



Faculty Handbook

**Addenbrooke Classical Academy
Charter School**

Julie Spencer, K-8 School Principal
Cindy Lamgo, High School Principal

Addenbrooke Classical Academy

Faculty Handbook

WELCOME

Welcome to Addenbrooke Classical Academy. We look forward to working with you as a member of our team. We appreciate you and the gifts and talents you bring to this school and are committed to helping you achieve your highest level of service for the families and students of this school.

INTRODUCTORY STATEMENT

It is expected that all employees are familiar with and understand the content of the Addenbrooke Classical Academy Faculty Handbook and the Addenbrooke Classical Academy Student Handbook prior to their signing and accepting an annual letter of employment. The formal signing of the letter of employment will witness this fact, that each employee is an at-will employee, and this handbook does not constitute and express or implied contract of employment. Each Handbook is subject to alteration without previous notice by the Executive Director of the Academy and the Board of Directors. In each instance, such changes will be formally communicated to the faculty in a timely manner. It is obviously not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. As a result, Addenbrooke Classical Academy reserves the right to modify, supplement, rescind, or revise any policy, benefit, or provision from time to time, with or without notice, as it deems necessary or appropriate.

This handbook merely presents school policies, practices and benefits and cannot, therefore, be construed as an employment contract or any other type of legal document.

If there is a conflict between the provisions, benefits, and policies in this employee handbook and those set forth in the terms of a staff member's Letter of Employment, the terms of the Letter of Employment shall prevail.

MISSION

Addenbrooke Classical Academy utilizes an integrated model of tradition and innovation to develop free and independent thinkers through classical instructional strategies.

ADDENBROOKE BELIEFS:

- Learning is the primary focus of the school.
- All students are individuals with unique needs and have the potential to learn.
- Curriculum should be taught using a variety of instructional approaches to accommodate differences in learning styles.
- Assessments of student learning should provide students with a variety of opportunities to demonstrate achievement and apply their learning in meaningful contexts.
- Students need to demonstrate essential knowledge, critical thinking skills, and competency in collecting information.
- Students must assume responsibility for and ownership of their own learning.
- Curriculum should maintain high standards for students and challenge them to increase individual performance.
- Students learn best when given opportunities for success within a safe and supportive environment.
- Positive relationships and mutual respect among students and staff enhance student self-esteem.

- Student and teacher access to current technological tools increases learning potential.
- Exceptional students require special services and resources.
- Diversity enriches learning and experience through the recognition of contributions of a variety of ideas, values, and cultures.
- School success depends on the commitment of teachers, administrators, students, and parents to high standards, expectations, and performance.
- Group commitment to continuous improvement enables students to become confident, self-directed, lifelong learners as well as responsible, mature, and contributing members of our global community.

Addenbrooke Classical Academy will provide instruction at both the grammar and secondary school levels. Music instruction will be blended with technology and academics, consisting of Core Knowledge and the classical model. Furthermore, Addenbrooke Classical Academy will develop and implement educational programs that are directed toward developing high ethical standards, along with building social skills and upright character. The emphasis on good character will further the student's academic skills which, in turn, will help to build the necessary competencies of self-esteem, respect for themselves and others, and personal discipline. Balanced combinations of these skills equip students with the ability to choose wisely. These expectations, though high, can and will be achieved. Students, when expectations are high, will generally be equal to the task at hand, as long as the expectations are realistic and logical.

VISION

Addenbrooke Classical Academy will develop free and independent thinkers in a collaborative community through an integrated and exemplary educational program supported by its families.

In design and delivery, the school is an integrated model of tradition and innovation. Addenbrooke Classical Academy encompasses a school in which the administration, faculty, staff, and parents will:

- Provide a complete educational institution based on proven methods of instruction and challenging content;
- Have high academic and moral expectations for all students; and
- Cultivate relationships between parents and teachers to ensure the complete development of the student, including academics, music, and character.
- Prepare students for life after high school using time-tested methods of teaching focusing on knowledge and music, but preparing them for the 21st century using innovative technology as learning tools.

WHAT YOU CAN EXPECT FROM ADDENBROOKE CLASSICAL ACADEMY

Addenbrooke Classical Academy employee relations policy is to:

- Select people based on skill, training, ability, attitude, and character without regard to age, sex, color, race, creed, sexual orientation, national origin, religious persuasion, marital status, gender, ancestry, pregnancy, military status, veteran status, genetic information, or disability that does not prohibit performance of essential job functions.
- Review wages and working conditions constantly with the objective of providing maximum benefits in these areas, consistent with sound business practices.
- Develop competent people who understand and meet our objectives, and who accept with open minds ideas, suggestions and constructive criticism.
- Assure employees an opportunity to discuss any problems with the Principal and Executive Director.
- Make prompt and fair adjustment of any complaints, which may arise, in the everyday conduct of business, to the extent that is practicable.

- Respect individual rights, and treat all employees with courtesy and consideration.
- Maintain mutual respect in our working relationship.
- Promote employees based on their ability and merit.
- Keep all employees informed of the progress of Addenbrooke Classical Academy as well as the school's overall aims and objectives.

WHAT ADDENBROOKE CLASSICAL ACADEMY EXPECTS FROM YOU

Your first responsibility is to know your own duties and how to do them properly, correctly, and pleasantly. Secondly, you are expected to cooperate with the Administration and your fellow employees and maintain a good team attitude. Consequently, whatever your position, you have an important assignment: perform every task to the very best of your ability.

CODE OF ETHICS

- I will use proper channels and chains of command (using the Communication Pathways located on the Addenbrooke Classical Academy website)
- I will discuss confidential information only with authorized persons.
- I will adhere to the terms of the Staff Handbook.
- I will refrain from gossip, derogatory remarks, criticism, "grapevine" communication, and judgment of fellow teachers, students, parents, and the administration.
- I will respect the positions of the other persons on staff with the school.
- I will be aware of my personal appearance and will be neatly and appropriately dressed.
- I will refrain from discussing the deficiencies of students in a way that would be embarrassing to the child, the parent, or the school.
- I will show concern and attention toward their own and the district's and school's legal responsibility for the safety and welfare of students, including the need to ensure that students are supervised at all times.
- I will provide support for providing healthy learning environments and appropriate role models for students.
- I will conduct myself in a manner which is not disruptive to the educational and/or supportive programs of the school.
- I will be prompt with deadlines and will be on time to school and to all meetings.
- I will practice patience, courage, perseverance, and calmness and will always treat students, parents, and other staff members with respect and courtesy.

We strongly believe you should have the right to make your own choices in matters that concern and control your life. We believe in direct access to the Executive Director and Principal. We are dedicated to making Addenbrooke Classical Academy a school where you can approach any member of the administration to discuss any problem or question. We expect you to voice your opinions and contribute your suggestions to improve the quality of the school. Professionalism occurs when all staff members take on the responsibility of working together to achieve harmony, respect, tolerance, patience, honesty, trust, and friendship throughout the school.

EMPLOYMENT POLICY

HIRING POLICIES AND PRACTICES

- A. When an opening occurs or a position is added, a search will be conducted by the Executive Director, Principal and Assistant Principal for qualified applicants. The Executive Director will include other staff members as needed.
- B. Candidates will be reviewed on the basis of (1) mastery of the subject area(s) for the grades to be taught, (2) educational background, (3) experience, (4) recommendations, (5) personal interview to evaluate compatibility with the Academy's mission, (6) love of learning, and (7) ability to teach. State certification is considered but is not mandatory.

- C. Only the Executive Director is authorized to make an offer of employment.
- D. Academy allows for five personal leave days each year. All leave requests will need to be approved by the Principal.
- E. A leave of absence for longer than one week may be granted without a promise of future employment.
- F. The annual contract runs from August 1st through July 31st. Faculty may be required to perform duties before the first day of school and after the last day of school.
- G. Employment requires (while at school or school functions) adherence to standards dictated by law, professional ethics, high moral principles, dedication and loyalty to Addenbrooke Classical Academy and the policies and practices established in the Faculty and Student/Parent Handbooks.
- H. The entire Addenbrooke Classical Academy campus has been designated a year-round smoke-free and alcohol-free environment. Accordingly, no employees are to smoke, use tobacco products, use intoxicants or be under the influence of intoxicants on campus.
- I. A faculty member who decides to resign or terminate his or her contract is expected to give the Academy a 30-day notice of such action.

BENEFITS

Full-time Academy teachers receive medical insurance with \$100 flex provided from the school, short-term disability insurance, and retirement benefits through Addenbrooke Classical Academy. Annual updates will be received from the Directory of Human Resources.

ATTENDANCE

Unless the Executive Director and/or Principal(s) gives permission in advance, employees are to be on campus no later than **7:15 am and are not to leave campus before 3:45 pm for K-8 and from 7:30 am to 4:00 pm for High School**, Monday through Friday. In cases of illness or emergency, the Academy's front office and supervisor should be informed of the absence prior to 6:00 am and the employee must arrange necessary coverage. If the leave has not been filled prior to the beginning of the school day, please inform the front office staff as soon as possible so alternate plans can be implemented.

PERSONAL DAYS AND ILLNESS

Personal days are given to faculty and staff to be used as needed for either planned or unplanned activities or illnesses. If you are sick, please stay home. Personal days can be carried over to the following years up to 30 days and will not be paid out if unused if you move on to another school or retire.

Planned absences that come directly before or after a holiday weekend or long break are strongly discouraged and may be denied. Please only plan these days off if absolutely necessary. These days are extremely hard to get substitute teachers to fill in and it potentially leaves our students without adequate supervision.

