

POLICIES AND PROCEDURES OF JUANITA SCHOOLS

JUANITA SCHOOLS LEGAL STATUS

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



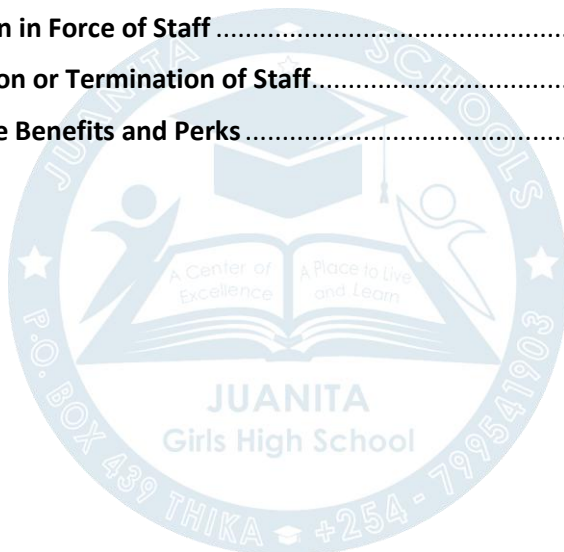
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Article I. JUANITA SCHOOLS INFORMATION

(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

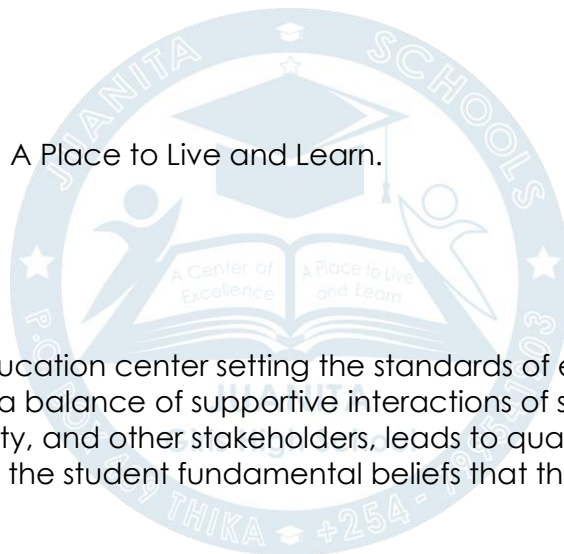
A Center of Excellence, A Place to Live and Learn.

(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

Augustine M. Gakau



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.

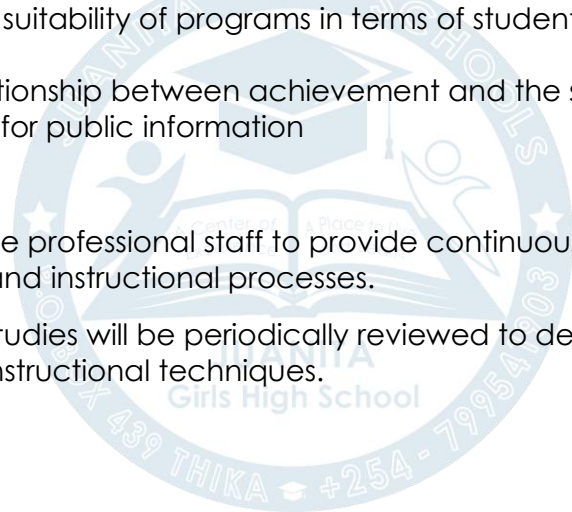
The Executive Director is directed by the Board to implement appropriate methods for a continual evaluation of the school's curriculum, education program and instructional processes.

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.

