

POLICIES AND PROCEDURES OF JUANITA SCHOOLS

JUANITA SCHOOLS LEGAL STATUS

The corporate name of the entire school community including Juanita Girls High School and any following schools, shall be legally designated as: Juanita Schools.



Last Revised: January 10, 2024

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Article I. JUANITA SCHOOLS INFORMATION

(a) BACKGROUND

Juanita is a Spanish word which means "Gift from God."

Juanita School is located at Jungle (Magana), in Thika East constituency off the Thika-Garissa road, in Kiambu County.

The exact GPS co-ordinates of Juanita School are **-1.096434, 37.165678**.

Juanita School opened its doors on the **14th of January 2020**.

(b) MOTTO

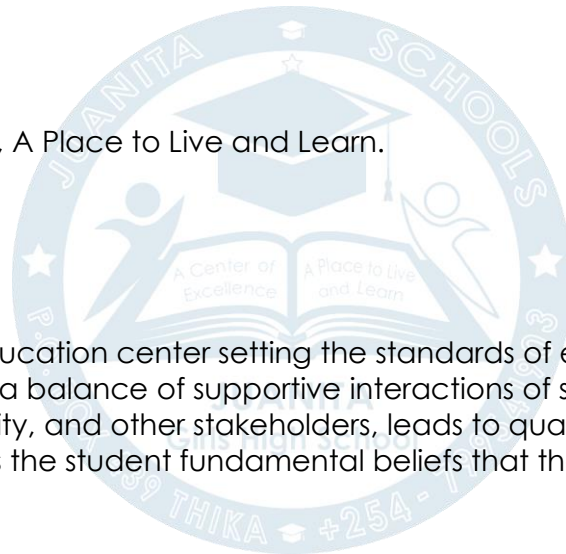
A Center of Excellence, A Place to Live and Learn.

(c) VISION

To be an exemplary education center setting the standards of excellence. Juanita School recognizes that a balance of supportive interactions of students with curriculum, staff, parents, community, and other stakeholders, leads to quality student achievement as well as the student fundamental beliefs that their efforts will make a difference.

(d) MISSION

Each member of the Juanita Community will strive for academic excellence in a safe, caring environment which encourages respect, responsibility, and lifelong learning in order to provide leaders who are global citizens with readiness for service to God and humanity.



(e) OFFICIAL SCHOOL ANTHEM

Juanita, Juanita

A Gift from God.

A fountain at Jungle,

You have united the world

From the sea to ocean

You'll be home to all for Aeon.

Chorus:

Fight on for your name,

Center of Excellence,

Making me a Global Citizen. x2

Juanita, Juanita

My beloved, and you are my home.



Section 1.02 JUANITA SCHOOLS BOARD OF DIRECTORS

Board of Trustees

George Hutchings – Ballwin, Missouri

C.P. Foster – Westfield, Pennsylvania

Jeremiah Gibbs – Huntsville, Alabama

Board of Governors

Jacinta Chengecha, M.A. – Executive Director

Patrick G. Kabiro – Director of Operations

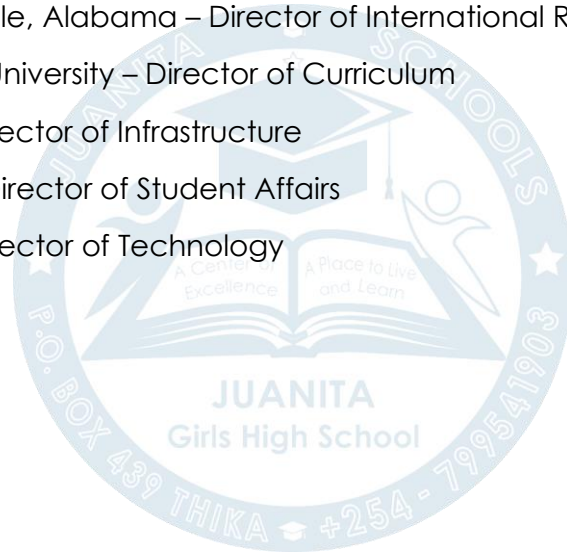
Sarah D. Gibbs, Huntsville, Alabama – Director of International Relations

Samuel Thuo, Egerton University – Director of Curriculum

Winfred W. Gakau – Director of Infrastructure

Alphonse C. Gakau – Director of Student Affairs

Raphael K. Gakau – Director of Technology



Article II. BOARD POLICIES

Section 2.01 EVALUATION OF INSTRUCTIONAL PROGRAMS

Juanita School is and shall continue to provide a sustainable secondary education in accordance with the regulations set by the Ministry of Education.

Juanita School will abide by the 8:4:4 and CBC education system by following the secondary education curriculum and syllabi as set by the Ministry of Education.

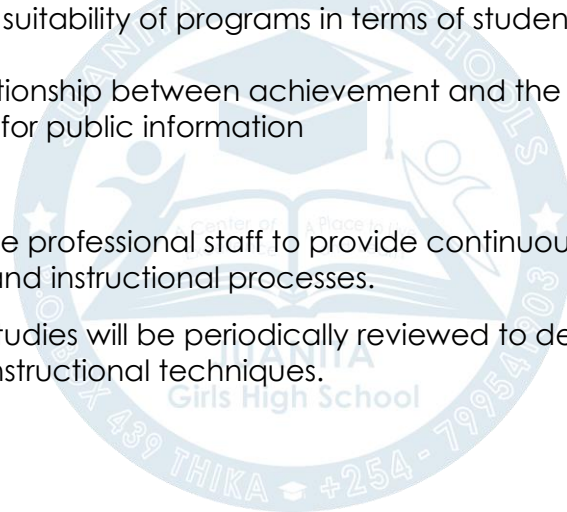
The Executive Director is directed by the Board to implement appropriate methods for a continual evaluation of the school's curriculum, education program and instructional processes.

