the name of the substances in the chemical product that might be dangerous, and the safe exposure limits, such as the Permissible Exposure Limit (PEL) or the Threshold Limit Value (TLV). The common name(s) of the chemical product are also listed
3. Physical Characteristics – Identifies the physical qualities of the chemical
4. Fire/Explosion Information – Identifies the lowest temperatures in which the chemical could ignite. This is often called the flashpoint. It identifies if the chemical is flammable (catches fire at or below 100 degrees F) or if the chemical is combustible (catches fire above 100 degrees F)
5. Reactivity – Explains what happens when the chemical comes in contact with water, air, or other chemicals
6. Health Hazards – Explains how chemicals may enter the body by ingestion, inhalation, and absorption. It will identify if the chemical will make a preexisting condition worse
7. Usage, Handling, and Storage – Lists the proper way to clean up spills, leaks, or releases
8. Special Protection and Precautions – Explains what personal protective equipment is recommended when using a particular chemical. Each workplace should have an MSDS master copy of the chemicals located at that workplace

Personal Protective Equipment (PPE)
EVA will provide PPE for all employees so they are able to work safely with chemicals. If a product or chemical MSDS recommends the use of PPE – such as gloves, safety glasses, or face shield – the employee should follow the PPE recommendation. If an employee feels that they do not have the proper equipment necessary, the employee should contact the HR/Office Manager immediately to obtain the proper equipment.

Clean Air Act
The Clean Air Act addresses chlorofluorocarbon (CFR) in the atmosphere. In conformance with Clean Air Act amendments of 1990 and the Environmental Protection Agency recovery and recycling regulations, EVA uses only licensed technicians to service and replace air conditioning and refrigeration equipment.

HIPAA

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) established rules for protecting individual Personal Health Information (PHI). HIPAA provides individuals certain rights regarding their PHI, and requires employers and other individuals to adhere to restrictions on how PHI is disclosed. Every employee should respect the rights of others and only disclose PHI about themselves and others to those with a need to know. Disclosure of PHI without the written approval of the individual is a violation of federal law. EVA complies with HIPAA requirements at all times.

FERPA

The Federal Educational Rights and Privacy Act (FERPA) is the federal law that sets forth basic privacy requirements for personally identifiable information contained in educational records maintained by the school. Employees with access to student information and/or performance data will consistently and uniformly maintain the privacy and confidentiality of this information in accordance with FERPA.

Purchasing and Reimbursements

Purchasing Procedures

All purchase requests must be submitted to the Principal on an official order (PO) form. Once approved or denied, the form will be provided to the HR/Office Manager with the appropriate signature. No purchases, charges, or commitments to buy goods or services on behalf of EVA can be made without an approved Purchase Request form. EVA will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the EVA Business Office.

Reimbursement Requests
EVA will honor reimbursement requests for purchases, travel, and other expenses only if the expenditure received prior administrative approval. All reimbursement requests must include original receipts. Before an employee incurs travel expenses, the Principal must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule authorized by the Internal Revenue Service.

Procedures for selection and compensation of stipend

A stipend is a payment in addition to a staff member's base salary for a special assignment that is in addition to their normal workload. A stipend is an at will position with no promise of renewal or continuation.

When the special assignment ends at the discretion of the employee or the Principal, the employee's salary will revert to their ongoing appointment or position salary.

The stipend offer including position title and compensation will be listed on the Special Conditions section of the Employment Agreement. The stipend will be included on the Employee Payroll Profile and will stipulate when payments are made and in what amount.

Due to the unique nature of a special assignment paid by stipends, the selected employee will be provided a job description including job responsibilities and requirements.

Available stipend positions will be announced to the staff and interested persons will apply in writing to the Principal. The Principal will make the final decision on employees selected for special assignment stipends.

Annually this information will be provided to all employees via the staff handbook.

WAIKIE TALKIES (Radios)

All Staff will be assigned a Walkie Talkie. Walkie Talkies cannot be loaned out. They must be protected from student access. They must be charged and on your person throughout the whole school day. In the case of a lost Walkie Talkie, employee will be charged $100 for replacement.