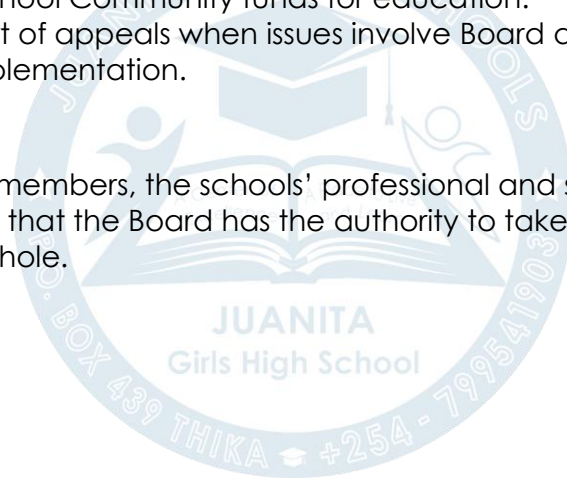
It is the purpose and the role of the Board of Directors to exercise general supervision over the entire school community, and to ensure that the schools are maintained accordingly in accordance with the policies, rules and procedures of the schools.

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.

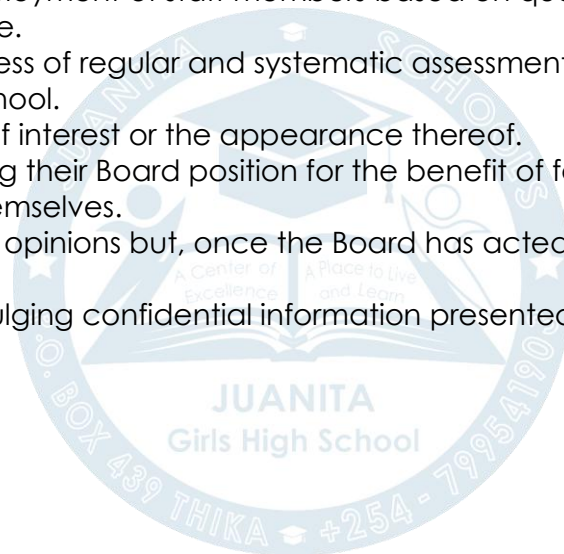
The Board will make its members, the schools' professional and support staff, and schools' patrons aware that the Board has the authority to take official action only when it is acting as a whole.



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 Workplace Health and Safety

The purpose of this policy is to ensure a safe and healthy working environment for all employees, students, and visitors at the school. Juanita School is committed to complying with all health and safety regulations to minimize risks and prevent workplace injuries or illnesses.

Responsibilities:

- **School Administration:** Responsible for implementing and enforcing safety policies, conducting regular inspections, and providing necessary safety training.
- **Employees:** Required to follow all safety procedures, report hazards, and participate in safety training programs.
- **Students and Visitors:** Expected to adhere to school safety regulations and report any safety concerns to staff.

General Workplace Safety Guidelines:

- Maintain a clean and clutter-free work environment to prevent accidents.
- Report any unsafe conditions, hazards, or potential safety risks immediately to the administration.
- Follow all emergency procedures, including fire drills, evacuations, and first aid protocols.
- Use school equipment, tools, and facilities safely and as intended.
- Adhere to proper hygiene and sanitation measures, especially in shared places like kitchens and restrooms.

Emergency Procedures:

- Employees must familiarize themselves with evacuation routes and emergency exits.
- Fire extinguishers and first aid kits must be accessible in designated areas.
- In the event of an emergency, all staff must follow safety protocols.
- The administration will conduct periodic drills to ensure readiness.

Injury and Incident Reporting:

- Any injury, no matter how minor, must be reported immediately to the administration.
- The school will investigate all reported incidents to prevent future occurrences.

Personal Protective Equipment (PPE):

- Employees and students must use PPE (e.g. gloves, masks, safety goggles) as required in specific areas such as science laboratories, maintenance rooms, or during health emergencies.

Compliance and Disciplinary Action:

- Employees who fail to comply with health and safety policies may face disciplinary action.

- Continuous violations may result in warnings, suspension, or termination as deemed necessary.

Review and Updates:

This policy will be reviewed periodically to ensure alignment with current health and safety regulations and best practices.



Section 3.03 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 3.04 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 and environment 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.