The purpose of this continued evaluation will be:

1. To assess educational needs and provide information for planning.
2. To indicate instructional strengths and weaknesses.
3. To check on the suitability of programs in terms of student needs and community needs.
4. To show the relationship between achievement and the school's stated goals.
5. To provide data for public information

The Board will rely on the professional staff to provide continuous evaluation of the educational program and instructional processes.

Appropriate research studies will be periodically reviewed to determine recent trends and developments in instructional techniques.



Section 2.02 TOBACCO-FREE SCHOOL COMMUNITY

To promote the health and safety of all students and staff and to promote the cleanliness of school property, the school community prohibits all employees, students and patrons from smoking or using tobacco products in all school facilities, on school transportation and on all school grounds at all times.

This prohibition extends to all facilities the school community owns, contracts for or leases to provide educational services.

This prohibition includes smoking, using any tobacco products, using any electronic cigarettes or vapes.

Students who possess or use tobacco products on school grounds, school transportation or at school activities will be disciplined in accordance with the Juanita School Student Behavior Guide.

If an employee fails to comply with this policy, that employee will also be subject to disciplinary action up to and including dismissal.



Section 2.03 JUANITA SCHOOLS BOARD OF DIRECTORS POWERS AND DUTIES

The Board of Directors is a representative body of Juanita Schools.

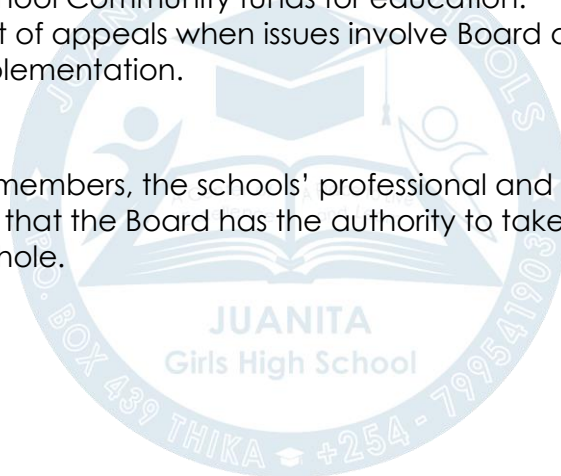
It is the purpose and the role of the Board of Directors to exercise general supervision over the entire school community, and to ensure that the schools are maintained accordingly in accordance with the policies, rules and procedures of the schools.

The Board shall be responsive to the educational needs and the imposed financial constraints of the school community.

In carrying out these functions, the Board recognizes the following general responsibilities as paramount:

1. Formulating and interpreting policy.
2. Delegating administrative duties.
3. Making decisions on educational and budget matters.
4. Making a continuous appraisal of the educational and administrative process.
5. Administering School Community funds for education.
6. Acting as a court of appeals when issues involve Board and Personnel policies and their fair implementation.

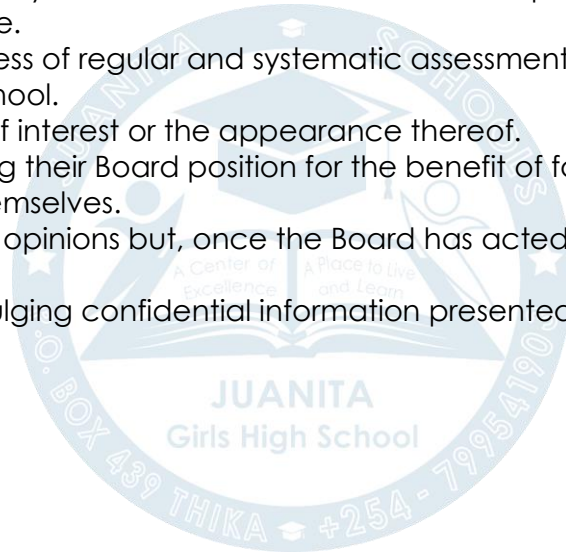
The Board will make its members, the schools' professional and support staff, and schools' patrons aware that the Board has the authority to take official action only when it is acting as a whole.



Section 2.04 BOARD OF DIRECTORS MEMBER ETHICS

Members of the Board accept the responsibility to improve education in the Juanita Schools Community. To that end, all Board members will:

1. Remember that the first and greatest concern must be the educational welfare of all students.
2. Recognize that individual Board members, unless permitted by the entire Board, have no authority to speak or act for the Board.
3. Work with other Board members to establish effective Board policies.
4. Delegate authority for the administration of the schools to the executive director.
5. Render all decisions based on the available facts and independent judgement rather than succumbing to the influence of individuals or special interest groups.
6. Make every effort to attend all Board meetings.
7. Become informed concerning the issues to be considered at each meeting.
8. Improve boardmanship by studying educational issues.
9. Support the employment of staff members based on qualifications and not as a result of influence.
10. Maintain a process of regular and systematic assessment of the educational system of the school.
11. Avoid conflicts of interest or the appearance thereof.
12. Refrain from using their Board position for the benefit of family members, business associates or themselves.
13. Express personal opinions but, once the Board has acted, accept the will of the majority.
14. Refrain from divulging confidential information presented during closed sessions.



Section 2.05 BOARD OF DIRECTORS ORGANIZATIONAL MEETING

The Board members of Juanita Schools will accordingly set the date of an organizational meeting.

A Board of Directors organizational meeting will be held preferably at least, once each year or as deemed necessary by the Board.

Unless permitted by the Board, all members of the Board are required to attend each board meeting.

Agendas, Voting Methods, and Minutes Policy



Article III. JUANITA SCHOOLS OVERALL POLICIES

Section 3.01 JUANITA SCHOOLS EMERGENCY PROCEDURES

The Board is committed to ensuring the safety and well-being of all students, staff, and visitors during emergency situations. This policy outlines the school's approach to emergency preparedness, response, and recovery with aims of minimizing risks, and maintaining a safe learning environment.