STUDENT CONDUCT AND DISCIPLINE

The purpose of discipline is inherent in the word itself. Discipline derives from disciple, meaning "learner" or "student". It is not the intention of the school discipline plan to simply punish a student for wrongdoing, but to instruct, train, and educate that student so that he or she will make a better choice at the next opportunity. Although it is necessary to have school and classroom rules, our emphasis will not be on

what children can and cannot do, but on guiding students to make choices and accept the consequences of those choices, whether it brings reward or correction.

Addenbrooke Classical Academy students are expected to act appropriately at all times in the classroom and lunchroom, in the hallways and bathrooms, during recess, on field studies, and at any school function. Students are expected to act appropriately with and follow directions from all staff members of the school, parents who are responsible for students during school hours and on field studies, and guest teachers. Students should be well-behaved and respect themselves, others, and property.

Inappropriate behavior is behavior that interferes with the teaching and learning process. It is Addenbrooke Classical Academy's philosophy that teachers have the right to teach and students have the right to learn. No student will be allowed to disrupt the education of other students. It is also Addenbrooke Classical Academy's belief that discipline is an opportunity for students to learn skills and behaviors necessary for social interaction and to develop character and responsibility.

It should be noted that as a Jefferson County school, we follow the *Jefferson County Public Schools Student Conduct Code*. The *Jefferson County Public Schools Student Conduct Code* is available to parents on the Jefferson County School District website or on the Addenbrooke Classical Academy website. The Conduct Code details state law concerning student conduct.

Since the classroom teacher is the one who works closest with the students, he or she carries the bulk of the discipline responsibility. It is important that the teacher works closely with the parents in these matters and communications are open and honest. A teacher may feel the need to invite an administrator into a discipline issue. However, serious discipline incidents such as fighting, bullying, alcohol/drugs, and threats require an administrator to be part of the process.

Appropriate behavior should follow our Four School Rules:

Four School Rules

1. Keep all communications honoring one another and oneself.
2. Keep your hands and feet to yourselves.
3. Respect and obey all supervising adults.
4. Be a good caretaker of all things.

Core Beliefs Which Guide Enforcement of School Rules and Expectations

Each student is a unique individual with their own personal, social, and educational needs. As a result, every disciplinary situation becomes unique in nature. Consequences for misbehavior provide the best learning value when matched to each student in each situation. The odds for children learning from their mistakes increase dramatically when they see a reasonable connection between their behavior and the resulting consequences.

The Addenbrooke Classical Academy staff dedicates itself to following a set of core beliefs which provides a guide for dealing with student discipline. These core beliefs guide our attempts to individualize disciplinary procedures and to help students see reasonable connections between their behavior and the resulting consequences.

Our Core Beliefs

We believe that the adult's emphasis should be placed on guiding students to solve the problems they create and to shape and adopt new behaviors, instead of punishing students for misdeeds.

1. We believe that every attempt should be made to maintain the dignity of both students and adults, not only during a disciplinary action, but at all times.
2. We believe that misbehavior should be handled with natural or logical consequences, so that students have the opportunity to see a reasonable connection between their actions and the consequences that follow.
3. We believe that students and adults should show respect for each other through words and

actions.

K-12 Discipline Procedures

Addenbrooke Classical Academy utilizes Incident and Discipline Reports to inform parents of behavior issues. These reports require a parent signature and that they be returned to school to insure that school-to-home communication has occurred. A phone call home is not always made for a discipline issue. Parents are welcome to call the adult issuing an Incident/Discipline Report if any further clarification of the incident is needed.

1. **Classroom intervention:** When appropriate, a supervising adult uses strategies such as redirection, recovery, and verbal discussion to interrupt disruptive or unacceptable behavior.
2. **The issuance of an Incident Report:** An Incident Report may be issued to a student by a supervising staff member for an incident that reflects poor or unacceptable behavior. This form will state the facts of what has happened and the action taken by the staff member. A parent must sign this form and the student will return it the next day.
3. **The issuance of a Discipline Report:** A Discipline Report may be issued for those behaviors that are of a more serious nature or if a pattern of unacceptable behavior is established. This form will state the facts of what has happened and the action taken by the staff member. An administrator will be involved in this process. A parent must sign this form and the student will return it the next day.
4. **Suspension:** The Principal or designee have the authority and option to suspend a student from school. Suspensions may occur based on grounds outlined in the *Jefferson County Public Schools Student Conduct Code* or at the Principal's discretion.
5. **Expulsion:** Expulsion may occur based on grounds outlined in the *Jefferson County Public Schools Student Conduct Code*.

Habitually Disruptive Student Process

State law and District policy define disruptive behavior as behavior initiated, willful, and overt on the part of the student and which requires the attention of school personnel to deal with the disruption. Any student who displays a pattern of disruptive behavior may be placed on the Habitually Disruptive Student Process and will have a behavior plan developed. If the student continues to engage in disruptive behavior (after being placed on the Habitually Disruptive Process) and receives a third suspension in the Habitually Disruptive Process in any one school year, he or she shall be declared a habitually disruptive student and shall be subject to a mandatory expulsion process.

Mandatory Expulsion Process

Addenbrooke Classical Academy follows *Jefferson County Public Schools Student Conduct Code* for the Expulsion process.

Disruptive Behavior and Students with Disabilities

Students with disabilities are subject to suspension and expulsion on the same grounds as students without disabilities, except that such students are subject to the special considerations and procedures outlined in the *Jefferson County Public Schools Student Conduct Code*.

Environment

It is the policy of Addenbrooke Classical Academy to maintain an environment for its students that is free from alcohol, drugs, and any form of harassment. Any student caught partaking in these activities will face administrative action, and perhaps district or legal involvement, ranging from suspension or expulsion to legal/criminal charges against the student. In these cases, the school resource officer or other officers of the jurisdiction may question students, and parental notification will take place consistent with the Jefferson County School District guidelines. Students and parents are encouraged to carefully read the *Jefferson County Public Schools Student Conduct Code* distributed by the Jefferson County School District.

The administration of Addenbrooke Classical Academy is bound to follow these procedures and directives.

Complaints of any kind of harassment will be handled without delay in a manner that considers the interests of both the complainant and respondent.

Reporting: Any student witnessing or suffering harassment shall immediately report the matter to his or her teacher. If a student feels like the complaint was not resolved, he or she may then report the matter to

an administrator. The teacher or administrator receiving the complaint will initiate the investigation process. Retaliation is prohibited for reports of harassment made in good faith.

- A. Addenbrooke Classical Academy students are expected to act appropriately at all times in the classroom and lunchroom, in the hallways and bathrooms, during recess, on field studies, and at any school function. Students are expected to act appropriately with and follow directions from all staff members of the school, parents who are responsible for students during school hours and on field studies, and guest teachers. Students should be well-behaved and respect themselves, others, and property.
- B. Inappropriate behavior is behavior that interferes with the teaching and learning process. It is Addenbrooke Classical Academy's philosophy that teachers have the right to teach and students have the right to learn. No student will be allowed to disrupt the education of other students. It is also Addenbrooke Classical Academy's belief that discipline is an opportunity for students to learn skills and behaviors necessary for social interaction and to develop character and responsibility.
 - 1) Addenbrooke Classical Academy adheres to the *Jefferson County Public Schools Student Conduct Code and Related Policies—A Guide for Parents and Students*. Additionally, Addenbrooke Classical Academy adheres to specific administrative policies developed to enforce behavior expectation as documented in Addenbrooke Classical Academy's Parent/Student Handbook.
 - 2) Pursuant to C.R.S. § 22-33-106 serious violations in a school building or in or on school property shall result in mandatory expulsion. Addenbrooke Classical Academy students being recommended for expulsion by the Principal, for any reason, shall be referred first to the designated school administrator and the Addenbrooke Classical Academy Board and then to the District Superintendent or his or her designee and ultimately to the Jefferson County R-1 School Board of Education.
 - 3) The Executive Director and Principals at Addenbrooke Classical Academy and designee shall have the authority, pursuant to C.R.S. § 22-33-106, to suspend a student. The Board President of Addenbrooke Classical Academy shall be notified when an out-of-school or in-school suspension is given for more than five (5) school days.
 - 4) The Board believes in a fair but strict discipline policy that is rigorously enforced. Consequences should be immediate and relevant. A safe environment that is conducive to learning is of the utmost priority. All policies shall be in accordance with state law.

Classroom teachers and staff should be supported in their efforts to discipline students. All staff will be expected to use Board and administrative policies when disciplining students.

ACADEMIC HONESTY

Addenbrooke Classical Academy seeks to nurture absolute respect for intellectual property. Any willful misrepresentation of another's work or ideas as one's own—cheating or plagiarizing— will be treated with utmost gravity.

DRESS CODE

Your appearance reflects not only on you as an individual, but on Addenbrooke Classical Academy as well. We expect you to take pride in your appearance and strive to achieve a positive educational and business-like image when representing the school. Employees should use good judgment in accordance with the following standards in determining dress and appearance while at work.

General

- A. It is the intent of the school to establish general guidelines for dress. Employees are asked to comply with the following principles in choosing work apparel that is appropriate to the work being performed:
 - 1. Maintain a neat and clean appearance, keeping dress modest and moderately conservative.
 - 2. Maintain a business/professional like appearance and dress in a manner consistent with

work responsibilities.