Concerns or grievances about another staff member should be directed to the designated School Principal. If the concern relates to or involves the School Principal, the member of Staff will have a right to raise it in confidence with 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-

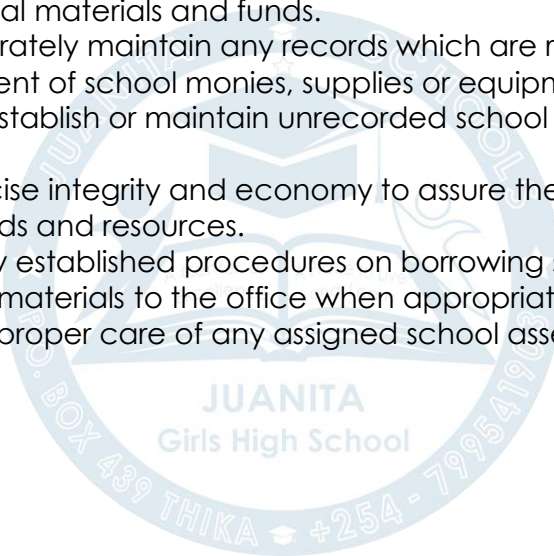
16. Shall seek to establish friendly and cooperative relationships with the home.
17. Shall provide parents with information that will serve the best interests of their children.
18. Shall perform the duties of citizenship.
19. Shall recognize that the Schools belong to the people of the community and 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. Department Heads
 - a. The Heads 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 Department Heads, 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 Teacher-Student Boundaries and Interactions Policy

Purpose:

This policy establishes clear guidelines for appropriate interactions between teachers and students to maintain a professional, respectful, and safe educational environment. The School is committed to fostering positive relationships that support student learning while ensuring professional boundaries are maintained at all times.

Scope:

This policy applies to all teachers, administrators, and school staff interacting with students, whether during school hours, extracurricular activities or other settings.

Professional Boundaries:

Teachers and staff must:

- Maintain professional relationships with students, avoiding favoritism or inappropriate familiarity.
- Communicate respectfully and avoid any language or behavior that could be misinterpreted as inappropriate or unprofessional.
- Ensure interactions remain within the context of education and mentorship, avoiding personal relationships that extend beyond school-related activities.
- Use professional and school-approved channels of communication, including calls and official messaging platforms.

Physical Contact:

- Teachers should exercise caution when engaging in physical contact with students. Any physical contact must be appropriate, such as a handshake, and should not be prolonged.
- Hugging, touching, or any physical interaction that could be misinterpreted as inappropriate must be avoided.

One-on-one Interactions:

- One-on-one meetings or consultations between a teacher and a student should take place in visible and open areas such as classrooms with open doors or offices with windows or the common areas.
- Private meetings should be scheduled during school hours and must be conducted in a professional manner.

Social Media and Digital Communication:

- Teachers should not engage in private or non-school related communication with students via personal social media accounts, text messages or messaging apps.
- Any online interactions should be conducted through official school platforms and used strictly for educational purposes.
- Sharing personal contact information with students should be avoided unless it is necessary for school-related matters and approved by the administration.

Gifts and Special Favors:

- Teachers should not give or accept personal gifts from individual students unless they are given as part of a school-wide event or occasion.
- Accepting expensive or personal gifts from students or their families may create conflicts of interest and must be avoided.

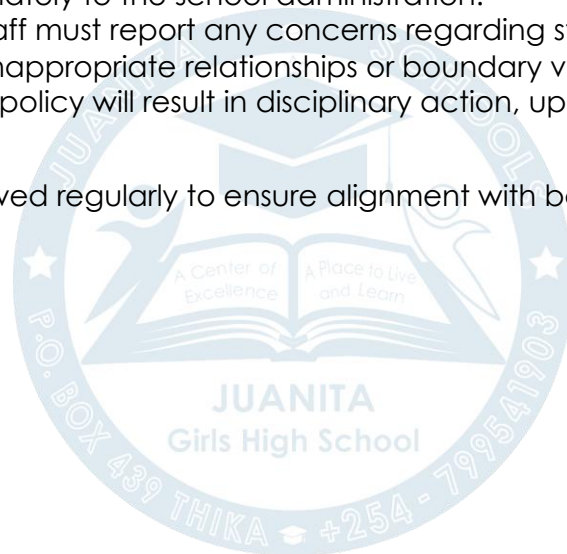
Transportation and Outside Activities:

- Teachers should not transport students in their personal vehicles unless approved by the administration for school-related activities.
- Personal invitations to students for non-school related events, social gatherings, or outings are prohibited.

