



'A 'ohe pau ka 'ike i ka hālau ho'okahi
Connections Public Charter School
Personnel Policy

Vision and Mission:

Vision: To establish and sustain a community, business, and learning 'ohana (family). Within this framework, inquiry and project-based curricula will stress independent thinking, development of the individual's mind and talents, cooperative learning, sense of self within the neighborhood and the world-wide community with particular attention to the precious and unique environment of Hawaii, both as an island ecology and a place where ethnic diversity is the norm.

Mission: Our mission is to create an 'ohana which is conducive to the recognition and development of individual talents. Thematic and experiential learning experiences are provided which focus on how students construct knowledge using creative and critical thinking. A forum for the development of the ability to recognize and differentiate a quality result or product is offered. Classroom experiences are connected to real life experiences so that students can grow in the understanding of themselves in relation to their community and the world.

Overview:

Connections Public Charter School (CPCS) is committed to hiring, training and retraining staff that demonstrate a passion for children, education and community. We will recruit self-motivated people who clearly excel in their respective fields and academic subject; have proven experience in contributing to positive student outcomes, possess cross-cultural child development competency, commit to ongoing professional development; work well as team members to uphold the vision and mission of the school; and participate in community and professional associations. Consistent with the school's mission and demographic make-up, efforts will be made to create a multicultural staff.

CPCS will retain or employ teaching staff who hold appropriate Hawaii State teaching certificates. These teachers will teach the core academic classes of mathematics, language arts, science and history/social studies. These teachers will be responsible for overseeing the students' academic progress and for monitoring grading and matriculation decisions as specified in the school's operational policies.



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CPCS may also employ or retain non-certificated instructional support staff in any case where a prospective staff member has an appropriate mix of subject matter expertise, professional experience, and the demonstrated capacity to work successfully in an instructional capacity. Instructional staff will not assign grades or approve student work assignments without the approval of a teacher except in non-core courses and activities.

CPCS will seek administrative and operational staff that has demonstrated experience or expertise in the issues and work tasks required of them and will be provided professional development opportunities to ensure that they remain abreast of all relevant changes in laws or other operational requirements. All non-instructional staff will possess experience and expertise appropriate for their position within the school.

Prior to the first day of work CPCS will require that each employee and volunteer of the school submit to a criminal background check. CPCS will adhere to Hawaii State laws pertaining to fingerprinting and prohibitions regarding the employment of any person who has been convicted of a violent or serious felony. If Food Services staff is hired, a medical clearance may be required.

Administration

The CPCS Governing Board administers the affairs of the charter school and has and may exercise all powers authorized by charter school statute in Hawai`i. CPCS is managed on a day-to-day basis by a director who also facilitates the educational programs.

In accordance with federal mandates for a high degree of local control over fiscal matters, CPCS’s administrative framework reflects the strong intent by the part of the community to maintain local autonomy over programs, business management, and procurement and audit activities.

Administrative Framework Policy and Procedure:

It is the policy of CPCS to seek and employ the best-qualified personnel without regard to race, religion, color, creed, national origin, citizenship, age, sex, marital status, or disability. It is further this organization's policy to ensure equal opportunity for the advancement of staff members and equal treatment in the areas of upgrading, training, promotion, transfer, layoff, and termination.

Upon employment by CPCS, all employees are required to complete any and all necessary financial forms and benefit applications as deemed necessary by the School Director/Principal or by his or her designee. Employment qualifications as stated by an employee or prospective employee on an employment application or related information may be verified, and falsification



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of such information may jeopardize an employee's standing with this organization or a prospective employee's likelihood of being hired.

Employees may be hired as regular full-time employees, and as such will be placed on the organization's payroll. Employees are eligible for all benefits described in this administrative framework and in adherence with collective bargaining agreements.

The organization also may hire part-time staff. Part-time staff is those who are employed for less than 40 hours per workweek. Time off work without pay for part-time employees may be granted by the School Director/Principal or his or her designee.