Key Security

Key security is important because of the nature and value of property on the school. Each employee is responsible for keys issued and losses MUST BE REPORTED IMMEDIATELY. Keys may not be loaned or duplicated without approval from EVA's Principal. Employees are required to take all reasonable precautions with the keys issued, and all keys must be accounted for at all times. All Keys must be returned to the HR/Office Manager at the end of the school year by teachers and other 10 month employees. Any lost Keys will be charged $100.

Personal Property

EVA recognizes that employees may desire to display mementos pertaining to their families or bring other personal items to work. EVA takes no responsibility for the safekeeping of these items. However, should any such personal property be stolen, employees should report the incident to the Principal. The following guidelines should be observed:

- Safety comes first. No object can interfere with job safety as determined by the Principal.
- Nothing can be displayed that is derogatory (in the opinion of the Principal) to any person or system of beliefs, or that is considered sexually offensive under the reasonable person standard.
- Objects that are inappropriate (in the opinion of the Principal) or that hinder work efforts will not be allowed and must be removed upon request.

Visitors in the Workplace

EVA requires all visitors who enter upon its premises to report to the main office to display his or her driver's license or other form of photo identification. This applies to family members of employees, friends, parents, social service workers, Board members, invited speakers, maintenance and repair persons not employed by EVA, vendors, representatives of news media, former students, and any other visitors.

EVA may establish an electronic database for the purpose of storing information concerning campus visitors. Such a database may only be used for purposes of EVA's security, and may not be sold or otherwise disseminated to a third

party for any purpose. EVA may also verify whether any visitor to the school is a sex offender, registered with the computerized central database maintained by the Department of Public Safety, or any other database accessible by EVA.

Bad Weather Closing

EVA may close because of bad weather or emergency conditions. The Principal will determine when it becomes necessary to open late, to release students early, or to cancel school. The school will maintain an emergency call tree for employees and will use social media and local media announcements to notify parents and students.

Emergencies

All employees should be familiar with the evacuation diagrams posted in their work areas. Fire, tornado, and other emergency drills will be conducted to familiarize employees and students with evacuation procedures. Fire extinguishers are located throughout all district buildings. Employees should know the location of the extinguishers nearest their place of work and how to use them.

STUDENT WELFARE: REPORTING ABUSE AND/OR NEGLECT

Purpose of Reporting Law

The purpose of the reporting law is to protect the child by encouraging more complete reporting of suspected child abuse and/or neglect. This purpose is accomplished by:

1. Identification of the child in peril as quickly as possible
2. Designation of the agency, the North Carolina Child Protective Services, and local law enforcement to receive and investigate reports of suspected child abuse
3. Offering, where appropriate, services and treatment

Protection for Reporting Child Abuse and/or Neglect

Any EVA officer, employee, agent or volunteer who has cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse, neglect or other maltreatment by any person, must immediately make a report as required by law.

If a professional employee has cause to believe that a child has been or may be abused, maltreated, or neglected, he or she MUST make a verbal report within 48 hours after the person first suspects abuse, neglect or maltreatment. The person MAY NOT delegate to or rely on another person to make the report. For purposes of this reporting requirement, the term "professional" means an individual who is licensed or certified by the state or who is an employee of a facility licensed, certified, or operated by the state and who, in the normal course of official duties or duties for which a license or certification is required, has direct contact with children.

If the suspected abuse or neglect involves a person responsible for the custody, care or welfare of the child, the report must generally be made to the North Carolina Child Protective Services. All other reports should be made to any local or state law enforcement agency, the North Carolina Child Protective Services, the North Carolina Education Agency (if the abuse or neglect occurred at school), another state agency near where the abuse occurred, or any agency designated by a court as responsible for the protection of children.

A report should reflect the reporter's belief that a child has been or may be abused or neglected or has died of abuse or neglect. The reporter will identify the following information, if known:

- The name and address of the child
- The name and address of the person responsible for the care, custody, or welfare of the child
- Any other pertinent information concerning the alleged or suspected abuse or neglect

Failure to report suspected child abuse or neglect is a misdemeanor punishable by imprisonment and/or a fine.

EVA or its agents may not suspend or terminate the employment of, or otherwise discriminate against, a professional employee who, in good faith:

- Reports child abuse or neglect to
- The employee's immediate supervisor
- The Principal
- A state regulatory agency, or
- A law enforcement agency; or
- Initiates or cooperates with a governmental investigation or proceeding relating to an allegation of child abuse or neglect

Photographs

Only during an on-site investigation can a child protective services agent or a law enforcement officer direct an employee to photograph alleged abuse.