Reporting and Accountability:

- Any observed or suspected breachers of professional boundaries should be reported immediately to the school administration.
- Teachers and staff must report any concerns regarding student behavior that could indicate inappropriate relationships or boundary violations.
- Violations of this policy will result in disciplinary action, up to and including termination.

This policy will be reviewed regularly to ensure alignment with best practices and school guidelines.



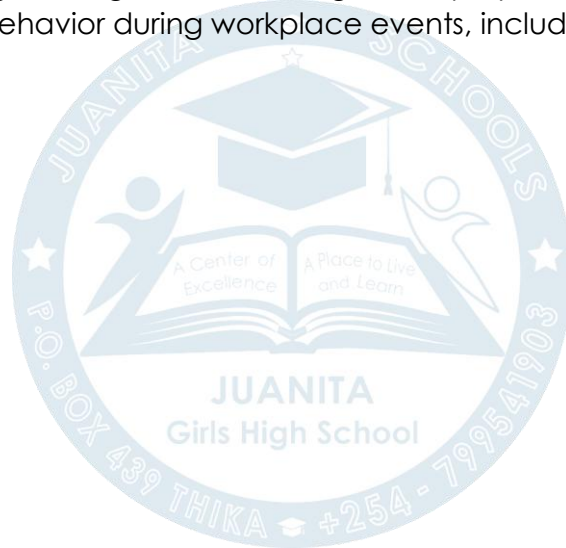
Section 4.12 Relationships in the Workplace

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 4.13 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 4.14 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 4.15 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 4.16 Use of Tobacco Products on School Premises

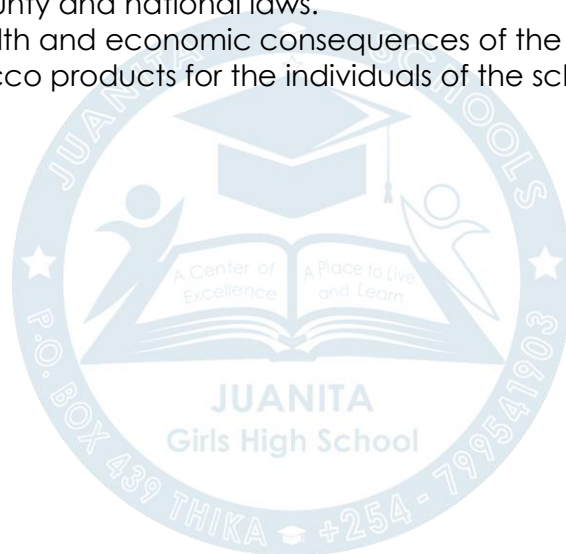
The utilization of tobacco and electronic tobacco products is prohibited on Juanita Schools grounds and its facilities.

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 4.17 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 4.18 Residing Within School Premises

Purpose:

Juanita Schools provides on-campus housing for certain employed staff members to ensure availability for work-related duties, enhance school operations, and support a structured working environment. This policy outlines the guidelines, responsibilities, and expectations for staff members residing on school premises.

Eligibility for Residency:

Residency is not a right, but a privilege granted based on job role, school needs, and availability of housing.

Priority will be given to staff members whose presence is essential for school operations, including but not limited to:

- Boarding Staff
- Security Personnel
- Teaching Staff
- School Administration Staff requiring on-site presence
- Other essential personnel

Employees must apply to the School Administration for approval to reside on school premises.

Accommodation is not transferable and may only be occupied by the approved employee and registered dependents (if applicable).

Responsibilities of Resident Staff:

Residents must maintain clean, safe, and orderly living quarters.

All occupants must adhere to school rules, policies, and procedures.

Employees must respect quiet hours and avoid disrupting the school environment.

Any damage to school property must be reported immediately and may be subject to repair at the employee's expense.

Electricity and water should be used responsibly to avoid unnecessary waste.

A monthly housing charge will be deducted from the employee's salary and is based on the number of occupants residing in the provided accommodation.