The School Director/Principal may at any time, but for specified reasons, adjust the salary, benefits (excluding any benefits required by law to be provided), leave accruals, titles, privileges or other personnel policies for any employee either upwards or downwards in accordance with any applicable collective bargaining agreements. Additionally, within any applicable collective bargaining agreement, adjustments to employee status may be based upon, but in no way are restricted to, promotions, demotions, changes in job duties, disciplinary actions, and performance adjustments.

An employee who is absent for a period of at least twenty-one (21) consecutive work hours (three days) without notifying the School Director/Principal will be considered to have resigned without giving the required two-week notice. Such resignations shall be effective on the initial date of absence. The determination of unauthorized absence will be made by the School Director/Principal.

An employee who wishes to resign is required to give to the Governing Board or the School Director/Principal in writing, a minimum of two weeks notice prior to the desired resignation date, unless an exception is made by the School Director/Principal.

Regular full-time employees who resign in accordance with the provisions of this section may be provided with compensation in accordance with applicable collective bargaining agreements. If an employee fails to give a minimum of two weeks notice prior to the desired resignation date, that employee may forfeit compensation for any unused accrued vacation leave in accordance with applicable collective bargaining agreements.

All employees serve at the will of the Governing Board, and the authority to terminate an employee is vested with the Board or its designee, in accordance with any applicable collective bargaining agreements and may include but is in no way limited to a decision based upon a violation of any of the policies, procedures, regulations, or restrictions set forth.



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All employees are required to work the number of required hours each day and/or week as stated in their collective bargaining agreement or as stipulated by the School Director/Principal and/or the Governing Board.

No time used for any personal endeavor within the workday is to be counted towards the daily or weekly minimum work hour requirements. Further, any employee wishing to engage in such personal activities must receive the prior approval of the School Director/Principal or his or her designee.

Time sheets will be required to be maintained by any employee. All teachers will sign in each day. All support staff will sign in at the beginning of his or her shift and sign out upon ending that shift.

Use of any type of leave is to be entered on an employee's time sheet in accordance with the provisions of the policies of the Governing Board.

Benefits: Paid Leave/Unpaid Leave:

All leaves, and unused leave accrual, will be granted in accordance with collective bargaining agreements. Those full time employees not covered by existing collective bargaining agreements will be granted leave and accrual of leave as stipulated in their individual contracts with the Governing Board.

The Governing Board retains the right at any time, in accordance with any applicable collective bargaining agreements, to declare a "School Holiday". The office(s) of the organization may be officially closed and all employees are entitled to that day off of work with pay and without charge to any leave category or any other leave accruals. The declaration of any "School Holiday" shall be communicated by the School Director/Principal to all employees.

Benefits:

I. Insurance and Other Benefits

Insurance and other benefits will be granted in accordance with collective bargaining agreements and/or state laws. Those full-time employees not covered by existing bargaining agreements will be granted benefits as stipulated in their individual contracts and state law.

II. Reservation of Rights

This organization reserves the right to alter the benefits package made available to employees at any time, consistent with all applicable laws and collective bargaining agreements. Each employee will be notified of any alteration in the benefits package.

Reimbursements:



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I. Travel

Employees are eligible for reimbursement from the organization for expenses incurred while on travel status on official business for the organization. To be eligible for travel expense reimbursement, travel status must be approved and granted by the School Director/Principal or his or her designee. All requests for travel reimbursement must appear on a form provided by the School Director/Principal or his or her designee for such purpose.

Unless otherwise provided for by the School Director/Principal, all employees traveling on approved business are required to abide by the following guidelines:

- **Transportation**

The most reasonable mode and class of travel -- considering factors such as cost, time efficiency, and convenience -- should be selected by each employee at all times. All such expenses must be listed on a form provided by the School Director/Principal for such purposes.

- **Lodging**

Reasonable charges for lodging while in approved travel status will be paid by the organization, subject to the approval of the School Director/Principal. Other reasonable related lodging expenses, such as business telephone call charges, also may be paid by the organization. An attempt to acquire the most reasonable rates for appropriate lodging-related expenses should be made by such employees, and all such expenses must be listed on a form provided by the School Director/Principal for such purposes.