Photographing will be conducted in a way that protects the privacy of the child and ensures professional conduct on the part of the employee taking the photographs. If directed to take photographs by investigators, photographs must be deleted as soon as it is provided to investigators.

Notifying the Parents

The law enforcement agency conducting the investigation is responsible for notifying the parents when a child abuse report has been made concerning their child. EVA staff members do not notify parents of such investigations.

Officer/Caseworker Interviewing/Removing a Student

If a member of a law enforcement agency or a CPS caseworker requests permission to interview a student on or off campus, the Principal or Principal's designee (professional employee) should verify and record the identity of the officer or caseworker making the request and determine the purpose of the interview. The Principal may also contact the supervisor of the officer or caseworker to validate the person's authority to conduct the interview. The Principal or designee will not impede a CPS investigation.

If the student is to be interviewed on campus, the Principal or designee should ask the caseworker or law enforcement officer if he or she may be present with the child during the questioning to serve as an advocate for the child in the absence of a parent/guardian. If the investigator raises a valid objection to a third party's presence, documentation of the request and the response of the investigator should be recorded.

If the student is to be removed from the campus, the Principal or designee will complete an "Acknowledgement of Student Removal/Questioning by Law Enforcement Officials" form (find form) to document the action.

Confidentiality

Confidentiality is assured under North Carolina law for purposes of the investigation. However, the identity of the person making the report may be disclosed orally to EVA's attorney and to other law enforcement officials. Neither the fact of the written or oral report nor any of its contents, including the name of the person making the report, should be revealed to anyone other than the immediate school officials, CPS and local law enforcement authorities.

This report should not be released to the parent of the child involved or to the individual upon whom the report is made. The individual about whose behavior the report was filed will be informed by CPS that a report has been filed and both parents and the individual upon whom the report was made will have a right to receive a copy of the record made by CPS. The name of the person making the report, however, will not be revealed to either the parents or the person against whom the report is made.

EVA personnel should be aware that they must be extremely cautious about maintaining the confidentiality of both the report and the fact that the report has been filed. This is particularly important to remember in dealing with anyone who may ask for a confirmation that a report has been made. EVA personnel must simply state that such reports are confidential and that it would be inappropriate to either confirm or deny the information.

Any comment or reporting could be considered a violation of confidentiality or violate the privacy rights of the individuals involved.

Child Sexual Abuse and Other Maltreatment

As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or otherwise mistreated. Sexual abuse in the North Carolina Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Other maltreatment of a child includes "abuse" or "neglect," as those terms are defined by North Carolina code. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect to law enforcement or to proper authorities.

General Student Issues

Equal Educational Opportunities

EVA does not discriminate on the basis of race, color, religion, national origin, gender, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. In accordance with state charter school law and regulations, EVA also does not discriminate against students based on academic, artistic or athletic ability or the school district a student would otherwise attend.

Questions or concerns about discrimination of students based on any of the reasons listed above should be directed to the Principal or designee.

Student Records

Student records are confidential and are protected from unauthorized inspection or use under federal law known as the Family Educational Rights & Privacy Act (FERPA). Employees should take precautions to maintain the confidentiality of all student records. The following people are the only people who have general access to a student's records:

- Parents: Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights
- The student (if 18 or older or emancipated by a court); and
- School officials with legitimate educational interests.

Parents or students who want to review student records should be directed to the Principal for assistance.

Lesson Plans

Lesson plans are the most basic teaching tool, and are valuable because they tell where students are going academically, how they will get there, and when they will arrive.

All teachers are expected to write lesson plans. Lesson plans will be made available to the Director of Curriculum and Technology and the Weekly Lesson Plan will be submitted to the Google Classroom for Staff.

Due every Sunday by 6:00 PM.