The purpose of this policy is to:

1. Establish a framework for handling emergencies.
2. Define the roles and responsibilities of key personnel and stakeholders during emergencies.
3. Provide clear procedures for students, staff, and visitors to follow in various emergency situations.
4. Promote communication and coordination with local authorities and emergency services.

This policy covers a wide range of emergency situations, including but not limited to:

1. Fire emergencies
2. Severe weather events
3. Medical emergencies
4. Lockdowns or shelter-in-place
5. Hazardous material incidents
6. Security threats or intruders
7. Natural disasters
8. Other unforeseen emergencies

(a) Roles and Responsibilities:

The School Manager and Principal are the incident commanders during emergencies and are responsible for overall coordination of the response. They will activate the School Alarm System, mobilize required resources, and alert the local authorities if necessary.

Teachers and Staff will follow emergency procedures and assist students in evacuations or lockdowns. They will account for all students under their supervision and provide necessary assistance.

Students will follow the instructions of teachers and staff during emergency situations and maintain calm and orderly behavior during drills and actual emergencies.

Prefects will assist teachers with student coordination and in maintaining an orderly behavior during drills and actual emergencies.

Detailed procedures for various emergency scenarios, instructions, and communication protocols will be provided in a separate document and distributed to staff members.

Efficient communication is essential during emergencies and the school will establish communication protocols that include:

1. A designated person or persons responsible for contacting local emergency services.
2. A system for alerting students and staff which may include alarms, PA announcements, or digital alerts on the school's communication platform.
3. Communication with parents or guardians through designated channels.

Designated assembly points within the school grounds will be established to be used in case of emergencies.

(b) Emergency Training and Drills:

Regular training sessions and emergency drills will be conducted to ensure that all students and staff are familiar with emergency procedures. Training will include:

- Evacuation drills
- Shelter-in-place drills
- First aid and medical response training
- Fire and safety training
- Hazardous materials response training

Review and Updates:

This policy will be reviewed annually and updated as necessary to reflect changes in the emergency procedures, personnel, or other relevant factors. Feedback from emergency drills and incidents will be used to improve preparedness and response.

This policy will be communicated to all students, staff, and visitors and will be readily accessible on the school's website and included in the student behavior guidebook.

Section 3.02 JUANITA SCHOOLS TECHNOLOGY POLICIES

Juantia School recognizes the importance of technology in education and is committed to providing a safe and responsible technology environment for students and staff. This Policy outlines the guidelines and expectations for the use of technology devices within the school premises.

The purpose of this policy is to:

1. Define the acceptable use of technology devices on school property.
2. Promote responsible and ethical use of technology for educational purposes.
3. Ensure security and integrity of school technology resources.
4. Mitigate potential risks associated with technology use.

This policy applies to all individuals who access, or use school technology devices including but not limited to students, staff, and visitors.

(a) Acceptable Use of Technology Devices:

Technology devices, including laptops, tablets, smartphones, and other electronic devices may be used for educational purposes.

Users must respect the privacy and digital rights of others. Any form of cyberbullying, or unauthorized access to personal data is strictly prohibited.

Users must adhere to the school's network and internet usage policies.

Accessing inappropriate content, downloading copyrighted materials without permission, or engaging in hacking or other malicious activities is prohibited.

Users are responsible for the security of their devices and data. Passwords should be kept confidential, and devices should be protected against theft or loss.

Unauthorized access to school data systems or attempts to breach security are strictly prohibited.

Users should engage in responsible and respectful communication, whether through email, messaging apps, or other digital means. Sending or sharing offensive, harassing, or inappropriate content is not allowed.

Users are responsible for the maintenance and care of school technology devices. Any damage to school property, including technology devices, must be reported promptly.

(b) Adoption and Adherence:

All individuals accessing or using technology devices on school property are expected to comply with this policy.

To help with the adherence of this policy, Juanita School may use appropriate software and hardware to enforce the Technology Usage policies.

1. Content Filtering and Monitoring:
 - a. The School may employ content filtering and monitoring software to restrict access to inappropriate or unauthorized content and monitor online activities on school devices.
2. Network Traffic Analysis:
 - a. Network traffic analysis tools may be used to detect and prevent security threats, monitor bandwidth usage, and ensure efficient Network operation.
3. Device Management Software:
 - a. Device management software may be used to manage and control school-owned devices, including updates, configurations, and settings.
4. Security Cameras:
 - a. Security cameras may be installed in school facilities and common areas to enhance physical security.
5. Remote Monitoring and Management:
 - a. In cases or security concerns, the School may remotely access and manage school-owned devices to investigate and address issues.

The School is committed to protecting the privacy and data security of all users and data will be handled with applicable data protection laws and school's policies.

Violation of this policy may result in disciplinary actions, which could include loss of technology privileges and other consequences as determined by the administration.

This policy will be reviewed periodically and updated as needed to reflect changes in technology, legal requirements, and educational practices.

Section 3.03 JUANITA SCHOOLS MEDIA POLICY

Juanita Schools values the creation and dissemination of media, including photos, videos, other visual or audio recordings, for educational, promotional, and informational purposes. This Media Use Policy establishes guidelines for the use of media captured within the school and outlines the rights and responsibilities related to the use of such media.

This policy covers a range of media, including but not limited to:

1. Photographs of students, staff, and visitors.
2. Video recordings of school events, activities, and classes.
3. Audio recordings of school-related functions or performances.
4. Any other form of visual or audio media captured on school premises or at school-sanctioned events.

Juanita School reserves the right use media captured within the school for educational purposes including instructional materials and presentations.

Media may also be used for promotional purposes, such as on the school website, in brochures, on school branded materials, or in advertising campaigns.

The purpose of this policy is to make sure all stakeholders involved with the school understand that school captured media may be used for educational and promotional purposes and agree to it.