Restrictions and Conduct:

Subletting, or allowing unauthorized individuals to reside within the premises is strictly prohibited.

Employees must not engage in commercial activities (e.g. running businesses) within their school-provided accommodation.

Visitors must comply with school visitor policies and security procedures.

Any behavior that disrupts school operations, including misconduct, may result in revocation of residency privileges.

Security and Safety Compliance:

Residents must follow all school security protocols, including gate access requirements and emergency procedures.

Fire safety regulations and general safety precautions must be observed at all times.

The school will provide security measures but assumes no liability for personal belongings.

Termination of Residency:

Residency will automatically terminate upon resignation, termination, or retirement of the employee.

The school reserves the right to request an employee to vacate the premises upon breach of this policy, restructuring, or operational needs.

Employees must vacate the premises within the stipulated timeframe as directed by the School Administration.

Exceptions and Special Considerations:

Any exceptions to this policy must be approved by the School Administration.

Special accommodations may be considered on a case-by-case basis.

Section 4.19 Other Personnel Residing on School Premises

Purpose:

Juanita Schools recognizes that some employees may have family members residing within the school premises. This policy is intended to establish guidelines regarding their presence to ensure safety, security, and smooth operation of the school while maintaining a professional and conducive environment for learning and working.

Definition:

For the purpose of this policy, family members include but are not limited to:

- Spouses
- Children or dependents
- Parents or guardians
- Siblings
- Other dependents approved by the school administration

Approval for Residency:

Employees who wish to have family members reside on school premises must submit a formal request to the School Administration for approval.

Approval will be granted based on available accommodations and impact on school operations.

The school reserves the right to review and revoke residency permissions if necessary.

Conduct and Responsibilities:

Family members residing within the school must adhere to all school rules, policies, and procedures.

They must conduct themselves in a manner that upholds the school's values and does not disrupt the work or learning environment.

Any misconduct by family members may result in the review of their residency status.

Access and Restrictions:

Non-employed family members are not permitted to interfere with school operations, staff duties, or students' academic or extracurricular activities.

Family members should only access designated residential areas and are not allowed in restricted school areas such as staff offices, classrooms, laboratories, or administrative areas without authorization.

Family members should only access the school premises through the main gate.

Visitors of residing family members must be registered with the school security office and adhere to the visitation policies.

Security and Liability:

The School will provide security measures for all individuals residing within the premises but will not assume liability for personal belongings or private matters concerning non-employed family members.

Any damages caused by family members to school property must be reported and may be subject to repair or replacement at the employee's expense.

Changes in employment status, school policies, or security concerns may result in modifications or termination of residency privileges.

Exceptions and Special Circumstances:

Any exceptions to this policy must be approved by the School Administration in consultation with the relevant department.



Section 4.20 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 4.21 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 4.22 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 4.23 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 4.24 Salary Pay Structure for Professional Staff Based on Seniority

This policy outlines the pay structure for teachers and administrators in the Schools, based on seniority levels and professional growth. The structure aims to ensure fairness, transparency, and recognition of experience and expertise.

(a) Scope

This policy applies to all teachers and administrators employed by Juanita Schools. The pay scale is divided into four seniority levels: Faculty I, Faculty II, Professional, and Senior.

Note: The seniority structure outlined below is not indicative of the supervisory hierarchy within the Schools. For clarification on supervisory roles, please refer to the School's administrative structure policy on **Section 4.07: Administration Structure** of this policy document.

(b) Seniority Levels and Criteria

(i) Faculty I

Description: Entry-level position for newly employed teachers.

Eligibility Criteria:

- Less than 3 years of teaching experience.
- Basic qualifications and certifications required for the position.
- Demonstrated ability to perform assigned duties under supervision.

(ii) Faculty II

Description: Intermediate-level position for teachers or administrative staff with growing experience and demonstrated competence.

Eligibility Criteria:

- 3-5 years of teaching or administrative experience.
- Evidence of effective classroom instruction or administrative performance.
- Participation in professional development activities.

(iii) Professional

Description: Advanced-level position for experienced staff who have demonstrated consistent high performance and leadership.