There are several types of lesson plans that teachers must develop and follow:

1. Overall Yearly Plan: provides an overview of the course in conjunction with the EVA Curriculum, and includes the units to be taught and the time devoted to each unit
2. Daily Lesson Plan: a written outline of what will be taught during each class period, including concepts and objectives, time blocks, and the instructional materials needed
3. Substitute Teacher Plan: lesson plans for substitute teachers that should be carefully planned and detailed, and should be placed on the teacher's desk in plain view/ and also given to Principal or designee
4. Emergency Lesson Plan: lesson plans for substitute teachers that should be carefully planned and detailed, which will be used if a teacher is absent due to any emergency. The emergency plan should be enough to cover three days and can be used by any sub teachers regardless of the sub teacher's language in either English or Chinese, or the sub teacher's access to different online resources or textbooks

Teachers should follow the lesson plan submission format requested by their Principal and/or the Principal designee.

Student Health Services

EVA's health services supplement the efforts of parents and personal health care providers to promote, improve, and maintain student health and well-being. These school health services are not intended to replace outside health care and should not be viewed as an alternative to seeking medical attention outside of the school.

Teachers should be alert for signs of illness in their students and immediately report such signs to the school nurse and/or the Principal.

The following procedure should be followed in case of serious accidents, injuries, or sudden illness:

- Administer first aid, if necessary and appropriate. Notify the student's parents
- If necessary, call an ambulance
- Complete an incident form, and return the completed form to the Principal.

Administering Medication to Students

Only designated employees can administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. A student who must take medication during the school day must bring a written request from a parent/guardian and the medicine in its original, properly labeled container. Medications must be secured in the main office of the school (see the HR/Office Manager or Registrar for more information).

Dietary Supplements

School employees are prohibited by state law from knowingly selling, marketing, or distributing a dietary supplement that contains performance-enhancing compounds to students. In addition, employees may not knowingly endorse or suggest the ingestion, intranasal application, or inhalation of a performance-enhancing dietary supplement to any student.

Psychotropic Drugs

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.

School employees are prohibited by state law from doing the following:

- Recommending that a student use a psychotropic drug
- Suggesting a particular diagnosis
- Excluding from class or any school-related activity a student whose parent refuses to consent to a psychiatric evaluation or to authorize the administration of a psychotropic drug to a student

However, a school officer or employee may:

- Make an appropriate referral under Child Find
- Recommend that a child be evaluated by an appropriate medical practitioner, if the employee is a registered nurse, advanced nurse practitioner, physician, or certified or appropriately credentialed mental health professional; or
- Discuss an aspect of a child's behavior or academic progress with the child's parent or other school officer or employee, as appropriate

Student Conduct and Discipline

Students are expected to follow classroom rules, campus rules, and the rules contained in the Student Code of Conduct and Student handbook. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management procedures adopted by EVA. Non-instructional employees with concerns about student behavior should contact the student's classroom teacher or the Principal.

Teachers must follow progressive classroom discipline procedures including parent contact and conferences for minor infractions generally considered category 1 and 2. For any offenses involving violence, assault, fighting, drugs, weapons, objects used as weapons, injury, bullying or harassment the employee must file a written report with the Principal or another appropriate administrator upon learning that a student has violated the Student Code of Conduct. The Principal or administrator will take appropriate action and send a copy of this report to the student's parents. Discipline should be handled by professional staff members. Cooperation, clear communication, and understanding between parents and teachers can often eliminate problems.

Student Attendance

Teachers and staff should be familiar with EVA's policies and procedures for attendance accounting. Attendance will be taken daily either using the school's attendance cards or direct input into Powerschool.

More information on these procedures will be provided during staff orientation.

Student Expenses/Fees

Staff are prohibited from covering or assisting students with paying any medical, household, or other miscellaneous fees. For specific student needs, please refer to the registrar/homeless liaison or to the Principal.

APPENDIX - FORMS

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Disclosure and Authorization for Consumer Reporting Agency Reports

EVA may request background information about an employee from a consumer reporting agency in connection with his or her employment application and for employment purposes. This information may be obtained in the form of consumer reports and/or investigative consumer reports. These reports may be obtained at any time after receipt of your authorization.

The reports may contain information bearing on an employee's character, general reputation, personal characteristics, mode of living, and credit standing. The types of information that may be obtained include, but are not limited to the following:

- Social Security Number
- Criminal Records Checks
- Public Court Records Checks
- Driving Records Checks
- Licensing and Certification Records Checks
- Sex Offender Registration

A summary of an employee's rights under the Fair Credit Reporting Act has been provided to all employees. Employees may request more information about the nature and scope of any investigative consumer reports by contacting the EVA Principal or designee.