Media will be handled in accordance with the school's data privacy policies and all individuals involved in capturing, using, or distributing media at Juanita School are expected to comply with this policy.

This policy will be made available through the school website and will be reviewed annually or as needed.

Article IV. JUANITA SCHOOLS PERSONNEL POLICY

All employees are expected to be familiar with and in compliance with the contents of the policies and procedures listed in this document.



Section 4.01 Equal Opportunity Employment

The Juanita Schools Community is an equal opportunity employer.

It is the policy of the school to afford equal employment opportunity to qualified individuals regardless of their race, color, ethnicity, national origin, ancestry, religion, sex, age, disability, genetic information, social economic status, or to the extent required by applicable laws.

The policy of equal opportunity applies to recruitment, selection, placement, promotion, transfer, compensation, benefits, and termination.

The goals of the equal opportunity employment program will be as follows:

1. Provide job training and education opportunities to help employees grow in their jobs and prepare for advancement assuring each employee every opportunity to participate.
2. Assist employees in securing positions commensurate with their skills and knowledge, assuring equal access to promotion or advancement.
3. Efficiently resolve concerns and grievances of all employees and prospective employees which may arise in connection with the equal opportunity employment program.



Section 4.02 Hiring Process

(a) Confidentiality and Privacy:

- All Personal informational provided by potential candidates during the hiring process will be treated with confidentiality and used solely for the purpose of evaluating their suitability for the position.
- Personal information will be securely stored, and access limited to individuals involved in the hiring process.

(b) Fair and Impartial Evaluation:

- All candidates will be evaluated and shortlisted based on their qualifications, skills, experience, and suitability for the position.
- Interviews and assessment criteria will be relevant, job-related, and designed to assess the candidate's ability to perform essential duties and responsibilities of the position they are applying for.
- Hiring decisions will be made objectively, without bias or favoritism, by the interviewing panel and selection committee.

Section 4.03 Nepotism Hiring

It is the policy of the Board to make hiring and promotion decisions for Juanita Schools based on each candidate's qualifications and not to allow these decisions to be influenced by nepotism.

In Juanita Schools, Nepotism shall be defined as the practice among those with power or in supervisory positions to favor relatives or friends.

No form of nepotism is allowed at Juanita Schools.



Section 4.04 Employee Contribution to the Decision-making Process

The Board of Directors is the sole, legal authority for establishing policies in the schools.

The Board shall recognize two committees, one for the teachers and one for the support staff.

The Board shall recognize the supervisors of these two committees to bring unto to the Board any matters relating to their respective committees.

Section 4.05 Staff Ethics

The Board of Directors expects that each professional and support staff member shall put forth every effort to promote a quality instructional program at Juanita Schools.

All employees are expected to be familiar with and in compliance with the contents of the policies and procedures listed in this document.

It shall be deemed unethical for any staff member to attempt to influence a Board member outside an official meeting.

Staff members should communicate any concerns or grievances through the normal channels of communication up to and including the Board of Directors.

An effective educational program requires professional and support staff services of individuals with integrity, high ideals, empathy and human understanding.

All staff members will be expected to adhere to the staff ethics endorsed by the Board.

Section 4.06 Certified Staff Ethics

The quality and character of the individual professional educator are prominent factors in the educational development. These practices are to be embraced, in both letter and spirit, as a basis of conduct for certified staff.

(i) In professional standards, the educator-

1. Shall not in an application for a professional position deliberately make a false statement or misrepresent or fail to disclose a material fact related to competency, qualifications, or certifications.
2. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education or other relevant attribute.
3. Shall not knowingly make false or malicious statements about a colleague.
4. Shall not accept any gratuity, gift or favor that might impair or appear to influence professional decisions or actions.
5. Shall not use professional relationships with students for private advantage.
6. Shall direct persons to carry out only professional functions for which they are qualified.
7. Shall honor a letter of employment/contract to teach, whether written or verbal.

(ii) In regards to students, the educator-

8. Shall recognize the basic dignity of all individuals and shall not exclude any student from participation in any program, deny benefits, or grant advantage to any student.
9. Shall make reasonable effort to protect the student from conditions harmful to learning or safety.
10. Shall not intentionally expose the student to embarrassment or disparagement.

(iii) In instruction, the educator-

11. Shall present subject matter in a comprehensive and accurate manner drawing upon current scientific knowledge and educational research.
12. Shall not unreasonably restrain the student from independent action in pursuit of learning.
13. Shall not unreasonably restrain the student access to varying points of view.
14. Shall not deliberately suppress or distort subject matter relevant to the student's progress.
15. Shall encourage students to reach their educational potential.

(iv) In parents and community, the educator-

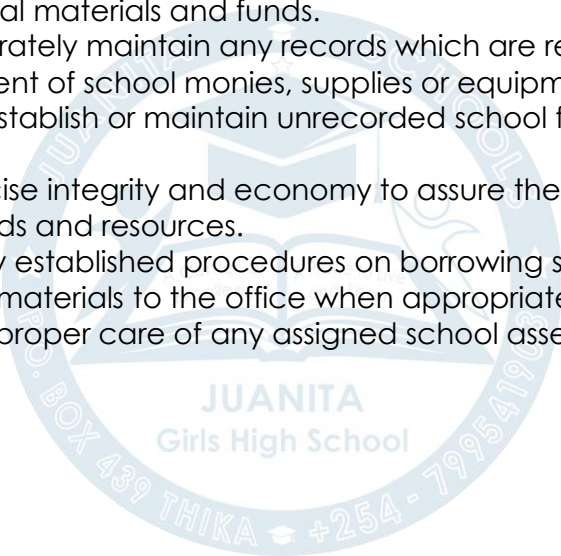
16. Shall seek to establish friendly and cooperative relationships with the home.
17. Shall provide parents with information that will serve the best interests of their children.
18. Shall perform the duties of citizenship.
19. Shall recognize that the Schools belong to the people of the community and encourage participation in shaping the purposes of the school.