3. Dress as perceived to be appropriate in an educational organization with Addenbrooke Classical Academy's educational objectives.
4. **It is your responsibility to know the student dress code and enforce it. All staff should follow the length of dresses and shorts and general guidelines of the dress code.**

Administration, Teachers, Paraprofessionals and Support Staff

- A. Employees who work in public areas, move about the building, or have outside contact are to dress professionally and follow the guidelines below:
 1. Because of the nature of the work and contact with the public, administrators, teachers, paraprofessionals and support staff are asked to dress professionally. Shirt and tie, golf shirts, sweaters, slacks are appropriate for men; skirts, slacks or dresses are appropriate for women. Skirt, short, and dress length should follow the guidelines that are set forth in the Student Dress Code. Tennis shoes, jeans, warm-up suits and T-shirts are not appropriate on a regular basis. Jeans may be worn on casual Friday or other pre-approved days. Tennis shoes, warm-ups and t-shirts can be worn on certain special occasions as circumstances dictate (such as Field Studies or Field Day), but should not be worn on other days.
 2. Exceptions: Employees whose work requires that they perform physical activity may wear appropriate casual attire that is in good repair, including jeans and closed-toe casual shoes such as tennis shoes. Employees should always consider safety in choosing their work attire. Those with medical/physical conditions or needs will also be considered for an exception to portions of the policy above, on a case-by-case basis, but must get approval from the Principal.

ACADEMY PROPERTY

Addenbrooke Classical Academy property may not be borrowed, lent or sold without prior written approval of the Executive Director. Broken, lost, or damaged property is your responsibility to replace or repair.

PERSONAL PROPERTY

The Academy's insurance covers only property owned by the Academy. Teachers should verify that their own insurance covers personal items brought on campus. Students should be discouraged from bringing property of value to campus.

KEYS

All keys are issued to teachers by the Director of Operations or the Campus Supervisor and are to be returned to him/her at the end of service to the school. No keys are to be duplicated or distributed to others without the Director of Operations advance permission.

LIABILITY

Teachers are legally responsible for the supervision and well being of the students in their charge in particular, and of students in their vicinity in general. Liability suits against teachers typically result when a teacher (1) is absent from his or her place of assigned duty, (2) uses equipment that is not in good repair, or (3) fails to give adequate instruction before a student attempts an activity in which skill is involved.

The supervision of students is the responsibility of all faculty members. The faculty is expected to take an active part in supervising all Academy students, not just the students under a particular teacher's charge. All students are to be supervised whenever they are on campus during the academic day, whenever they are on campus participating in extracurricular activities and whenever they are off campus on Academy-sponsored trips.

GRADING

Parents receive both interim reports and full report cards regarding their children's academic standing and citizenship. Teachers give most assignments and all tests numerical designations, which then guide the teachers in assigning interim-report and full-report card grades.

Teachers assign letter grades according to the following scale for grades 3rd through 12th:

- 90-100% A
- 80-89% B
- 70-79% C
- 60-69% D
- Below 59% F

Teachers are required to update and post grades every week. High School teachers, any assignments that have been turned in need to be graded and posted by Monday morning at 8a for the purpose of weekly eligibility posting.

Grades are based on four weighted areas in grades 9th - 12th:

- Daily Work - 35% (minimum of ten grades per semester)
- Tests, Projects, and Quizzes - 25% (formative assessments of some sort should be assigned at least every other week, with four tests/projects per semester)
- Participation - 25% (minimum of ten grades per semester)
- Final Exam - 15%

Teachers are required to update and post grades, at the least, every week. Grades are based on three weighted areas in grades 3rd - 8th:

- Assignments - 40%
- Tests, Quizzes and Projects - 50%
- Participation - 10%

Grading Scale for Kindergarten through 2nd Grade:

4 (Advanced)	Student is able to accomplish the task autonomously. Student has "mastered" the content.
3 (Proficient)	Student is able to accomplish the task with support. The student is working toward mastery, but needs some support.
2 (Partially Proficient)	Student needs individualized support and guidance. The concept is relatively new and/or difficult for the student. More practice and skill development are needed to move toward mastery.
1 (Unsatisfactory)	Student has just been introduced to the concept. The concept is brand new and/or very difficult for the student. Much more practice is needed in order to move toward mastery.
NA (No Attempt)	Student did not attempt to complete the task.

Kindergarten through 2nd students will receive a report card sent home once per semester. Students in grades 3-12 will not receive paper copies of their report cards as they can be printed off by the parent from Infinite Campus.

INCLEMENT WEATHER ANNOUNCEMENTS - CLOSURES

Closure due to snow will always be the same as the Jefferson County School District. Listen to the major radio or television stations for snow closure announcements. If the Jefferson County School District determines that the weather has deteriorated to the point where they will be closing school during the day, we will do the same. For District-wide closure information, you can call (303) 982-6600. If the other District schools are closed and there is no message concerning Addenbrooke Classical Academy, you may assume Addenbrooke is closed as well. Please do not call the school office, but listen to a radio or TV station for closure details.

During emergency dismissals for tornadoes, snowstorms or other weather-related dismissals an email or

phone call will be sent with directions. Parents will not be allowed to pick up children other than their own without written permission. The children involved will then be called to the office area.

FACULTY EVALUATION

The Academy regards faculty evaluations as part of a larger evaluation process by which all of its members seek to enhance the fulfillment of their professional responsibilities. This process begins prior to the teacher's appointment and continues each year thereafter. While one of the goals of evaluation is to provide information useful for salary decisions, faculty development is another equally important objective. The faculty member's primary responsibility is classroom teaching, followed closely by continued intellectual and professional growth. Other important responsibilities include service to the Academy and the community. The Executive Director determines the annual evaluation process and the instruments to be used in evaluating each teacher. Such information is disseminated and explained during the opening faculty meeting each academic year. Teachers can expect particular attention to be paid to the following:

I. CLASSROOM TEACHING

Does the teacher:

- A. Fulfill such basic responsibilities as meeting classes regularly and punctually, being available to students for out-of-class assistance and returning tests and papers promptly
- B. Organize and plan instruction around defined objectives
- C. Communicate course content clearly, systematically, forcefully and enthusiastically
- D. Handle student difficulties, concerns and questions in such a way as to maintain the respect of students, parents and colleagues
- E. Maintain and submit academic records in a timely fashion
- F. Submit effective evaluations of students

II. PROFESSIONAL GROWTH

Does the teacher:

- A. Continue his or her education through seminar and conference attendance, in-service training, enrollment in graduate courses and reading and studying on one's own
- B. Make formal presentations at seminars, conferences and in-service training, as well as publish scholarly works

III. SERVICE TO THE ACADEMY

Does the teacher:

- A. Plan and implement special student activities that reflect the Academy's mission
- B. Volunteer to lead extracurricular activities
- C. Serve as a mentor teacher
- D. Support Academy events
- E. Speak on behalf of the Academy and see that the Academy is well represented at community events

IV. SERVICE TO THE COMMUNITY

Does the teacher:

- A. Belong to a local civic organization
- B. Participate in local charities

Completed staff evaluations are placed in each staff member's personnel file. Also included in such files are transcripts, copies of teaching certificates and other credentials, the current employment contract and other necessary documentation. Such files are maintained in the Business Manager's office. Each teacher's file is treated as privileged and confidential but may be reviewed by the teacher with the Executive Director or Principal.

ACCESS TO ADDENBROOKE CLASSICAL ACADEMY

PROPERTY

It is important that the Executive Director and Supervisors (including Principals and Managers) have access at all times to Addenbrooke Classical Academy property, as well as other records, email accounts, documents, and files. As a result, Addenbrooke Classical Academy reserves the right to access teacher classrooms, work stations, filing cabinets, email accounts, desks, computer software, and instant messaging and any other school property at its discretion, with or without advance notice or consent.

COMMUNICATION

Successful working conditions and relationships depend upon successful communication. Not only do you need to stay aware of changes in procedures, policies and general information, you also need to communicate your ideas, suggestions, personal goals or problems as they affect your work.

K-5 teachers are required to send out a weekly newsletter on Thursdays. Middle School teachers are responsible for submitting information for the Addenbrooke Middle School News twice a month. Items for the newsletter must be sent to the email used for the newsletter in an electronic format by the due date to be printed in the next newsletter.

Parent Communication

Teachers should be communicating with parents by phone, not only email, to discuss any behavior or academic difficulties. Emails are not always read with the tone and voice that one may want to portray. Difficult conversations can be more humanized when in person or over the phone. These should include but are not limited to any student with a failing grade once per week. All communication should be documented in the Admin Conference tab of Infinite Campus. While we know parents can see their students' grades on Infinite Campus, teachers should not assume they are reviewing grades on a consistent basis. It is the responsibility of the teacher to contact parents when students are not achieving. It is wise for teachers to send a recap email of the conversation. The administration is always willing to help guide teachers to have successful communication with parents and to review any correspondence when requested. Teachers are also encouraged to accept parent calls during appropriate Academy hours or to make appointments to discuss student work. Employees are required to respond back to stakeholders within 48 hours.

Extreme care should be taken when sending out written materials to parents, whether it is general correspondence in written or email form or notes or emails to individual parents, to ensure that it is of the highest professional standard in tone, information, spelling and grammar. These publications are a reflection of our professional integrity. **Copies of all information sent to parents must be sent electronically to the Principal. Teachers should keep copies of all personal notes to parents of students.**

Communication with Colleagues

Employees are to be professional and courteous at all times with other staff members during the school day. In the event that you are having difficulty with a faculty or staff member you are encouraged to talk with that employee. If the dispute is not resolved the employees are encouraged to meet with the Principal or Human Resources for help in resolving the conflict. Any inappropriate behavior with an employee, such as cursing, fighting, spreading rumors or ruining the reputation of the employee can be grounds for termination.