I have carefully read and understand this Disclosure and Authorization form and the attached summary of rights under the Fair Credit Reporting Act. By my signature below, I consent to the release of consumer reports and investigative consumer reports. I understand this information will be used to determine my eligibility for employment with EVA.

_____ _____

Signature of Employee Date

_____

Employee's Name (PRINT)

Summary of Your Rights under the Fair Credit Reporting Act on Next Page

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Below is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to http://www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

- You must be told if information in your file has been used against you. Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information
- You have the right to know what is in your file. You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
    - a person has taken adverse action against you because of information in your credit report
    - you are the victim of identity theft and place a fraud alert in your file
    - your file contains inaccurate information as a result of fraud
    - you are on public assistance
    - you are unemployed but expect to apply for employment within 60 days
- In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See http://www.ftc.gov/credit for additional information
- You have the right to ask for a credit score. Credit scores are numerical summaries of your credit- worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender
- You have the right to dispute incomplete or inaccurate information. If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. *See* http://www.ftc.gov/credit for an explanation of dispute procedures
- Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information. Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate
- Access to your file is limited. A consumer reporting agency may provide information about

you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access

- You must give your consent for reports to be provided to employers. A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to http://www.ftc.gov/credit

- You may limit "prescreened" offers of credit and insurance you get based on information in your credit report. Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688)
- You may seek damages from violators. If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court
- Identity theft victims and active duty military personnel have additional rights. For more information, visit www.ftc.gov/credit

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center – FCRA, Washington, DC 20580 Tel: 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word" National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 Tel: 1-800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Consumer Help (FRCH) P. O. Box 1200 Minneapolis, MN 55480 Tel: 1-888-851-1920 Website Address: http://www.federalreserveconsumerhelp.gov E-mail Address: ConsumerHelp@FederalReserve.gov

Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 Tel: 1-800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 Tel: 1-703-519-4600

State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 Tel: 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 Tel: 1-202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 Tel: 1-202-720-7051

Drug and/or Alcohol Testing Consent Form and Policy Acknowledgement Form

I hereby agree, upon a request made under the drug/alcohol testing policy of EVA to submit to a drug or alcohol test and to furnish a sample of my urine, breath, and/or blood for analysis. I understand and agree that if I at any time refuse to submit to a drug or alcohol test under any EVA policy, or if I otherwise fail to cooperate with the testing procedures, I will be subject to immediate termination. I further authorize and give full permission to have EVA send the specimen or specimens so collected to a laboratory for a screening test for the presence of any prohibited substances under the policy, and for the laboratory or other testing facility to release any and all documentation relating to such test to EVA and/or to any governmental entity involved in a legal proceeding or investigation connected with the test. Finally, I authorize EVA to disclose any documentation relating to such a test to any governmental entity involved in a legal proceeding or investigation connected with the test.

I understand that only duly-authorized EVA officers, employees, and agents will have access to information furnished or obtained in connection with the test; that they will maintain and protect the confidentiality of such information to the greatest extent possible; and that they will share such information only to the extent necessary to make employment decisions and to respond to inquiries or notices from government entities.

I will hold harmless EVA, its physician, and any testing laboratory that it might use, meaning that I will not sue or hold responsible such parties for any alleged harm to me that might result from such testing, including loss of employment or any other kind of adverse job action that might arise as a result of the drug or alcohol test, even if a laboratory representative makes an error in the administration or analysis of the test or the reporting of the results. I will further hold harmless EVA and any testing laboratory that it might use for any alleged harm to me that might result from the release or use of information or documentation relating to the drug or alcohol test, as long as the release or use of the information is within the scope of this policy and the procedures as explained in the paragraph above.

I have had an opportunity to read the **Drug-Free Workplace Policy** included in the EVA Employee handbook, and I understand that I may ask my Supervisor or designee any questions I might have concerning the policy. I accept the terms of the Drug-Free Workplace Policy. I also understand that it is my responsibility to comply with the Drug-Free Workplace Policy, and any revisions made to it. I further agree that if I remain with EVA following any modifications to the policy, I thereby accept and agree to such changes.