Eligibility Criteria:

- 6-10 years of teaching or administrative experience.
- Proven track record of excellence in job performance and student outcomes.
- Active involvement in extra-curricular activities, mentorship, or leadership roles.

(iv) Senior

Description: Highest-level position for staff with extensive experience and exceptional contributions to the school.

Eligibility Criteria:

- 10+ years of teaching or administrative experience.
- Leadership in major school programs and initiatives.
- Consistently outstanding performance evaluations.

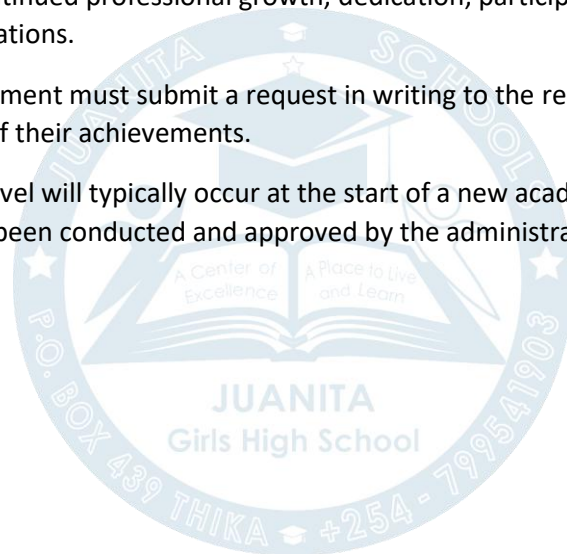
(c) Advancement Between Levels

Advancement to a higher seniority level is contingent on meeting the eligibility criteria outline in subsection (b) Seniority Levels and Criteria.

Staff must demonstrate continued professional growth, dedication, participation in school activities, and positive performance evaluations.

Individuals seeking advancement must submit a request in writing to the respective School's Principal, accompanied by evidence of their achievements.

Advancement to the next level will typically occur at the start of a new academic year, after all performance reviews have been conducted and approved by the administration.



Section 4.25 Performance-Based Teacher Evaluation

This purpose of this policy is to establish a structured system for evaluating teacher performance, recognizing high-performing teachers, and supporting professional growth for teachers who require improvement.

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.

(a) Evaluation Process

Teacher performance will be evaluated annually based on the following metrics:

1. Classroom Instruction and Teaching Quality
 - a. Effective lesson planning and delivery.
 - b. Engagement and interaction with students.
 - c. Assessment strategies and student learning outcomes.
2. Student Academic Progress
 - a. Improvement in student performance and achievement levels.
 - b. Tracking and analyzing student progress throughout the academic year.
3. Professionalism and Conduct
 - a. Adherence to school policies and code of conduct.
 - b. Communication and collaboration with students, parents, and colleagues.
 - c. Other contribution to the school community.
4. Extra-curricular Involvement
 - a. Participation in school programs, events, and department committees.
 - b. Support for student activities outside the classroom.
5. Professional Development
 - a. Commitment to continuous learning, including attending workshops and trainings.
 - b. Application of new skills and teaching methodologies in the classroom.

6. Feedback and Surveys
 - a. Feedback from students, parents, colleagues, and supervisors.
 - b. Classroom observations by administrators or department heads.
7. Going beyond the call of duty
 - a. Level of effort and dedication to tasks beyond the standard job expectations compared to that of your colleagues.

(b) Evaluation Methods

1. Self-Evaluation:
 - a. Teachers complete a self-assessment form reflecting on their achievements, challenges, and professional goals.
2. Classroom Observation:
 - a. Administrators or department heads conduct at least two formal observations annually.
3. Data Review:
 - a. Analysis of student academic results, attendance records, achievements, and other measurable outcomes.
4. Scoring:
 - a. Teachers will be assessed on a 1-5 scale, with 5 being exceptional. Each of the evaluation metrics will be scored and the overall score will determine eligibility for awards, recognition, or development plans
 - i. **5 – Exceptional:** Far exceeds expectations; consistently outstanding performance above colleagues.
 - ii. **4 – Above Average:** Exceeds expectations in most areas; demonstrates strong performance slightly above colleagues.
 - iii. **3 – Satisfactory:** Meets expectations; deliver quality performance meeting job expectations similar to colleagues.
 - iv. **2 – Needs Improvement:** Does not meet expectations; improvement needed and development plan required.
 - v. **1 - Unsatisfactory:** Consistently below expectations; significant improvement needed and development plan required.