(v) Confidentially, the educator-

20. Shall not disclose information about students, colleagues or parents obtained in the course of professional service, unless disclosure serves a compelling professional purpose or is required by school policy.

(vi) In school's assets and resources, the educator-

21. Shall follow established school procedures for obtaining necessary educational materials and funds.
22. Shall accurately maintain any records which are required to document disbursement of school monies, supplies or equipment.
23. Shall not establish or maintain unrecorded school funds or assets for any purpose.
24. Shall exercise integrity and economy to assure the most efficient use of school funds and resources.
25. Shall follow established procedures on borrowing school materials and return the materials to the office when appropriate.
26. Shall take proper care of any assigned school assets and materials.



Section 4.07 Administration Structure

This policy outlines the administrative structure of the Juanita School, defining the roles and responsibilities of key positions within the school hierarchy.

The School administration aims to maintain effective leadership and management ensuring efficient operations and promoting a conducive learning environment.

(a) Administrative Positions:

1. Principal and School Manager
 - a. The Principal and School Manager hold the highest office in the school administration. They report directly to the Board of Directors.
 - b. The principal is responsible for being the instructional leader in charge of curriculum development, faculty supervision, and student welfare to ensure delivery of the best possible instructional program at the school.
 - c. The School Manager oversees the smooth running of the school in all aspects and departments to ensure delivery of the best possible instructional program at the school.
2. Deputy Principal
 - a. The Deputy Principal works with the Principal to bring together all the School's educational resources and services available to foster the best possible educational program at the school.
 - b. They ensure all rules and regulations are observed and are responsible for overall discipline at the school.
3. Dean of Studies
 - a. The Dean of Studies holds a leadership role overseeing the academic division of the school.
 - b. The Dean is responsible for academic planning, program development, and ensuring the quality of teaching and learning within the school.
4. Head of Departments
 - a. The Head of Departments are responsible for overseeing specific areas or disciplines within the school.
 - b. They provide academic leadership, curriculum coordination, and mentorship to teachers within their departments.
 - c. The Head of Departments collaborate with the Dean of Studies and Principal to ensure alignment with the school's educational standards.
5. Teachers
 - a. Teachers are responsible for delivering high-quality instruction, providing guidance to students, and assessing their progress.
 - b. They collaborate with their respective Heads of Departments, participate in professional development opportunities, and adhere to the school's policies and procedures.
 - c. Teachers are responsible for enforcing the school's policies and procedures when it comes to student supervision.

6. Support Staff

- a. Support Staff members provide essential administrative, operational, and logistical support to the school.
- b. Their roles may include administrative assistants, librarians, technicians, bursars, hospitality workers, and other specialized positions necessary for the smooth running of the school.

Each member of the Juanita School Community is encouraged to know their roles and responsibilities. Detailed roles and responsibilities for specific positions are outlined in the letter of appointment given to a member of staff when they are hired.

(b) **Staff Communication and Collaboration:**

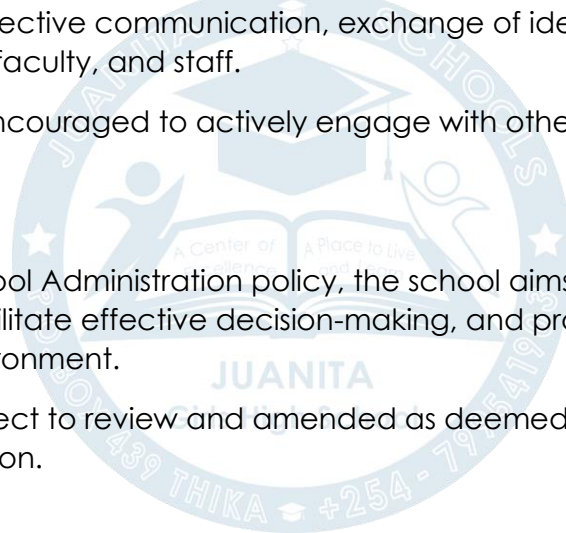
Clear lines of communication and collaboration are vital within the school.

Regular meetings, committees, conferences, and collaborative platforms should be established to foster effective communication, exchange of ideas, and coordination among administrators, faculty, and staff.

Members of staff are encouraged to actively engage with other members to promote teamwork and growth.

By adhering to this School Administration policy, the school aims to establish clear roles and responsibilities, facilitate effective decision-making, and promote a collaborative and efficient work environment.

This policy may be subject to review and amended as deemed necessary by the Board and school administration.



Section 4.08 Attachment Program for Upcoming Teachers Pursuing Teaching Degrees

Juanita Schools recognizes the importance of providing practical training opportunities for university students pursuing teaching degrees.

The Attachment program aims to offer valuable experience and insight to aspiring teachers, helping their professional growth and preparing them for future careers in education.

(a) Eligibility:

- ✓ The program is open to Upcoming teachers currently enrolled in a recognized higher education institution.
- ✓ Applicant should have completed the required coursework specified by their university and be in good academic standing.
- ✓ Applicant must adhere to the School's Policies and Procedures and meet additional criteria outlined below

Prospective applicants must submit a cover letter, resume, copy of ID, and their relevant credentials to the school via the official communication channels.

Applications will be reviewed by a selection committee, which will include the relevant members of staff.

Shortlisted candidates may be invited for additional interviews/assessments and successful applicants will be notified of their acceptance into the program.

(b) Duration:

The Attachment Program will typically last for the duration of one semester in a typical academic calendar unless otherwise stated.

Teachers in the Attachment Program are expected to demonstrate professionalism, punctuality and a willingness to learn and collaborate with the school's staff and students. They are expected to actively seek opportunities for learning and contributing to the school community.