- **Meals**

To be eligible for reimbursement for the cost of meals, an employee must be in approved travel status and is subject to any restrictions established by the School Director/Principal. Employees seeking reimbursement for meal expenses must list on a form provided by the School Director/Principal all reasonable and appropriate expenses.

Mileage:

Business Use of Personal Automobile

Employees are eligible for reimbursement from the organization for business use of their personal automobile while in travel status on official business for the organization. To be eligible for travel expense reimbursement, travel status must be approved and granted by the School Director/Principal or his or her designee. Such reimbursement shall be at the IRS and/or state rate as determined by the School Director/Principal. All requests for travel reimbursement must be listed on a form provided for such purpose by the School Director/Principal, unless an exception is made by the School Director/Principal.



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Employees are liable for reimbursement to the organization for personal use of an automobile owned, leased, or otherwise provided by the organization. Such liability to the organization shall reflect the IRS and/or state rate as determined by the School Director/Principal. Any employee incurring such liabilities is required to reimburse the organization in full by the end of the calendar month immediately following the month in which such liabilities were billed to the employee, unless an exception is made by the School Director/Principal.

Personal mileage incurred by an employee on an automobile owned, leased, or otherwise provided by the organization must be documented on a form provided for such purpose by the School Director/Principal, unless an exception is made by the School Director/Principal.

Personal Telephone Calls

Employees shall not charge personal long-distance telephone calls to the organization. Employees are liable for the costs of any personal phone calls he or she may make which are billed to the organization.

Other Reimbursements

Employees are eligible for reimbursement from the organization for business expenses paid with their personal funds. All such expenses, if anticipated in advance, must be approved by the School Director/Principal or his or her designee. Requested reimbursement for such expenses must be specified in writing to the School Director/Principal or his or her designee. Such request must list each expense, and receipts (or copies of receipts) for each item must be attached to the request.

The final decision on whether to reimburse an employee for any such expenses is vested with the School Director/Principal or his or her designee.

V. Credit Cards

Any employee who is authorized to use a CPCS credit card is not allowed to charge personal expenses of any kind on the card.

Sexual Harassment:

I. School Policy

It is the policy of CPCS to prohibit sexual harassment from occurring in the workplace or at any other place where an organization sponsored event takes place. The purpose of this policy is not to regulate personal morality, or to encroach on employees' personal lives, but



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to demonstrate this organization's commitment to maintaining a workplace environment that is free of harassment of and by its employees.

It is the responsibility of all management and all employees to assure that this policy is understood, implemented, and adhered to without exception.

II. Defining Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct of a sexual nature constitute harassment when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment with this organization;
- Submission to or rejection of such conduct by an employee is used as the basis for an employment decision affecting that employee; or,
- Such conduct has the purpose or the effect of unreasonably interfering with an employee's work performance, or of creating an intimidating, hostile, or offensive work environment.

Sexual harassment may include such actions as: repeated offensive or unwelcome sexual flirtations and advances; verbal comments, jokes, or innuendo of a sexual nature; words or gestures of a sexual nature used to describe a person or depict a situation; or the display of sexually suggestive objects or pictures.

III. Investigation and Remediation

If an employee believes that he or she has experienced sexual harassment, or believes that he or she has witnessed sexual harassment, that employee should immediately notify the School Director/Principal or his or her designee.

All reports of sexual harassment will be promptly investigated by the School Director/Principal, or his or her designee who is not involved in the alleged harassment, and will be kept confidential to the extent possible. If an investigation confirms that harassment has occurred, the School Director/Principal, as directed by the Governing Board, shall take appropriate corrective action which may, upon a determination by the School Director/Principal, include, but not be limited to, an official memorandum in an employee's personnel file, salary adjustment, or the termination of the offending employee.

No employee shall be subject to employment-based retaliation, intimidation, or discipline as a result of making a complaint of sexual harassment. However, disciplinary action up to and including termination also may be taken against anyone who knowingly makes a false, meritless, or malicious claim of sexual harassment.



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Criminal History Record, Employment History, and Background Check:

Employees and applicants who work in close proximity to children shall be of reputable and responsible character.