Voice Mail and E-mail Communication

Staff members are asked to check their email and voicemail messages at least once a day. If an e-mail or voicemail requires a response, staff members need to respond within 48 hours. If a lengthier response is required, please at least respond back within 48 hours to acknowledge receipt of the message and give a reasonable timeline in which you will fully respond.

Social Networking

Staff members are highly discouraged from using any kind of personal social networking (Facebook,

Twitter, etc.) to communicate with Addenbrooke Classical Academy parents. Social networking between Addenbrooke Classical Academy staff members and students is prohibited. Staff members are discouraged from discussing job-related issues or items related to school on social networks.

Social Invitations

Classroom teachers are asked not to pass out party/birthday invitations, or any other type of invitations/communications to students in their classroom. Parents should send those types of items in the mail. If an entire class or group of students is invited to the event some teachers may allow these invitations to go home in Thursday Folders, however teachers can not directly forward emails to other parents. Each K-5 classroom will create a directory of their students that parents may opt into so that information can be shared.

SCHOOL FUNCTIONS

School functions are extra-curricular events held throughout the school year, which involve the families of the school and/or the community. These events offer an opportunity for the staff and the families to be together. For this reason, it is important that all staff be present whenever possible. These functions include, but are not limited to:

Required:

- * All scheduled staff meetings
- * Back to School Night
- * Open House Nights
- * Parent/Teacher Conferences
- * Other special events

Compensation for these events is included in the annual salary, while hourly employees will be compensated at their regular rate of pay if their attendance is required by the Principal and exceeds regular hours.

TEACHER DUTIES

Staff may be assigned extra duties by the Executive Director and/or Principal as needed.

TEACHER RESPONSIBILITIES FOR CLEAN-UP

You are expected to keep your work area neat, clean and orderly at all times, which includes the classroom! Keeping your classroom and other teaching areas neat and orderly is a reflection of your professionalism and also encourages students to respect the school and its belongings. This also includes all common spaces including kitchen and bathrooms. Please report anything that needs repairing or replacing to the office immediately.

At the end of each day, teachers and their students will be responsible for generally “picking up” their room. Please see to it that all trash is picked up and chairs are stacked or placed on desks. Anything that you can do to help the janitorial staff save time would be appreciated. Classrooms may be used for extracurricular activities (this will be approved by that classroom teacher) and the supervisor of that activity will take the responsibility of cleaning up at the end of their activity. Please follow these guidelines:

1. Clean and organize the classroom so it is prepared for the following day.
2. Turn off all lights, stereos, computers, etc., close your window shades, cover animal cages and close and lock your classroom doors.

Our school does have janitorial service, yet this may not adequately address the environmental and sanitation needs of your classrooms on a daily basis. Teachers are expected to contribute to the housekeeping needs of their classrooms.

MASTER CALENDAR

The master calendar will be maintained in the school front office. The office must be notified of all Field Studies, important activities during school hours, and after school and evening events so that the calendar can be checked for conflicts. Staff members wishing to schedule an event and/or add it to the master calendar are asked to fill out the appropriate form, which can be found in the front office. The form should be filled out and the person organizing the event should check with appropriate personnel regarding the location. When the form is filled out, it should be turned in to the Principal for approval. If there are no conflicts, the event will be approved and recorded on the master calendar. Copies of the form will be given to other personnel. All events occurring at the school must be recorded on the master calendar. In the event you cancel a previously scheduled event, please be sure to notify the school office so the event can be taken off the calendar.

TEACHER BOXES K-8

Boxes for notes, communications and phone messages are located near the front office. Teachers should check these boxes daily to assure timely communications.

PARENT/TEACHER CONFERENCES

Addenbrooke Classical Academy's school year is divided into semesters. Therefore, there are two separate grading periods. Upon conclusion of each semester, report cards will be issued to each student in the kindergarten through second grade. These will be sent home in separate envelopes and the envelopes should be signed and returned to the teacher after the first semester. Teachers should turn a copy of each report card into the office so they can be placed in cumulative folders. These copies need to be turned in to the front office within two days of going home with students. In the third through twelfth grades, final grades will be posted at the end of each semester. In October and March, there are mandatory Parent/Teacher conferences for both Grammar and Secondary students. The Spring conference is typically led by students. All parents and guardians are expected at these conferences if at all possible.

It is important to remember that we are in partnership with parents in caring for their children. Teachers should do everything possible to establish an atmosphere of collaboration that will put the parent at ease and promote trust and confidence in their relationship with Addenbrooke Classical Academy.

Expectations of a Conference

- Regular and consistent tracking (no less than weekly) of the child is required and should be available to document progress or lack thereof. This information is needed for parent conferences and should be made available when requested by the Principal.
- Difficult conferences should be discussed prior to the set conference date with the administration. A decision will be made to determine if the Principal or designee should sit in on the conference.
- Parents will be given time to voice their observations and concerns.

We consider the conferences our major communication during the year, at which we present an evaluation of the students for their parents or guardians. This a clear signal of the job we are doing and of our perception of their child. Your preparation and sensitive evaluation of the student are a key element in developing the parent's confidence in the quality education available to their child. You are asked to make your conference times as convenient as possible for the parents.

TEACHING CONTROVERSIAL ISSUES

At least two weeks prior to any unit being taught that contains any content that could be considered controversial, teachers need to send home a letter to parents explaining what will be taught and the

rationale behind it.

The teaching of controversial issues at Addenbrooke Classical Academy shall follow Jefferson County School District Policy IMB and IMB-R.

- A. Addenbrooke Classical Academy adheres to the Core Knowledge Sequence principle that a well-educated person should have a broad range of knowledge, including knowledge about matters with which they might disagree. Therefore, Addenbrooke Classical Academy faculty will teach curriculum in accordance with State and District standards and the Core Knowledge Sequence.
- B. Addenbrooke Classical Academy recognizes that controversy from differences of opinion of issues is inherent in a pluralistic society. Controversial issues include matters characterized by significant differences of opinion usually generated from differing underlying values, beliefs, and interests, which produce significant social tension and which are not necessarily resolvable by reference to accepted facts.
- C. Addenbrooke Classical Academy understands that an important function of education is to provide students with an understanding of how controversial issues are dealt with in a democratic republic. This includes the opportunity to learn about the issues, problems, and concerns of contemporary society, to form opinions, and to participate in discussion of these issues and expression of opinion in the classroom.
- D. Teachers may use the study and discussion of controversial issues as appropriate to the attainment of course objectives directly related to content standards.
- E. Addenbrooke Classical Academy respects the students' and parents' rights to hold diverse views and encourage them to discuss these issues further at home. Parents are encouraged to speak with the administration if they have concerns about controversial topics. With administrative approval, parents are allowed to observe classrooms when topics of concern are taught, keeping in mind that disruptions to the teaching process will not be tolerated.

FIELD TRIPS

At Addenbrooke Classical Academy, field trips are part of our program. Addenbrooke Classical Academy encourages and supports student learning experiences in the most appropriate setting possible and utilizes the most appropriate talent and materials available. We use field trips as often as possible to enrich the learning experience. Most grade levels go on field studies to tie into units of study at least once per quarter. We will be taking walking excursions as well as other trips involving transportation away from school.

Trips must be approved by the Principal in advance and must contribute to the current study in the classroom. Please follow the guidelines in the Field Trip Checklist. The checklist must be followed in order to organize a Field Trip. **Money must be turned into the office prior to the trip; with a listing of students and amounts they paid. A list of students attending a Field Trip must also be turned in to the Clinic Aide or School Secretary at least two weeks in advance.** Required forms are available in the office. **No check will be issued for any event without an invoice.** One should be requested seven business days ahead of time if possible. It is the teacher's responsibility to schedule, coordinate transportation, and account for all money collected for field study. If sufficient money is not collected trips may be canceled.

Teachers will send home individual permission slips for class field trips.

Addenbrooke's Field Trip Policy is that the student's teacher, prior to a scheduled Field Trip, sends a permission slip home (at least ten days prior to the event) to be signed and returned to school. The notification will list the date, day, time, destination, incidental charges and other necessary information. Permission slips/money (if applicable) are due no later than the day before a Field Trip unless a due date is specified on the slip. The student cannot accompany the class unless this slip is returned to his/her teacher.

Students who don't return a permission slip for a scheduled Field Trip will remain at school in a supervised study period. Teachers need to arrange for students remaining at school, including work and a place for them to stay (either a teacher from the grade level stays behind or students stay with teachers from other grades). A list of students remaining at school and their location should be left with the front office.

The following guidelines apply for medications on Field Trips:

- Medications will be put into a baggie with a field trip medication form. The name of the students and the dosage of medicine will be written on the baggie.
- The teacher must come to the office for the medication.
- The medication is to remain in the possession of the teacher at all times.
- Medications are to be administered only by the teacher. Chaperones are not allowed to administer unless it is their own child.
- The field trip medication form must be signed, dated and time given by the teacher when the medication is administered.
- **Medications given out for Field Trips must be returned to the Clinic Aide immediately after the Field Trip.**

Two copies of the itinerary, names of children and adults, and adult cell phone numbers will be made with one left in the front office and the other taken on the trip. The staff will maintain the same level of supervision of the field trip as they exercise within the classroom. Teachers should also inform parents of expectations for behavior on field trips.