The School's teachers and administration will provide feedback and evaluation on the upcoming teacher's performance during the attachment period, contributing to their professional development.

Teachers in the Attachment Program must adhere to the school's policies and procedures and follow all policies and regulations applicable to school personnel.

The School reserves the right to terminate an attachment teacher if they fail to comply with the school's policies, demonstrate unprofessional behavior, or violate any school policies.

By implementing this Attachment Program policy, the school aims to provide upcoming teachers with valuable hands-on experiences in the field of education and foster professional growth of the education sector.

Section 4.09 Staff Conduct

The Board of Directors expects that each professional and support staff member shall put forth every effort to promote a quality instructional program in the school.

In building a quality program, all employees must meet certain expectations that include, but are not limited to:

1. Follow and enforce all Board policies, regulations, administrative procedures, other directions given by school administrators, and laws as they affect the performance of job duties.
2. Maintain courteous and professional relationships with students, parents/guardians, other employees and all patrons of the Schools.
3. Transact all official business with the appropriate designated authority in the Schools in a timely manner.
4. Promote a positive Juanita Schools climate. Employees with concerns or constructive feedback are invited to share that feedback with their supervisor or with the appropriate administrator.
5. Care for and properly use all school property and technology as directed by Board policy and school procedures. A consistently high level of personal responsibility is always expected of all employees granted access to the schools' technology resources. The primary purpose of school owned technology is to enhance learning and teaching as well as improve the operations of the schools.
6. Attend all required staff meetings and professional development programs scheduled by the administrators, unless excused.
7. Keep all student records, medical records, and other sensitive information confidential in accordance with the Board policy and school procedures.
8. Immediately report unsafe building conditions or situations to the appropriate administrator or personnel to take action to rectify the situation and protect the safety of students and others.
9. Properly supervise students. The Board expects all students to be under assigned adult supervision at all times during school and during any school activity. Except in an emergency, no employee will leave an assigned group unsupervised.
10. Follow all safety procedures and ensure the safety and welfare of students.
11. Submit all required reports, documentation, and/or paperwork in a timely manner. Employees will satisfy records maintained by the school community.
12. Refrain from using profanity or derogatory language.
13. Arrive to work on time and complete the normal workday as specified by the supervisor and school guidelines. Employees who are late to work or do not complete their normal workday may be subject to disciplinary action, up to and including termination.
14. School employees shall not strip search students without notifying the administration.
15. School employees shall not direct a student to remove a religious emblem or garment as long such emblem or garment is worn in a manner that does not promote disruptive behavior.

Section 4.10 Inappropriate Conduct

(a) Professional Boundaries:

Employees are expected to maintain appropriate professional boundaries with students, colleagues, and other members of the School community.

Inappropriate Conduct includes but is not limited to:

- Engaging in romantic or intimate relationships with students or colleagues.
- Making inappropriate comments or engaging in suggestive behavior.
- Exploiting or taking advantage of one's position of authority or trust.
- Invading personal space or engaging in unwelcome physical contact.

(b) Disruptive Behavior:

Employees are expected to conduct themselves in a manner that supports and promotes a positive learning environment.

Inappropriate conduct includes engaging in behavior that negatively impacts the learning environment or disrupts the normal operation of the school

(c) Social Media Use:

Employees should exercise caution and professionalism when using Social Media platforms. Some Inappropriate Conduct related to social media use includes:

- Posting or sharing content that is offensive, discriminatory, or defamatory towards students, colleagues, or the school.
- Sharing confidential or private information about students or colleagues without proper consent.
- Making derogatory comments regarding the school.

Any Incidents of inappropriate conduct should be promptly reported to the appropriate supervisor. Reports will be treated confidentially and concerns will be addressed appropriately.

Violation of this policy will be subject to disciplinary action, which may include employment suspension, termination and/or referral to the proper authorities for legal prosecution.

Section 4.11 Relationships in the Workplace

Juanita School is committed to maintaining a positive and professional work environment that fosters mutual respect, collaboration, and fair treatment of all employees.

Employees should disclose any personal relationships among one another that may present a conflict of interest or the appearance of impropriety in the workplace. When such conflicts arise, they will be managed in a manner that ensures fair treatment and transparency.

Romantic or intimate relationships between supervisors and their direct reports are discouraged due to the inherent power dynamics. If such relationships occur, appropriate measures, such as transferring responsibilities will be taken to address the potential conflict.

While socializing among colleagues is encouraged, employees are expected to maintain professional behavior during workplace events, including social gatherings.



Section 4.12 Sexual Harassment

Every employee has the right to work in an environment free of sexual harassment and offensive use of sex-oriented jokes or epithets.

Such conduct is improper, contrary to school policy and unlawful, therefore prohibited for all employees of the school community.

Such conduct could result in disciplinary action up to and including immediate discharge of the employee who violates this policy.

Sexual harassment shall be defined as unwelcome sexual advances, requests for sexual favors and or verbal, physical or other conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or submission to or rejection of such conduct by an individual is used as the basis of an employment decision affecting that individual or when conduct has the purpose of effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Individuals who experience sexual harassment from coworkers or supervisors and administrators should make clear that such behavior is unwelcome and/or offensive to them and should report such conduct to any supervisor of their choice or to the Human Resources Department or the Executive Director of the school community.

No form of retaliation or intimidation will be tolerated, and any such facts should be reported immediately.

All employees are required to act professionally in the school environment and no form of sexual behavior is allowed on school grounds whatsoever.

Section 4.13 Professional Dress Guidelines

As professionals at Juanita Schools, we realize and value the community's perception of our roles as mentors and role models for students. Therefore, the following dress code guidelines will apply to employees throughout the school community.

(a) Acceptable attire:

- ✓ Clothes that maintain a professional and appropriate appearance.
- ✓ Clothes that are neat, clean and in good repair.
- ✓ Clothing provided or approved as official school uniform or school branded apparel.
- ✓ Clothing required for safety concerns of specific jobs such as Science experiments.