(c) Awards and Recognition for High Performance

Teachers who perform exceptionally well will be eligible for the following recognitions and rewards:

1. Awards:
 - a. "Teacher of the Year" Award recognizing outstanding performance.
 - b. Certificates of Excellence or Achievement.
2. Financial Incentives:
 - a. Salary increments.
 - b. Monetary awards for specific contributions to the school.
3. Public Recognition:
 - a. Acknowledgement and recognition during staff meetings, assemblies, or school events.
 - b. Featured achievements in the school newsletter, social media, or school website.
4. Professional Growth Opportunities:
 - a. Fully funded growth opportunities for professional development, such as workshops, conferences, or advanced certifications.
 - b. Priority consideration for promotions or leadership roles within the school.
5. Non-Monetary Rewards:
 - a. Other relevant privileges.

(d) Development Plan for Underperformance

Teachers who do not meet the established performance standards (scoring 2 or below), a structured improvement plan will be implemented to support growth.

1. Steps:
 - a. Performance Review and Feedback:
 - i. A detailed review of performance issues is conducted with specific examples and constructive feedback provided.
 - b. Individualized Development Plan:
 - i. Development of a plan with measurable goals, timelines, and support mechanisms.
 - c. Additional Training:
 - i. Participation in workshops, online courses, or other training programs to address specific areas of improvement.
 - d. Follow-Up Evaluations:
 - i. Ongoing classroom observations and periodic performance reviews to assess progress.
 - ii. Adjustment to the development plan as needed based on progress.
2. Probationary Period:
 - a. Teachers who continue to demonstrate inadequate progress may be placed on probation.

- b. Probationary teachers will be closely monitored, and additional interventions will be provided if necessary.
- 3. Consequences of Continued Underperformance:
 - a. If significant improvement is not achieved after the probationary period, additional actions may be taken, including reassignment of duties or suspension and termination of employment due to inefficiency in the line of duty.

(e) Roles and Responsibilities

Roles outline below:

- 1. Principal and Administration:
 - a. Oversee the evaluation process of teachers and ensure fairness and consistency.
 - b. Approve development plans submitted by the department heads
- 2. Department Heads:
 - a. Conduct classroom observations and provide feedback to teachers.
 - b. Collaborate with the administration to implement development plans.
- 3. Teachers:
 - a. Actively participate in the evaluation process, including self-assessment and development planning.
 - b. Seek and apply feedback to improve teaching practices.
- 4. Board of Directors:
 - a. Oversee evaluation process for the administration.
 - b. Approve and allocate awards and recognitions based on the annual budget.

All evaluation data, feedback, and development plans will be handled with strict confidentiality and shared only with relevant parties involved in the process.

(f) Note on Monetary Awards and Bonuses

Note: Any monetary awards, including bonuses and salary increments, are granted at the sole discretion and approval of the Board of Directors. These awards are subject to change in part or in full based on the availability of funds in the school's annual budget.

While the school aims to recognize and reward exceptional performance, financial constraints or other budgetary priorities may affect the ability to issue such rewards in any given year.

The Board reserves the right to adjust, postpone, or withhold monetary awards or bonuses as necessary to align with the school's financial capabilities and strategic goals.

(g) Review and Amendments

This evaluation policy will be reviewed annually to ensure its effectiveness and alignment with the school's goals and policies.

Amendments to this policy will be communicated to all staff members.



Section 4.26 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) Resignation Notice

Resignation Notice Requirement

A permanent staff member who desires to terminate their employment with Juanita School is required to provide a minimum of 2 weeks written notice prior to the date of their resignation to allow a smooth transition of duties and responsibilities.