Each driver will have a list of the children being transported in their car with the names and phone numbers of parents and / or guardians. The driver of the car and all passengers will wear either seat belts, or be in car seats, according to Colorado State Law. It is the teacher's responsibility to review current law and be sure all drivers are aware of their responsibility. All persons riding in the car will abide by the following rules of safety; everyone will remain seated and wear seat belts at all times. There will be no loud voices used inside the vehicle and no body parts outside the vehicle at any time.

Transportation for these trips may be provided in vehicles of parents or guardians of children in the school. Those volunteering to drive will be required to fill out a form in the front office certifying that they have a valid driver's license, hold a certificate of appropriate insurance which lists the company name and expiration date, and their car is safe and in good operating condition. They must also fill out a form that is sent to the district and approved. This will take several days, so parents need to be chosen and approved in advance of the Field Trip.

To assure maximum safety for the children, we ask that all vehicles travel in a convoy, if traffic allows.

Although we hope this never happens, please be sure that our volunteer drivers are prepared in case of an accident:

- If the vehicle is separated from the convoy and involved in an accident, call or have the school called at the first opportunity. Briefly explain the situation and the measures taken thus far. The school will make every effort to send help and/or meet a child at a hospital, if necessary.
 - Staff members must ensure that children are SUPERVISED at a safe distance from the scene of the accident and the road. Try to keep as calm as possible.
 - Should medical evaluation of a child be necessary, the Principal must be notified. The parents will be notified by the office and someone will meet the child at the hospital. If enough supervision is guaranteed at the accident site, a staff member should accompany the child. NEVER leave the children unattended or in the care of a stranger.
- A. Addenbrooke Classical Academy authorizes and encourages field trips for educational purposes provided such trips are properly planned and have been approved by the designated school administrator.
- B. A child may not go on a field trip without written parental permission. Students who do not present signed permission forms will be excluded from the field trip. Arrangements and schedules must be approved by the Principal of the school in advance of the field trip. If the

field trip involves unusual expenses, distances, duration, or activities, the Executive Director will consult with the Board, if applicable, before granting or denying approval.

- C. No student shall be transported in unauthorized vehicles. The school is responsible only for students who travel in authorized vehicles going to and from school-approved events. All students will use seatbelts.
- D. An "authorized vehicle" is a vehicle the designated school administrator or his or her designee has approved for use in the field trip. The designated school administrator shall take the following factors into account in approving a vehicle: the suitability of the vehicle for the intended purpose, the driver, the number of operational seatbelts, the date of use, and any other factors deemed relevant by the designated school administrator.

For all school-sponsored trips involving students, school employees must make provision for proper supervision of students. Parents are permitted and encouraged to assist school staff in such supervision.

GENERAL CLASSROOM MANAGEMENT

Courtesy and Respect: Children are expected to behave respectfully to both adults and peers in words and actions.

Noise: Generally, the noise level in the classrooms and the halls should be maintained at a level of respect for the others in the building. Planned activities that require livelier student interaction should be conducted with the same respect.

Raising of Hands: In most classroom situations, students are expected to raise their hands and be recognized by the teacher in order to speak or leave their seats unless other classroom procedures or methods have been established to supersede this.

Hallway Behavior: Student behavior in the hallways should be closely monitored by the teacher. Generally, students should not talk while in the hallway so that other classrooms are not disturbed. When classes are traveling through the hallways, teachers should be with students at all times and should monitor student behavior. Behavior in the hallways when students are traveling by themselves should be discussed with students at the beginning of the year and students should travel through the hallways without talking or disrupting other classrooms.

BUILDING EVACUATION

In case of a broken water main, gas leak, fire or other incidents evacuation of the building may be necessary. Please see the evacuation plan for specific details.

IDENTIFYING WHERE CHILDREN ARE DURING THE DAY

At the beginning of the school day, attendance will be taken to determine the children in school each day. As the day progresses, a count of the children will be taken when they return from the playground or move from their classroom. It is the teacher's responsibility to know where children assigned to them are at all times.

Children who arrive after the start of the class session and find that their class is away from the school will be accommodated in another classroom.

KIDNAPPED CHILD

The teacher or staff member will:

1. Let the child go if bodily harm/injury is imminent.
2. Call the office or another staff member for assistance.
3. Get a description of the person and a license number.

4. Call police immediately and call district security.
5. Have the office call custodial parent(s) immediately to inform them of the events and steps taken by Addenbrooke Classical Academy personnel.

LOST CHILD

Should a child become lost or leave the school without our knowledge or permission, the following steps will be taken:

1. Report to the school office and do an immediate search of all areas of the school. If on a field trip, one teacher will retrace the steps of the group while another adult is to stay with the class.
2. Contact the Principal immediately.
3. Phone the parent (guardian) or the emergency contacts (should we not be able to contact the parent/guardian) and alert them to the situation and circumstances surrounding the situation.
4. Phone the police if parent/guardian or emergency contacts cannot be reached.
5. If the child is not located in a reasonable amount of time, then the Principal should contact the police.

RELEASE OF CHILDREN TO AUTHORIZED PERSONS

Only persons listed on the emergency card will be allowed to pick up their children from school. Persons other than those normally authorized to pick up the child must present identification. Parents/guardians must have informed the school in writing of the new person they are sending for their child prior to dismissal time.

REPORTING OF CHILD ABUSE

Any staff member of the school who has reasonable cause to suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which could reasonably result in abuse or neglect, shall immediately report to the County Department of Human Services or the local law enforcement agency. You are requested to consult with the Principal; however, the decision to report remains your professional obligation. Failure to report may result in a violation of the law.

STUDENT SECURITY

There are times when the school has a student that is not to have contact with certain people. When this happens, each staff member will be made aware of this and provided as much of a description and/or picture as possible. Please follow the procedures below if contact is attempted:

1. Refer the person to the Principal.
2. Immediately locate the child, get him/her to a safe place within the building, and stay with the child.
3. Call the police.
4. The Principal will inform the parents of the incident immediately.
5. If someone should call for the child, do not give out any information.
 - a. Tell the person you do not know the student.
 - b. Give the information to the Principal immediately.
 - c. No information about any student may be given to anyone other than the parent/guardian unless there is a signed consent form.

SAFETY AND SECURITY OF THE BUILDING

Maintaining the security of Addenbrooke Classical Academy is every employee's responsibility. **Do not pop open any outside doors at any time.**

Staff members who take students outside during the school day need to inform the front office that they will be outside and get a radio from the front office.

You must enter and exit the building through the front main entrance.

Addenbrooke Classical Academy is a **closed campus**. State and Federal law mandate that all visitors and volunteers must check in at the school office, present a valid driver's license and receive a name badge before proceeding into the classroom area, and check out as they leave. Volunteers are welcome in the classroom as long as they do not cause any disruption. Visitors, other than parents, are not allowed in the classroom unless they have permission from the Principal. During the time visitors or volunteers are in the building the name tag given at check-in must be worn. Children who are not Addenbrooke Classical Academy students are considered visitors and must be accompanied by a parent or adult at all times. If an employee notices visitors in the building without proper identification, please be friendly and escort the visitor to the main office to receive a visitor badge.

For classroom observations, parents should call the front office at least two business days in advance in order to check with the teacher regarding scheduling for the day they would like to visit.

HOLIDAY OBSERVANCES

Addenbrooke Classical Academy acknowledges the importance of holidays with religious origins in our national, social and cultural life. Diversity is a hallmark and strength of our nation. Teachers and administrators should excuse students who do not wish to participate in holiday events. Acknowledging religious holidays serves the academic goal of educating students about history and culture, as well as the traditions of particular religions within a pluralistic society. School concerts that present a variety of selections may include religious music. Any dramatic productions or school parties should emphasize the cultural and historical aspects of the holiday.

In K-5 there will be a morning Halloween party and parade and an afternoon Valentine's Day party. Events in 6-12 will be communicated on our calendar or in newsletters.

LESSON PLANS

All teachers shall be responsible for planning lessons in advance. Teachers will be required to turn in copies of their actual lesson plans by Monday morning of each week no later than 9:00 am. They should be sent electronically to the Principal of your building or assigned faculty member.

SUBSTITUTE FOLDER K-8

When planning for an absence, teachers should leave plans and essential documents on their desk. Each teacher shall have a folder on file in his or her classroom and in the office (Substitute Folders will be due in the office by the second week of school) and will be given to substitutes on their arrival. This folder should consist of the following:

1. List of all students in the class and students that may come from other classes for other subjects, including names and ages, allergies and medical conditions for all children. Health plans and behavior contracts for students should also be included.
2. Any MTSS, IEP, or 504 strategies that need to be provided to students.
3. Current seating chart or pre-made name tags for each student.
4. List of dependable students.
5. List of pertinent school personnel.
6. Disciplinary procedures for the classroom and school.
7. Procedures for all routines: opening of class, recess and lunch supervision schedules, lunch

procedure, etc.

8. Location of and procedures for sending students to the Clinic.
9. Procedure for emergencies and drills
10. Classroom rules.
11. Daily academic schedule.
12. Location of plan book, teacher manuals, grade books, etc.
13. Map of the facility with fire evacuation route.

Please make sure that all information is kept up-to-date as changes occur throughout the year.