(b) Policy Guidelines

- Teachers are expected to dress in professional or business casual attire from Monday to Thursday.
- Professional attire may include formal or semi-formal clothing such as dress trousers/pants, skirts, blouses, dress shirts, and appropriate footwear.
- On Casual Fridays, teachers have the opportunity to dress in a more relaxed manner while maintaining a respectful and appropriate appearance.
- Personal attire should not be excessively tight fitting.
- No employee is permitted to wear shorts or sweatpants unless approved by the supervisors due to job functions.
- Pajamas are prohibited.
- Employees may only wear hats when needed for protection or warmth during extreme temperatures.
- Employee's clothing must not allow for visible skin between shirts and pants/skirts or any visible cleavage.
- Skirts or slits in skirts cannot be above the knee.
- Sleeveless shirts, tops, or dresses must have a shoulder strap that is at least two fingers wide unless covered by a jacket or a top.

Exceptions to this policy are permitted with supervisor approval.

There may be specific occasions or events where a different dress code is required. Teachers will be notified in advance if there are any exceptions or deviations from the standard dress code.

Any administrator/supervisor that has a concern regarding the appropriateness of an employee's clothing should address the individual employee directly. The Board may make modifications to this policy to accommodate extenuating circumstances.

Section 4.14 Drug Free Workplace

Student and employee safety is of paramount concern to the Board of Directors.

Employees under the influence of alcohol, drugs, or controlled substances are a danger to themselves, to students and to other employees.

The Board of Directors shall not tolerate the unlawful manufacture, use, possession, sale, dispensation, distribution or being under the influence of controlled substances or alcoholic beverages: on any school property or any school-approved vehicle used for transportation in school activities; or at any time during the employee's working hours.

Any employee who violates this policy will be subject to disciplinary action, which may include employment suspension, termination and/or referral for prosecution.

Each employee of the schools is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy, and must notify the executive director of any criminal drug statute conviction for a violation occurring in or on the premises of the schools or while engaged in regular employment.

The Board of Directors recognizes that employees who have a drug abuse problem should be encouraged to seek professional assistance.

The Board of Directors hereby commits itself to a continuing good faith effort to maintain a drug-free workplace.

This policy shall be communicated, in writing to all present and future employees.

Compliance with this policy is mandatory.

Section 4.15 Use of Tobacco Products on School Premises

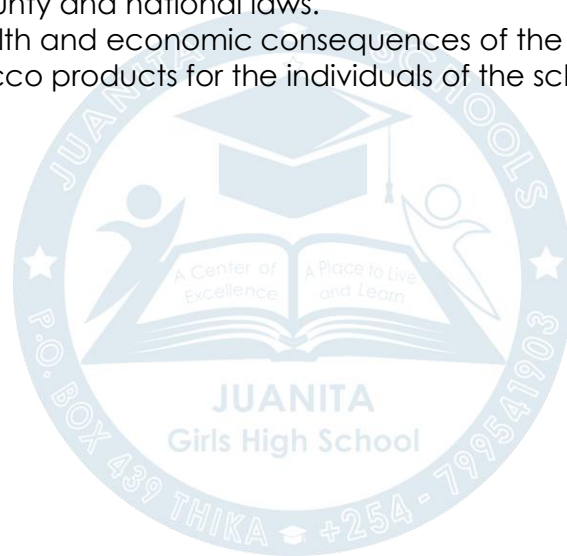
The utilization of tobacco and electronic tobacco products is prohibited on Juanita Schools grounds and its facilities.

Electronic tobacco products are defined as items that include, but are not limited to, electronic cigarettes, e-cigarettes, and personal vaporizers (vapes).

The term tobacco product includes, but is not limited to cigarettes, cigars, chewing tobacco, pipe tobacco, or any tobacco-based product intended for human consumption.

The purpose of this policy is to consider the following:

1. Improvement of health and welfare of staff, students, and visitors.
2. Provide greater protection of property, equipment, and supplies of the school.
3. Comply with county and national laws.
4. Reduce the health and economic consequences of the use of tobacco and electronic tobacco products for the individuals of the school.



Section 4.16 Personnel Records

The administration shall maintain a personnel file on all employees in the Administration Office.

It is the responsibility of the certified staff and support staff members to submit the proper credentials immediately upon employment with Juanita Schools.

It is the intent of the Board to maintain complete and current personnel files for all school employees. There shall be one personnel file maintained in the office of the executive director.

The file of an individual will be considered confidential information and will be available only to authorized personnel in accordance with the Board policy.



Section 4.17 Professional Staff Salary Schedules

It shall be the policy of the Board of Directors to review all salary schedules on an annual basis.

A salary schedule expresses a procedure which the Board expects to follow in the payment of future salaries to professional staff; however, it is not a contract between the Board of Directors and the schools' employees.

The Board shall make every reasonable effort to maintain the schedule, but it reserves the right in future applications of the schedule to make any additions, reductions, or other changes which, in its judgement, may be necessary.

New teaching staff shall be placed on the salary schedule at an appropriate channel and step with other members of equal experience and professional training.

At this time, unless otherwise stated, the pay date for teaching staff is the last Friday of the month for the period of that month and no later than the fifth day of the following month.

Section 4.18 Overtime/Extra Time Compensation for Professional Staff

It shall be the policy of Juanita School to provide overtime pay to professional staff authorized to work overtime.

Overtime means any teaching sessions done outside of the regular work week from Monday to Friday.

Compensation will be at the discretion of the administrator in charge.

Section 4.19 Office Hours for Schools

The administrative offices in each school will be staffed by the appropriate staff members between the hours of:

Day	Hours
Monday	8:00 AM – 5:00 PM
Tuesday	8:00 AM – 5:00 PM
Wednesday	8:00 AM – 5:00 PM
Thursday	8:00 AM – 5:00 PM
Friday	8:00 AM – 5:00 PM

All official communication including messages, appointments and information should be received and transmitted between the regular operating hours.