CPCS Governing Board may refuse to employ or may terminate the employment of any employee or applicant who has a criminal history record, employment history, or background involving violence, alcohol or drug abuse, sex offense, offense involving children or any other circumstance which indicates that the applicant or employee may pose a risk to the health, safety, or well-being of children. The refusal or termination action may be based on:

- Conviction of a crime, other than a minor traffic offense which indicates that the person poses a risk to the health, safety or well-being of children (the type of criminal offense, when it occurred, and evidence of rehabilitation may be considered in determining whether the criminal history record indicates a risk to children);
- Other information or evidence which reflect upon the character and fitness of the person which indicates that the person poses a risk to children;
- Failure to accurately and fully complete and submit employment application documents; or
- Failure to declare, concealing, or falsifying criminal history, employment history, or background information to CPCS.

Except as otherwise specified or exempted from criminal history record check requirements, any person who is employed or seeks employment with CPCS in a position which places that person in close proximity to children is required to provide to the school:

- An accurately and fully completed employment application with all requested information and documents including employment references;
- A sworn statement indicating:
 - Whether the person ever had a teaching certificate or other professional license revoked or not renewed;
 - Whether the person within the past ten years was suspended, fired, asked to resign from employment, or separated from military service under conditions other than honorable;
 - Whether the person had been convicted of a crime, other than a minor traffic offense;
 - Whether the person had been diagnosed as having a mental or emotional condition which may affect the person's ability to responsibly manage, supervise, control and interact with children; and
 - A detailed explanation for each of the above when applicable.
- A written consent for CPCS to conduct a criminal history record check;



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- A written consent for CPCS to obtain information from current and past employers and references; and written permission to be fingerprinted.

Employees and applicants shall cooperate fully and make every reasonable effort to provide information and comply with fingerprinting and other related requirements when so notified and instructed by CPCS or its representative agents. CPCS may refuse to hire or terminate any person who willfully fails to cooperate or fails to provide the requested information.

CPCS shall require all employees and may require applicants to undergo fingerprinting to conduct criminal history record checks. Fingerprinting and criminal history record checks shall be conducted without charge to employees and applicants. Employees and applicants shall cooperate fully and make every reasonable effort to comply with fingerprinting and other requirements when so notified and instructed by CPCS or its representative agents. CPCS may refuse to hire and may terminate any person who willfully fails to comply or cooperate fully fingerprinting requirements.

Information obtained from criminal history record checks shall be used exclusively by CPCS for the purpose of determining whether or not a person is suitable for working in close proximity to children. Use and release of such information obtained from the FBI shall be subject to federal laws and regulations.

CPCS may disclose information that an affected individual's criminal history record check shows a "clean criminal history record". Federal law (28 U.S.C. §534) otherwise prohibits the disclosure of criminal history information obtained from the FBI. An FBI identification record and information contained therein, however, may be disclosed to the affected individual when explaining decisions or contemplated decisions resulting in refusal to hire or termination of employment. Information from an FBI identification record may also be disclosed to a union representative with the consent of the affected individual and may also be displayed, with the consent of the affected individual, at an administrative hearing to resolve issues concerning the record's content and use. If desired, the affected individual may also request the correction of FBI criminal history information by following FBI rules to correct the FBI identification record.

Criminal history information obtained from sources other than the FBI may be categorized into criminal convictions and arrest records. Criminal convictions are considered public records and may be disclosed to the general public. Arrest records are private and shall not be released by CPCS except in the process of verifying the disposition of the arrests, or as otherwise required by law. Information regarding a person's arrest records for offenses that may pose a risk to the health, safety or well-being of children may be used as the basis to delay hiring decisions or for the suspension of employment pending further inquiry and investigation. Arrest records shall not be used as the sole basis to refuse to employ a prospective employee or to terminate an employee.



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Substance Abuse Policy:

CPCS Governing Board is committed to maintaining an alcohol and drug-free workplace and promoting a safe and healthy work environment for all employees. Consequently, all employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of alcohol or a controlled substance in the workplace and/or at any school-sponsored activity where students are present or in the care of school authorized chaperons. Such activity may impair an employee's health or adversely affect other employees. Violations of this policy may result in appropriate disciplinary action including termination of employment.