Teachers should also have an emergency activity bank that they place in the folder labeled Emergency Sub Plans that is located in Google Drive. These plans should be general and may work for any day if needed in your classroom. All faculty will have access to this folder in the event that they are asked to help a substitute teacher. Use the link here:

https://drive.google.com/drive/folders/1kEqF_fZAe7-LXmH1owAPyy3bj5AUn2Xs?usp=sharing

SUB PLANS GRADES 9-12

When planning for an absence, teachers should leave a copy of plans and essential documents with the registrar. If the absence is an emergency, these documents should be shared electronically. The following should be included:

1. All class rosters. Highlight one or two dependable students per class.
2. Current seating chart if one is used.
3. List of pertinent school personnel and other needful information.
4. Daily academic schedule including class times.
5. Lesson plans or material the sub is to cover.

MOVIES SHOWN IN THE CLASSROOM

From time to time, videos or other media may be used to support the lesson. To be used in class they must meet a specific curricular objective and will not have profane language, violence or sexually explicit material. Videos and movies must relate to the curriculum and have a specific purpose in order to be shown in classrooms. **Teachers must receive prior approval from the Principal in order to show a video.** Teachers are responsible for previewing videos to ensure that they are appropriate. Based on Jefferson County School District Policy IMB, "Controversial issues include matters characterized by significant differences of opinion usually generated from differing underlying values, beliefs, and interests, which produce significant social tension and which are not necessarily resolvable by reference to accepted facts. Matters usually become controversial not so much due to disagreement about facts but as to the interpretation or values to be applied to facts.

Jefferson County School District Policy IMB-R states:

Guidelines for Teachers

Teaching about controversial issues and use of controversial learning resources are permitted in accordance with this regulation as long as the issue or resource is relevant to the content standards and curriculum objectives of the course.

1. Controversial learning resources include learning resources which are not included in the approved learning resources of the district and which are subject to disagreement as to appropriateness because they refer or relate to controversial issues or present material in a manner or context which is itself controversial. Examples of such materials include, but are not limited to, those that depict explicit sexual conduct, graphic violence, profanities, drug use, or other socially undesirable behaviors, or materials that are likely to divide the community along racial, ethnic, or religious lines. If a teacher has a question as to whether a resource is controversial within the meaning of this policy, he or she shall contact the Principal.
2. R, PG-13, or PG rated films and/or videos shall be considered controversial within the meaning of this policy and regulation and shall require prior approval of the Principal according to the guidelines listed below. X rated and NC-17 rated films and videos shall not be used in Jefferson County Schools.
 - o PG, PG-13, and R rated films and videos shall be considered controversial at the elementary level.
 - o PG-13 and R rated films and videos shall be considered controversial at the middle level.
 - o R rated films and videos shall be considered controversial at the senior high level.
3. Issues and learning resources selected for discussion and study must be appropriate for instructional use and contribute to the attainment of the content standards and educational objectives of the course.

PERSONAL POSSESSIONS OF STUDENTS/CELL PHONES

Personal possessions are not allowed in school. Please do not bring earbuds or headphones, personal electronics, games, cell phones, I-pods, Kindles or other personal readers, or other equipment to school unless requested by the teacher to do so. **If a student chooses to bring these items to school, safekeeping, damage, or theft of personal items is the sole responsibility of the owner, and these items must be kept in their lockers at all times.**

K-8 Student Policy: Cell phones can be used after school outside of the building. Students found using a cell phone during school hours will have their phone confiscated. Backpacks will not be allowed in the classrooms and should be stored in lockers at all times.

High School Student Policy: Cell phone use is prohibited in the classroom. Cell phones may be used before school, during breaks, at lunchtime and after school. At the teacher's discretion, music can be played, through the teacher's computer, during appropriate class times. Cell phones must remain put away and out of sight in backpacks, lockers, or purses. Students who have a cell phone out or visible, including in pockets, will have the phone confiscated by staff. Staff will put the student's name on the phone and turn it in to the front desk to be collected at the end of the day.

Other items may be added to the prohibited items list upon discretion of the Principal. If students are found with any items on the prohibited list, the teacher or staff member who finds the item will keep it until the end of the day to prevent it from distracting other students from the learning situation. In some instances it may be required that the parent come into the school to claim the item.

INCLEMENT WEATHER

If it is thundering or lightning, colder than 20 degrees (wind chill considered), or there is too much ice on the blacktop outside, the children will remain within the building and will engage in various activities of learning and play.

PLAYGROUND SUPERVISION, RULES, AND GUIDELINES

FOR ELEMENTARY

Along with the teachers, paras will have recess playground duty so that there is always at least one staff member on the playground during recess. Please be aware that the staff and volunteers should not be standing together to socialize on the playground while students are present. Staff members need to be actively involved in activities on the playground while students are present. **A MOMENT'S INATTENTION CAN RESULT IN AN ACCIDENT!** Try to anticipate behavior that might result in an accident.

The following rules will be enforced on the playground:

1. All games should be played with a concern for others using the playground. For example, ball games need to be played where balls are not going to be hitting non-players.
2. The playground equipment is to be used properly.
3. **No aggressive playing or pretending to fight.**
4. Toy weapons of any kind are not allowed on the school grounds. **NO PRETEND GUNS!!!**
5. No throwing objects (rocks, snow, sand, or wood chips).
6. Jump ropes are only to be used for jumping rope.
7. All children need to help to pick up the playground after the playground time is completed.
8. Shoes must be worn at all times.
9. The Four School Rules apply to the playground as well as the classroom.

No matter what your schedule, it is everybody's responsibility to ensure that children are always, always, always supervised properly!

ELEMENTARY SNACK POLICY

We invite students to bring a snack each day to be eaten in the classroom during snack time; however bringing a snack is optional. Snacks can only be eaten during designated snack times unless a student has special permission. Students should bring nutritious snacks that support their learning and can be eaten in 5-10 minutes. We find that snacks high in sugar and/or fat tend to make kids lethargic. We also encourage students to bring water bottles (filled with plain water only).

STUDENT ATTENDANCE

Each classroom will maintain daily attendance for their room. Please record absences in Campus on the computer. Attendance records must be recorded within 10 minutes of the start of the school day. For middle school and high school, attendance should be taken at the start of each period. The office will call the parents of any child that is absent unless they were previously notified. The daily attendance records of the children constitute a legal register of attendance. They must be kept accurately. Excessive absenteeism should be reported to the school secretary so that the family may be contacted regarding minimum requirements. Tardies are to be recorded as well, if you release a class late please provide them with either an electronic or paper pass.

STANDARD HEADING OF ALL ASSIGNMENTS

All work to be turned in needs to be labeled in the following manner, on the left side of the page:

Name

Date

Teacher/Period

Assignment

PLANNER USE AND PREARRANGED ABSENCES

The student is responsible to know what homework/seatwork has been assigned, to complete the work, and to be prepared for class each day. Homework/seatwork assignments are posted inside each classroom and should be transferred to the planner each day.

Students who have short, planned absences need to make arrangements with the teacher prior to missing class. It is the student's responsibility to procure assignments from the teacher for days missed. Students who have extended planned absences need to complete a leave request form. The student will take the form to all teachers for sign-off and a list of work that will be missed. The student and each teacher will work out a plan for turning in the work that will be missed. This should be returned to the office when completed.

HOMework

Homework is a fundamental part of the Addenbrooke Classical Academy program. Homework, as a vehicle for meaningful, extended learning, fosters good study habits and is vital for optimal development. It prepares students for high school and college and for entry into the working world upon graduation. It also helps develop a strong work ethic and personal organizational skills.

Homework's immediate educational purpose is:

- to reinforce skills and concepts learned in class;
- to develop study skills and habits;
- to practice skills and knowledge in ways that are not readily accomplished in the classroom;
- to inform parents of what is being taught in the classroom.

We also hope that each child reads, or is read to, on a consistent basis (preferably every day). As cited in *A Nation at Risk*, "The single most important factor for determining whether children will go to college is being read to as a child." Going to college is not necessarily a goal for everyone, but becoming a life-long learner should be if one hopes to remain competitive throughout one's lifetime. We believe that becoming a competent reader is critical to being a good student and the first step to being able to explore the world. By reading to your child, you encourage your child's growth and strengthen family ties. By making sure your child is reading at home you are directly contributing to his education. By reading in front of your children, you model good habits and reinforce your expectations.

The expected homework time allotment for each grade is as follows:

Kindergarten	10 minutes plus reading time
Grade 1	10-20 minutes plus reading time
Grade 2	20 minutes plus reading time
Grade 3	30 minutes plus reading time
Grade 4	40 minutes plus reading time
Grade 5	50 minutes plus reading time
Grades 6 - 8	60 minutes plus reading time
Grades 9- 12	90 minutes plus reading time

The designated times serve as guidelines and may vary depending on the work assigned on a given day, the schedule, the student's organizational skills and study habits, and the nature of the assignments. The teacher determines homework assignments. Students are expected to learn how to use their time effectively to complete the required work at each grade level. Parents are expected to support their children in this endeavor. Questions about homework should be directed to your child's teacher.