This policy and authorization have been explained to me in a language I understand, and I have been told that if I have any questions about the test or the policy, they will be answered.

I UNDERSTAND THAT EVA WILL REQUIRE A DRUG SCREEN TEST UNDER THIS POLICY WHENEVER I AM INVOLVED IN AN ON-THE-JOB ACCIDENT OR INJURY UNDER CIRCUMSTANCES THAT SUGGEST POSSIBLE INVOLVEMENT OR INFLUENCE OF DRUGS OR ALCOHOL.

_____ _____

Signature of Employee Date

_____

Employee's Name (PRINT)

REFERENCE REQUEST AUTHORIZATION FORM

I acknowledge that I have been informed that it is East Voyager Academy's general policy to disclose in response to a prospective employer's request only the following information about current or former employees: (1) the dates of employment, (2) descriptions of the jobs performed, and (3) salary or wage rates.

By signing this release, I am voluntarily requesting that EVA depart from this general policy in responding to reference requests from any prospective employer that may be considering me for employment. I authorize EVA to disclose to such prospective employers any employment-related information that EVA, in its sole discretion and judgment, may determine is appropriate to disclose, including any personal comments, evaluations, or assessments that EVA may have about my performance or behavior as an employee.

In exchange for EVA's agreement to depart from its general policy and to disclose additional employment-related information pursuant to my request, I agree to release and discharge EVA and EVA's successors, employees, officers, and directors for all claims, liabilities, and causes of action, known or unknown, fixed or contingent, that arise from or that are in any manner connected to EVA's disclosure of employment-related information to prospective employers. This release includes, but is not limited to, claims of defamation, libel, slander, negligence, or interference with contract or profession.

I acknowledge that I have carefully read and fully understand the provisions of this release. I further acknowledge that I was given the opportunity to consult with an attorney or any other individual of my choosing before signing this release and that I have decided to sign this release voluntarily and without coercion or duress by any person.

This release sets forth the entire agreement between EVA and me, and I acknowledge that I have not relied upon any representation or statement, written or oral, not set forth in this document.

Signed: _____ Print Name_____

Date:_____

_____I authorize the release of information regarding any reference request

_____I **do not** authorize the release of information regarding any reference request

Employee Change Notice (ECN)

Changes or Reduction in Wages

An employer can change its wage agreement with an employee at any time, regardless of what the original wage agreement was and without the employee's permission. There are certain requirements that an employer must meet pursuant to the N.C. Wage and Hour Act to make changes in its wage agreements, including the reduction of an employee's pay or wage benefits:

1) Effective July 8, 2021, an employer must notify its employees in writing at least one pay period prior to any changes in its wage agreements that result in the reduction in pay or wage benefits, pursuant to N.C.G.S. §95-25.13(3).

2) An employer cannot make changes in pay or wage benefits that result in the retroactive reduction of wages or wage benefits that are already earned. In other words, the reduction in wages cannot take away pay or wage benefits that have already been earned up to the time of the notification. Any reduction in pay or wage benefits must be prospective from the time of notification. An employer may, however, retroactively increase an employee's pay or wage benefits without prior notification.

3) An employer cannot reduce an employee's pay below the minimum wage, which is currently $7.25 an hour. However, the employer can reduce an employee's rate of pay all the way down to the minimum wage with proper written notification. An employer also can take away all future earnings of wage benefits from the time of the written notification including the 24-hour notice period.

For more information about workplace rights, please contact our toll free number at 1-800-NC-LABOR (1-800-625-2267).

Today's Date: ____________ Employee's Name: ___________
Amount of Days_____ From______ To______
Amount of Hours _____ From_______To________

Beginning on: ______________ Returning to work on: __________
Reason for Request
☐ - Vacation ☐ - Personal Leave
☐ - Jury Duty ☐ - Family Reasons ☐ - Funeral / Bereavement
☐ - To Vote ☐ - Other: ☐ - Medical Leave

Substitute Packet/Lesson Ready ☐ - Yes ☐ - Will be ready on_______
*check to see if this date is unpaid/PTO
I understand that this request is subject to approval by my employer.
Employee's Signature: ____________________ Date:__________

- -

Employer's Decision
☐ - Approved ☐ - Rejected

Employer's Signature: ____________________ Date: __________
Print Name: ____________________

Please check internal staff calendar 24 hour after submission of your request to check for approval

Supply Request List

Name: _____

Description and Cost	QTY	Received	Ordered
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Approved/Denied _____ DATE _____

Must be Approved by Principal Mathews

Ordered Date_____ Estimate Arrival_____

East Voyager Academy

Field Trip Permission Form

Dear Parent or Guardian,
Your child is going on a field trip. Please read the information in this form carefully, then sign and return the form to the Point of Contact listed below by _____(mm/dd/yy).