This policy applies to all employees including those whose positions are funded either directly or indirectly, either wholly or in part, by federal funds received from a federal agency under a federal grant or contract or who would otherwise be covered under the Drug-Free Workplace Act of 1988.

Objectives:

1. To protect the health, safety, and welfare of both employees and the public.
2. To eliminate disruptive or illegal alcohol or drug-related activity in the workplace.
3. To comply with the requirements of the Federal Drug-Free Workplace Act of 1988.

Criminal Alcohol and/or Drug Statute Convictions:

1. As a condition of continued employment, all employees must notify their immediate supervisor in writing of any criminal alcohol or drug conviction for a violation occurring in the workplace or while on working time, no later than five (5) calendar days after such conviction.
2. The immediate supervisor shall notify the School Director/Principal after receiving notice of any employee's alcohol or drug conviction from the employee, the courts or any similar, reliable source. Upon receiving this notice, the School Director/Principal or his/her designee shall provide written notice to any affected federal agency issuing a grant or contract, in the manner prescribed by the agency, no later than ten (10) calendar days after such notification is received. Notification to the federal agency shall include the employee's name, position title, and the identification number(s) for each of the federal agency's affected grants.
3. An employee convicted of a criminal alcohol or drug violation, which would include the use or possession of alcohol or controlled substances, may be subject to appropriate disciplinary action including immediate discharge, particularly where the circumstances warrant (e.g., in certain health, safety, or security-related occupations).
4. Where immediate discharge is not indicated, an employee convicted of the use or possession of alcohol or controlled substances and who has an alcohol or drug dependency problem, may be required to satisfactorily complete an alcohol or drug abuse assistance or rehabilitation program approved by the employer.



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5. An employee who fails to meet the notification requirements set forth in paragraph 1, above, or who fails to satisfactorily complete an alcohol or drug treatment program as set forth in paragraph 4, above, may be subject to disciplinary action up to, and including, discharge.

Alcohol and/or Drug Counseling and Rehabilitation Programs:

1. Any employee who is alcohol or drug dependent, may seek assistance from alcohol or drug treatment programs approved for such purposes by federal, state, or local health, law enforcement, or other appropriate agency. Information and referral services are available by calling the Substance Abuse Information Center or the Mental Health Centers operated by the Department of Health.
2. The cost for such program, if any, will be the employee's responsibility. Private medical insurance plans that may cover such drug treatment programs are: HMSA, Kapiolani Health Hawaii, and Kaiser.

Personnel Actions:

1. Because violation of the Drug-Free Workplace Policy is a very serious matter, CPCS may discipline or discharge an employee for the first offense. Any disciplinary or discharge action taken by the employer shall be in accordance with applicable policies and procedures.
2. Other appropriate personnel actions may include the following:
 - If the employee is not able to perform his/her job, the employee may be placed on leave status.
 - When the employee is undergoing treatment for alcohol or drug dependency, which will require time off from work, the general rules on leave for illness will apply, to include requests for progress reports.
 - Where an employee's behavior presents a safety hazard to himself, the public, or co-workers, the employee may be sent home immediately.

Relationship to Other Directives and Requirements:

If any part of this policy is rendered or declared invalid by reason of any existing administrative rule, or state or federal law, such invalidation of such part or portion of this policy shall not invalidate the remaining portions thereof, and they shall remain in full force and effect.

Procedures for Reporting Crime-Related Incidents:

(a) Any teacher, official, or other employee of CPCS who is a witness to a class A or class B offense as defined in the CPCS Disciplinary Policy, or who has reasonable cause to believe that a class A or class B offense has been committed or will be committed, against a student, teacher, official, or other CPCS employee, or involving school property, shall promptly report the incident to the principal or an educational officer. Nothing in this subsection shall be construed to prohibit



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or prevent a teacher, official, or other CPCS employee from reporting class C or class D offenses to the principal or an educational officer.