K-8 MAKE-UP WORK

It is the family's responsibility to contact the teacher to request make-up work for schoolwork missed due to an absence. Please call no later than 10:00 am to request make-up work to be sent home at the

end of the day. Additional time is needed if more than the current day's work is requested. For an excused absence, a student is allowed two days to make up the work missed for every day excused. Make-up work shall be allowed following an unexcused absence with the goal of providing the student an opportunity to keep up with classes. Students who complete make-up work within the required timeline will receive full academic credit earned for the make-up work. (ref. Jefferson County Policy JH-R)

Grades 3-8 LATE WORK POLICY

Work not turned in by the due date is subject to the following policy:

- If work is turned in late points will be removed from the score, for each day teachers will subtract 10 points (on a 100 point scale) from the assignment, the maximum points subtracted will be 50. The goal of assigned work is to review concepts learned in class and practice time management. It is the belief of the school faculty that this practice is essential to learning.
- Late work will be labeled missing in Infinite Campus and students will have until one week after the end of the unit or summative test to submit any missing work for a maximum of 50%. As soon as the work is turned in and graded, the missing label should be removed. After a unit has been completed or a test has been given the assignment will be changed to a 0% in Infinite Campus and may no longer be turned in.
- Absent students have two calendar days per day absent to turn in missing work upon their return to school before it is considered late. Students will be responsible for obtaining, completing, and turning in makeup work. After the make-up time has passed, the late assignment policy will apply.
- Students that have been absent prior to/on the due date for a test or long term paper/project - must immediately, upon return, arrange with the teacher a makeup date which falls within five days of their return to receive full credit. Tests and long term projects are not subject to the "two days for every day absent" policy and the teacher will determine the guidelines for making up these activities.
- In the case of extended absence due to serious illness, the policy may be modified with the approval of the principal.
- Once a semester students will be able to participate in a reward activity that is planned for all students who have no missing assignments and grades that are above a 70%.

HIGH SCHOOL LATE WORK POLICY

Work not turned in by the due date is subject to the following policy:

- The day after the due date, the grade drops to a maximum of 50%
- High School: Late work will be labeled missing and worth a maximum of 50% for five school days. After five school days, work will be labeled 0% and marked late, missing label removed, and may no longer be turned in.
- Certain assignments may be marked 0% immediately for all secondary students, e.g. work done and turned in during the class period. A student who is absent during that work will receive an exemption.
- Absent students have two calendar days per day absent to turn in missing work upon their return to school before it is considered late. Students will be responsible for obtaining, completing, and turning in makeup work.
- Students that have been absent prior to/on the due date for a test or long term paper/project - must immediately, upon return, arrange with the teacher a makeup date which falls within five days of their return to receive full credit. Tests and long term projects are not subject to the "two days for every day absent" policy.
- In the case of extended absence due to serious illness, the policy may be modified with the approval of the secondary principal.

K-5 THURSDAY FOLDERS

Every Thursday, "Thursday Folders" are sent home with students, which should include all the written communication for that week. This may include, but not be limited to, school newsletter (for parents who request a hard copy), class newsletters, permission slips, conference information, special event fliers,

homework, graded work with feedback from the previous week, and teacher requests. During weeks where there are only one or two days of school, Thursday Folders will not be sent home. Parents should look for the folder each week, read the contents, sign any documents needing to be returned, and return the folder to school with their student.

WHEN CHILDREN ARE SICK/CLINIC

Parents are advised to keep their child home if she/he shows signs of a cough, sore throat, rash or generally feels ill. Here are some guidelines we give parents to help them determine how sick is too sick to send to school:

- TEMPERATURE OF 100 DEGREES OR MORE within the last 24 hours
- DIARRHEA or VOMITING – children should be kept at home until they are symptom free for one day
- SERIOUS BREATHING PROBLEMS requiring more than one breathing treatment a day
- HIVES or RASHES that show possibility of spreading, or bursting, unless a note, provided by a doctor, states the rash is not contagious or until it resolves on its own
- STREP THROAT – children can return after 24 hours of antibiotic treatment and are symptom free
- COMMON COLD – keep your child at home if they are not “feeling well”, have a fever, have a lot of nasal discharge, or have a persistent cough
- PINK EYE (conjunctivitis) – keep your child at home and treated until your physician feels the infection is not contagious; children should return to school with a doctor’s note stating it is okay to return to school
- IMPETIGO – keep your child home until a doctor advises their return
- CHICKEN POX – children should remain home for approximately one week after symptoms appear or until all papules (water-filled lesions) are scabbed and crusted over
- Inability to participate fully in the program, including going outside

When a child becomes sick at school, teachers should send the students to the Clinic with a pass. Teachers are asked to monitor clinic visits and prompt students to try water and offer band-aides whenever possible. After being seen at the Clinic, if students are able to come back to class, they will be sent back with their pass signed. If students are going home because of illness, we will contact parents or the person indicated on the emergency card as soon as possible. For the safety and welfare of the students and others in our community, please understand that we cannot have a sick child in attendance. Parents are expected to pick their child up **within 30 minutes** of being notified. We will call parents in the following cases:

- Students do not feel well enough to comfortably participate in the school day
- Oral temperature at or greater than 101 degrees F
- Respiratory distress/congestion
- Behavior changes or persistent crying
- Gastrointestinal distress – nausea, vomiting, or diarrhea
- Skin rashes with or without itching
- Possible contagious disease
- Severe, unrelenting headache
- Infection of eye(s) – redness, itching or discharge from eye
- Ear pain or discharge from ear
- Complaints of toothache, swollen gum or jaw areas
- Excessive fatigue
- Severe coughing
- Excessive nasal discharge

MEDICATION POLICY

All prescription medication and over the counter medication should be sent to the clinic in their original

container, properly labeled with a date, the name of the child, the name of the medication, the directions for taking the medicine and the name and telephone number of the doctor prescribing the medication. Over the counter medications should also be in their original container and labeled with the date, the name of the child, and the directions for taking the medicine. Only medication in their original container will be given to a student. A completed medication form #924 must accompany the medicine. No medicine will be dispensed from the clinic unless a completed form is on file. It is the parent's responsibility to make sure that there is an ample supply of medication for the student. Students may not self-medicate at the school without prior approval by the clinic aide, District Nurse and Principal. **The school will no longer provide any over the counter drugs including Tylenol of any type in the clinic.**

ACCIDENTS

Given the nature of children, accidents will happen. Hopefully, they will always be minor bumps and bruises. In the event of an accidental injury, the staff member present will care for the child and notify other staff members and the Front Office. We will attempt to make a determination as to the severity of the injury, and if indicated, a parent will be notified or the child will be sent home. If necessary, emergency aid may be called.

An accident report will be filled out when there is bodily injury. In completing the report, please do not use the names of other children involved in the incident. The report is to be given to the Principal for signature and then a copy of the report will be kept in the child's file and the original will be given to the parents.

Please use universal safety procedures: You must wear gloves when treating open wounds or while dealing with any bodily fluids.

Calling 911:

1. Whenever possible, and if the situation allows, contact the principal and parents first.
2. Determine and/or recommend that 911 be called.
3. Situations for calling 911 include severe bleeding, severe allergic reaction, difficulty in breathing, ingestion of a poisonous substance, compound bone breaks, head, neck, or back injuries where the child is unable to move or injuries where limbs end up in unnatural or dislocated positions.

The individual calling 911 should give:

1. Their name, our address, location (cross streets) and phone number.
2. Do not hang up until 911 has all the information. Always let 911 hang up first.
3. It is imperative that you remain calm, think rationally, speak clearly and give accurate information.

The individual contacting the parents should (in most cases this should only be done by office personnel):

1. Let them know what had transpired and the nature of the injury.
2. That you are seeking immediate medical attention and where the child has been sent.
3. Have them call ahead to the hospital to give permission for the doctor to administer medical attention.
4. Leave explicit messages acknowledging that this is an emergency situation and the parents have not been reached, contact all emergency numbers on their card and or leave messages in addition.

Make certain that an adult is with the child at all times. Keep the child calm, quiet, warm (if necessary) and have other children vacate the area, if possible.

1. Treat for shock, control bleeding, or take other necessary measures while trying to maintain your composure.

2. Have the ambulance sent to the hospital of parent preference whenever possible as indicated on the Emergency card.
3. If the emergency requires that the student be transported to the hospital, whenever possible, an administrator or designee should accompany the child to the hospital.
4. If on a field trip, you will need to make the determination to call 911. Please call the school as soon as possible so that parents/guardians may be notified and meet the child at the hospital.

Guest teachers are never allowed to handle emergency situations. They should contact the closest staff person in charge, inform them of all details and turn the situation over to them.

ALLERGIES

A list containing allergies and limiting physical conditions will be given to teachers. This list must be kept in a secure and confidential location.

EQUAL OPPORTUNITY EMPLOYMENT

The School is committed to the goal of equal employment opportunity. It is the School's goal to recruit, hire, appoint, train and promote in all positions without regard to race, color, religion, creed, national origin, ancestry, gender, sex, pregnancy, sexual orientation, transgender status, marital status, military status, veteran status, age, genetic information or disability, unless the disability, precludes the employee from performing the essential functions of the job notwithstanding reasonable accommodations, or applicant membership or non-membership in a labor organization status in any other group protected by any Federal, State or local law. This policy applies to all terms and conditions of employment including, but not limited to, hiring, placement, promotion, termination, lay-off, leaves of absence, compensation, and training.

Every effort shall be made to ensure that all employment decisions, programs and personnel actions are administered in conformity with the principle of equal employment opportunity. Each employee is responsible for supporting these objectives and ensuring this policy is fully implemented. It is the School's policy that each employee shall assist with ensuring the work place environment is free of harassment and discrimination on the basis of race, color, religion, creed, national origin, ancestry, gender, sex pregnancy, sexual orientation, transgender status, marital status, military status, veteran status, age, genetic information, disability, membership or non-membership in a labor organization, or status in any other group protected by Federal, State or local law. Employees shall bring any violation of these policies to the attention of the School through the reporting procedures set forth below. No employee shall be coerced, intimidated, harassed, or retaliated against for reporting a violation of these policies.