Field Trip Information:
Date:

Destination: Address:

Activities include (but not limited to): _____

Cost: $___per student; $___ per chaperone; Others: $_____ for _____

How many parent chaperones are needed for this field trip? No more than _____, No less than_____

Payment Methods:
◯Cash ◯Online (Square Payment Portal) ◯Check payable to: East Voyager Academy

Means of Transportation:
◯school Bus ◯Parent will drive their own child to the trip.
◯Student can carpool with other students ◯Others_____

Time to leave school: __10:00_____ Arrive back at school: ___2:30_____

Lunch: ◯No lunch needed for the trip
◯Lunch will be provided for students and chaperones
◯Students and chaperones need to bring their own lunch
◯Students and chaperones can bring money to the trip and buy lunch

Special Instructions:

_____

Parent/Guardian, please fill out this following part.

Student First Name_____ Student Last Name _____ Grade_____

Student school Email Address_____ Student Phone # (if any) _____

Parent Name_____ Relationship to Student _____

Parent Email Address (required)_____ Parent Phone # (required)_____

Another Emergency Contact

Name_____

Relationship_____

Phone #_____

_____ **(Parent's Initial)** I give my permission for my child to attend the field trip.
_____ **(Parent's Initial)** I give my permission for my child to receive emergency medical treatment.
_____ **(Parent's Initial)** I agree to instruct my child to obey all rules, regulations and instructions given by teachers and/or authorized school personnel. I further agree that no teacher or authorized personnel shall be held responsible or liable for injuries or other mishaps caused by my child's deliberate disobedience of rules, regulations, or instructions.

Please check below for your choices:
I will pay by ◯Cash ◯Check ◯Online ◯No payment
◯I would also like to donate $_____ to help other students.
Transportation:
◯I want to be a chaperone and drive my own child only to the trip
◯I want to be a chaperone, and drive my own child and ___(number) other students to the trip
◯I will not be a chaperone, and I need school to help find a parent to take my child to the trip
◯Others_____

If your child is allergic to anything, please list them here. If not, write N/A.

Does your child have any medical needs for the trip? If so, list them here. If not, write N/A.

Is there anything else that we need to know about your child for your child to have a safe trip? If so, write it here. If not, write N/A.

YOUR SIGNATURE INDICATES THAT YOU HAVE READ AND AGREED TO THE ABOVE AND THAT WE HAVE YOUR PERMISSION TO TAKE YOUR CHILD ON THIS FIELD EXPERIENCE.

Parent/Guardian Signature: _____ Date: _____

PUBLIC ACCESS TO EMPLOYEE INFORMATION

The Public Information Act allows employees, public officials and former employees and officials to elect whether to keep certain information about them confidential. Unless you choose to keep it confidential, the following information about you may be subject to public release if requested under the Texas Public Information Act. Therefore, please indicate whether you wish allow public release of the following information.

Do you Give Permission for Public Access to: (Please indicate by placing an "X" in appropriate box)	NO	YES
Home Address		
Home Telephone Number		
Cellular Phone Number		
Social Security Number		
Information that reveals whether you have family members or a domestic partner		
Emergency Contact Information		

Print Name

Date

Signature

Employee Identification Number

(Note: This form should be completed and signed by employee/public official no later than the 14th day after the employee begins employment, the public official is elected or appointed or a former employee or official ends employment or service.)

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Do you Give Permission for Public Access to your email address(es): **(Please indicate by placing an "X" in appropriate box)**	**NO**	**YES**
Email Address:		
Email Address:		
Email Address:		

Print Name

Date

Signature

Employee Identification Number

(Note: This form should be completed and signed by employee/public official no later than the 14th day after the employee begins employment, the public official is elected or appointed or a former employee or official ends employment or service.)