All teachers are required to sign in to the Staff room Clock Book when they arrive for their scheduled work hours and sign out when they leave for the day.

Section 4.20 Procedures for requesting time off

Staff members are expected to arrive on time for their scheduled work hours and fulfill their assigned duties promptly and reliably.

Staff members are responsible for notifying their supervisor or the administration in advance if they are unable to report to work due to illness, personal emergencies, or other unforeseen circumstances.

Requests for sick leave or unexpected absences should be made as soon as possible, preferably before the start of the workday.

Supervisors will review and approve leave requests based on operational requirements, staffing levels, and the availability of a replacement.

Supervisors are responsible for maintaining accurate records of staff attendance.

Section 4.21 Performance-Based Teacher Evaluation

Teacher evaluation is an ongoing and essential part of the total instructional program.

The primary purpose of the evaluation process is to enhance student learning through the improvement of teaching and instruction.

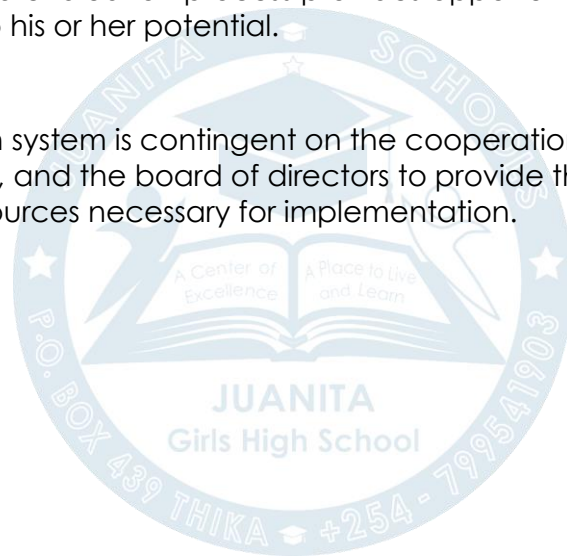
The process for professional improvement includes:

- Identifying performance expectations.
- Documenting performance
- Conferring about performance
- Developing plans to improve performance.

The secondary purpose is to provide for fair and objective employment decisions.

The performance-based evaluation process provides opportunities for every professional to develop his or her potential.

An effective evaluation system is contingent on the cooperation and commitment of the staff, administrators, and the board of directors to provide the time, staff development, and resources necessary for implementation.



Section 4.22 Voluntary Termination of Employment Professional Staff

A contract between a professional staff member and the Board of Directors may be terminated or modified at any time by mutual consent.

A permanent staff member who desires to terminate a contract at the end of a school year shall give written notice to do so, and the reasons, no later than 3 weeks prior to the end of the school year.

Staff who intend to terminate their contract are encouraged to indicate such plans in writing to the Director's Office so that the administration will have sufficient opportunity to secure the best possible replacements.

Requests for release from a contract submitted by a staff member to be effective earlier than the end of the school year, should be given no later than 2 weeks prior to the requested date of resignation and require approval by the Board of Directors and will be considered on an individual basis.

The Board, will at all times, consider the instructional needs of students when determining whether such release will be granted. If a release is granted, the administration will make every effort to immediately secure a replacement.

(a) Resignation and Clearance Process

Following submission of a letter of resignation from a staff member, they should make every effort to make sure their duties and responsibilities can be easily handed over to an incoming replacement. They are also required to complete a clearance process with the Office before the requested date of resignation. The clearance process involves returning any school property, such as keys, identification cards, electronic devices, or other materials entrusted to the employee during their employment.

The Office will conduct a thorough check to ensure that all items have been returned and all outstanding obligations or dues are settled to prevent a delay in reimbursement of their security deposit.

Following completion of the clearance process and resignation of a staff member, the Office will be required to reimburse their security deposit, minus any deductions attained from the clearance process no later than 60 days after the date of resignation.

Employees are responsible for keeping their contact details active and communicate their preferred mode of reimbursement of the security deposit.

In case of any disputes or outstanding issues arise, the office will work with the employee to resolve matters in a timely manner. The School may also retain a portion or entirety of the security deposit if there are legitimate claims or damages caused by the employee.

This information is provided to ensure transparency and accountability to employees regarding the resignation process, clearance requirements, and security deposit reimbursement procedures.

Section 4.23 Reduction in Force of Staff

When it becomes necessary to reduce the number of staff members in the schools, the following philosophy will govern their release:

“Because the Schools exist for the child and the main obligation of the Board of Directors is to provide the best education possible and only incidentally to provide employment to carry out this main obligation, the Board of Directors will, through procedures carried out by the administration, determine which teachers can best serve the needs of the students.”



Section 4.24 Suspension or Termination of Staff

Professional or Support staff may be suspended or dismissed without pay by the Board of Directors.

The following list, while not limited, includes some actions, which could lead to a suspension or termination of an employee:

- Physical or mental condition unfitting him/her to associate with students and other employees.
- Immoral or gross misconduct.
- Incompetency, inefficiency, or insubordination in the line of duty.
- Excessive or unreasonable absence from his/her workstation.
- Violation of the School's Policies and Procedures.
- Failure to adhere to safety protocols or creating a dangerous or unsafe environment.
- Damaging or misusing of school property or resources.
- Knowingly providing false information or misrepresenting facts related to employment or professional qualifications.
- Willful or persistent violation of, or failure to obey the laws of the country.

The Board will conduct an impartial investigation, provide the employee with an opportunity to present their side of the story, and follow any established grievance procedures.

The purpose of this policy is to ensure clear expectations are set of employee conduct and ensure disciplinary actions are taken in a fair and consistent manner when violations occur.