HARRASMENT AND DISCRIMINATION PROHIBITED

The School expressly prohibits any form of unlawful employee harassment or discrimination based on race, color, religion, creed, gender, sex, pregnancy, sexual orientation, transgender status, marital status, veteran status, military status, national origin, ancestry, age, genetic information, disability, membership or non-membership in a labor organization, or status in any other group protected by federal, state, or local law. Improper harassment or discrimination which interferes with the ability of an employee to perform his/her duties will not be tolerated. The School also prohibits any employee from illegally harassing or discriminating against any third party while on duty, or while in any manner representing the School in any capacity. Employees are not required to directly confront any persons who are the source of potential discriminatory, harassing or retaliatory behavior. Instead, employees may utilize any of the other various avenues of filing an internal complaint. Employees are required to bring forward any allegations of unlawful harassment, discrimination, or retaliation so the School may promptly address such wrongdoing and prevent future occurrences.

All employees having supervisory responsibilities are accountable for the effective administration of this policy. Employees who believe that they have been harassed, or who have observed harassment, shall promptly notify a supervisor or the Director in accordance with the procedures set forth below.

SEXUAL HARASSMENT PROHIBITED

The School strictly prohibits sexual harassment. No one at the School, including directors, supervisors, employees, vendors, or any other person, may make unwelcome sexual advances or requests for sexual favors, or engage in any other unwelcome verbal or physical conduct of a sexual or gender-based nature or based upon an individual's sexual orientation or transgender status, where: (1) such advances, requests or conduct have the purpose or effect of

unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive work environment, or (2) it is obvious or implied that tolerating or submitting to such conduct is a condition of employment or service, or will be used for the basis of any employment or service decision, including, but not limited to, hiring, firing, performance appraisals, salary, benefits, position, job transfers, or any other decision affecting any term or condition of employment or service with the School (all such conduct is defined in this policy as "sexual harassment").

The School does not tolerate sexual harassment in any form. No employee or applicant should be subjected to unwelcome sexual requests or insulting behavior or language based on gender or an individual's sexual orientation or transgender status. No employee or applicant should be led to believe that any employment or service opportunity or benefit will in any way depend on his/her cooperation with sexual demands or that he/she must tolerate an offensive sexual environment.

All employees shall refrain from inappropriate sexual conduct that could lead to a claim of sexual harassment, including, but not limited to (1) sexually implicit or explicit communications whether in written form, such as cartoons, posters, calendars, magazines, publications, notes, letters, email, words or designs on clothing, or oral form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, sexual orientation or transgender status or repeated unwanted requests for dates, and (2) physical gestures and other non-verbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massages, brushing up against another's body.

Procedure for Reporting Harassment or Discriminatory Treatment

Mandatory Reporting - Any unwelcome behavior to which an employee is subjected, or observes, and which an employee considers to be unlawful harassment, sexual or otherwise, or which an employee believes constitutes discrimination, must be reported to the Director immediately. If the report concerns sexual harassment, the employee may request that a person of the same gender be designated to receive the report from the employee. If the illegal harassment or discrimination involves the Director, the employee may report the harassment or discrimination to the President of the Board. If the unlawful harassment or discrimination involves the Board President, the employee may report the harassment or discrimination to another Board member. An employee will not be subject to any retaliatory action as a result of reporting conduct that the employee considers to be illegal harassment or discrimination.

Confidentiality - Information reported concerning an employee's claim of illegal harassment or discrimination will be treated confidentially and disclosed only to those with a "need to know."

Investigation - Once a complaint of illegal harassment or discrimination has been reported, the complaint will be promptly investigated by the Director, or other person(s) designated by the Director. If the complaint of illegal harassment or discrimination involves the Director, the investigation will be conducted by an outside human resources consultant or in such other manner as the School may deem appropriate, in its sole discretion. The complaining party, the accused, and any witnesses may be interviewed separately to establish the facts of the situation. An employee shall not be subject to retaliatory action as a result of cooperating with, or participating in, any investigation.

Resolution - After the facts have been determined, both the employee who brought the complaint and the individual accused of illegal harassment or discrimination will be advised of the results of the investigation. If the investigation substantiates the complaint, appropriate action will be taken.

Retaliation - An employee shall not be harassed, intimidated or subjected to retaliation for reporting illegal harassment or discrimination, or for cooperating with or participating in any investigation of illegal harassment or discrimination. You must immediately report retaliation in the same manner as a complaint of illegal harassment or discrimination in accordance with Section 2(D)(1), above.

Pregnancy and Related Medical Conditions - It is the School's policy to treat pregnant employees the same as all other employees of the School. The School will not exclude from employment or service an applicant or employee because of pregnancy, childbirth or related medical conditions. Disabilities caused or contributed to by pregnancy, childbirth or related medical conditions, for all job-related purposes, shall be treated the same as disabilities caused or contributed to by other medical conditions. The commencement and duration of leave, the availability of extensions, the accrual of seniority and other benefits and privileges, reinstatement, sick leave, and payment under the School's health and disability insurance shall be applied to disability due to pregnancy, childbirth or related medical conditions on the same terms and conditions as they are applied to other disabilities.

As with any other employee, an employee who is pregnant shall be permitted to work as long as the employee can perform the essential functions of the job. If a pregnant employee is unable to perform the essential functions of the job, the School will treat that employee in the same manner as it treats other temporarily disabled employees. Specifically, if the attending physician determines that the pregnant employee may continue to work on modified duty,

the School may, but is not required to, assign the employee to modified duty, or the pregnant employee may be eligible for family and medical leave, sick leave, or personal leave, depending upon the specific circumstances.

Non-Discrimination Against and Accommodation of Individuals with Disabilities - It is the policy and practice of the School to comply with the Americans With Disabilities Act and all applicable State and local laws providing for non-discrimination in employment against qualified individuals with disabilities. The School also provides reasonable accommodation for such individuals in accordance with these laws. Any employee who believes he/she is being discriminated against based on a disability or request for reasonable accommodation should follow the complaint procedure outlined in Section 2(D)(1), above.

Procedure for Employees to Request Accommodation - Qualified individuals with disabilities may make requests for reasonable accommodation(s) to the School. All such requests should be in writing. Upon receipt of an accommodation request, the Director or Designee will meet with the requesting individual to discuss and identify the precise limitation(s) resulting from the disability and the potential accommodation(s) that the School might make to help overcome those limitation(s). The Director or Designee, and, if necessary, other representatives of the School identified as having a "need to know," will determine the feasibility of the requested accommodation(s), considering various factors, including, but not limited to, the nature and cost of the accommodation(s), the availability of tax credits and deductions, outside funding, the School's overall financial resources and organization, and the accommodation's impact on the operation of the School, including its impact on the ability of other employees to perform their duties and on the School's ability to conduct its business and fulfill its goal and purpose. The employee will be informed of the decision of the Director or Designee on the accommodation request in a reasonable period of time.

Retaliation Prohibited - No employee shall be retaliated against as a result of reporting, or assisting or cooperating in the investigation of, an alleged violation of any rule, policy or procedures of the School, or any Federal, State or local law or ordinance, including but not limited to the Fair Labor Standards Act, Title VII of the Civil Rights Act, the Americans With Disabilities Act, the Pregnancy Anti-Discrimination Act, the Colorado Anti-Discrimination Act, and the Family Medical Leave Act.

Anti-Violence - Addenbrooke Classical Academy is committed to maintain a safe environment for employees and the community. Acts such as intimidation, threatening or hostile physical or verbal behaviors, stalking, physical or verbal abuse, assault, vandalism, arson, sabotage, possession or use of weapons at Addenbrooke Classical Academy facilities, jokes or offensive comments regarding violence, or any other violent acts, which, in management's opinion, is inappropriate in the workplace, will not be tolerated.

Guidelines:

1. **Reporting Threatening Behavior** - Any individual who feels he/she has been subjected to or has observed any of the behaviors listed above or has knowledge of any violation of this policy should immediately report it to his/her manager or supervisor or a representative of the security department, or employee relations. Employees may contact the appropriate law enforcement authorities without first informing management if they genuinely believe that an immediate danger to their own safety or that of others exists. However, such contact shall be immediately reported to management. Addenbrooke Classical Academy will take no adverse action against an employee because the employee in good faith reports an incident under this policy.
2. **Employee Threat Assessment Team**
 - a. Principals should contact the executive director to assess any violence in the workplace issues or when violence in the workplace has occurred.
 - b. The team includes representatives from Human Resources, Safety, Security And Emergency Planning, and Employee Assistance Program, the immediate supervisor or principal, community superintendent, depending on the situation, and may include other appropriate resources such as law enforcement agencies.

All other documents pertaining to other issues and situations below can be found in the Jefferson County Public Schools Handbook:

- . Voluntary Termination/Resignation - **GDQB**
- . Use of Personal Cell Phones; Social Media - **GBEC**
- . Drug/Alcohol, including the School's right to conduct drug tests -

GBEC, GBED

- . Conflicts of Interest - **GBEA**
- . Employee Discipline - **GCQF**
- . Additional forms of employee leave, including voting leave, military leave, jury duty leave, and leave under the Family Medical Leave Act (FMLA) - **GCCBC**

- . Dispute Resolution - **GCCBD**
- . Personnel and Confidential Files - **GBJ**