Resignation notices should be submitted in writing to the Principal's Office to ensure the administration will have sufficient opportunity to secure the best possible replacements.

For administrative roles, resignation notices should be submitted to the Director's Office.

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.

Failing to Submit a Two Weeks' Notice

Staff members who fail to provide the required notice period are subject to the following consequences, depending on the circumstances:

- Ineligibility for Rehire
- Forfeiture of Benefits
 - Failure to provide adequate notice may result in the forfeiture of certain post-employment benefits such as:
 - Disbursement of Pension Plan Matched Funds
 - Repayment of Security Deposit
- Impact on Employment Verification
 - References or employment verification requests for staff who leave without adequate notice may include a note indicating failure to provide the required notice.
- Immediate Termination of Certain Privileges
 - Staff members may lose access to:
 - Company systems and resources.
 - Any outstanding reimbursements or allowances

(b) 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.

Access to other School related resources such as School Email will also be deactivated following an employee's resignation. In case access to such resources is still needed after resignation, limited access can be provided only after authorization from the Director of Technology.

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.

(c) Confidentiality Agreement

Employees must honor any existing confidentiality agreements even after their employment ends. Any breach of confidentiality regarding school operations, student information, or sensitive materials may result in legal action.

(d) Rehire Eligibility

Employees who leave the school in good standing may be eligible for rehire.

Factors such as professionalism, adequate notice, and adherence to school policies will be considered when determining rehire eligibility.

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

It is designed to uphold professional standards and ensure a respectful and organized transition when employees resign. Compliance is appreciated and expected from all employees.

Section 4.27 Reduction in Force of Staff

It is sometimes necessary for an organization to implement changes that result in the reduction in force and/or job abolishment.

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 4.28 Suspension or Termination of Staff

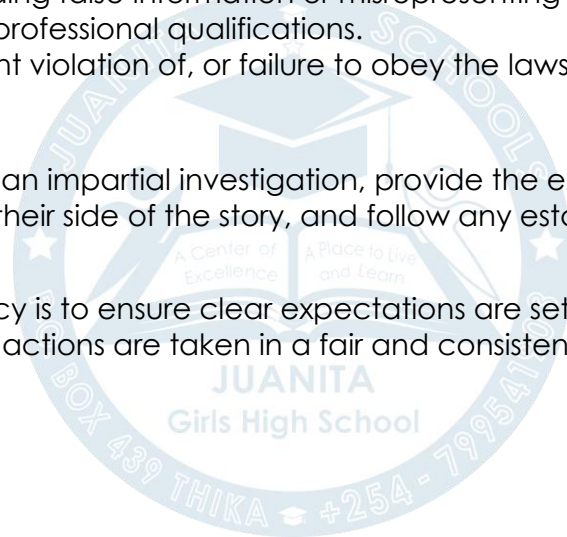
Professional or Support staff may be suspended or dismissed without pay by the Board of Directors.

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.



Section 4.29 Employee Benefits and Perks

Juanita Schools is committed to providing a supportive and rewarding work environment for its employees. This policy outlines the benefits and perks available to eligible employees to enhance their well-being and job satisfaction.

Eligibility:

All full-time permanent employees are eligible for the benefits outlined in this policy. Some benefits may have additional requirements based on tenure or position within the Schools.

1. Professional Development
 - a. The school supports ongoing professional development programs by offering in-house training, external workshops, and certifications.
2. Staff Housing
 - a. Eligible employees residing on premises will have access to housing benefits as per the residential policies.
3. Pension Plan
 - a. Eligible employees may participate in a school-sponsored pension or retirement savings plan.
4. Sponsored Travel
 - a. Employees receive support to attend industry-related functions or activities.
5. Team Building Activities
6. Employee Recognition and Rewards
 - a. Performance-Based awards and recognition program through annual awards and appreciation events.
 - b. Milestone Celebrations honoring long-serving employees with service awards.
7. Miscellaneous Perks
 - a. Employees may have access to free or discounted meals.
 - b. Employees may utilize select school facilities and resources such as the library, laboratories and recreational areas.

The School reserves the right to review and modify the benefits package as necessary based on budgetary considerations and institutional priorities.