(b) Upon receiving a class A or class B offense report, the principal or educational officer shall conduct an investigation to determine whether the behavior requires a direct call to the police or whether the behavior can be handled through school disciplinary procedures. The principal or educational officer shall call the police whenever there is perceived danger and the behavior cannot be handled by the school staff.

(c) The principal or educational officer shall record the incident information into the school's electronic database system within five school days of the reported offense.

(d) Any teacher, official, or other CPCS employee who in good faith reports as required shall be indemnified and held harmless in accordance with section §302A-1003.

(e) Disposal of incident reports shall be conducted in accordance with §92-31.

(f) Teachers, officials, or other CPCS employees who fail to report class A or class B offenses as required may be disciplined. Disciplinary actions may include:

- (1) Oral warning;
- (2) Written warning;
- (3) Suspension without pay;
- (4) Demotion; or
- (5) Dismissal

(g) Any teacher, official, or other CPCS employee who is disciplined for failure to report class A or class B offenses occurring on campus, or other education premises, on CPCS transportation, or during a school sponsored event on or off property shall have the right to appeal the disciplinary action as provided by state law or applicable collective bargaining agreements.

Evaluations and Problem Solving Procedures:

I. Employee Evaluations

Written evaluations of employees may be performed annually, on or about an employee's anniversary date or on or about a fixed annual date, subject to a determination of any applicable collective bargaining agreements, state laws, or as approved by the School Director/Principal, or the Governing Board. Evaluations of teachers will be conducted by the School Director/Principal. Evaluations of support staff will be conducted by the School Director/Principal. Evaluation of the School Director/Principal will be conducted by the Governing Board. These evaluations will be maintained in the personnel file for each employee. The format of the evaluation will be determined by the Governing Board and may include applicable collective bargaining agreements. Such evaluations should include: the date of the evaluation, the time period covered by the evaluation, and an assessment of the employee's work performance during that time period.

II. Problem-Solving Procedures



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Any employee wishing to formally complain about a procedure, action, or directive of another employee or supervisor should notify the School Director/Principal, or their bargaining unit representative, at the employee's discretion, as soon as possible after such procedure, action, or directive has occurred. The official notified of the complaint, or his or her designee, will be the investigator of all such grievances upon the agreement of the Governing Board and in accordance with collective bargaining agreements.

All complaints will be handled in accordance with in applicable collective bargaining agreements and/or policies established by the Governing Board.

Miscellaneous:

I. Confidentiality

Employees of this organization shall not, in any way, release any information about this organization, its activities, or the activities of its personnel except as normally required by their duties or as expressly permitted by the Governing Board. No employee shall publish, disclose, or use, or authorize anyone else to publish, disclose, or use, or in any way cause to be published, disclosed, or used, any private or proprietary information which such employee may in any way acquire, learn, develop, or create by reason of employment with this organization, unless otherwise provided by the Governing Board. Any document or other material containing such information is required to be returned to the School Director/Principal upon an employee's termination or resignation.

II. Personnel Inquiries

No one in this organization other than the Governing Board members, or the School Director/Principal is authorized to respond either verbally or in writing to personnel inquiries of any type about any employee of this organization.

III. Return Of Office Materials

An employee who is terminated or who resigns must return all office keys, identification, security cards and codes, and office materials and supplies in such employee's possession to the School Director/Principal. No information or copies of information, including but in no way limited to files, memos, computer-stored items, lists, Rolodex items, or other similar information, may be taken by such employee without the express permission of the School Director/Principal

IV. Acceptance Of Gifts

Acceptance of gifts shall be according to guidelines established by the Hawai`i State Ethics Commission. Not all gifts are acceptable under the ethics code. The State Ethics Code prohibits officials or employees to accept any gift under circumstances in which it can reasonably be inferred that the gift is intended to influence or reward official action.



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Officials of the school, employees or members of the Governing Board are not permitted to accept gifts of any kind of a value exceeding two hundred dollars (\$200.00) -- including but not limited to money, goods, food, entertainment, or services -- directly or indirectly from:

- individuals, organizations, or companies serving as vendors or potential vendors for this organization;
- elected officials or their representatives;
- candidates for public office or their representatives;
- officials or their representatives; or
- lobbyists.

Offers of such gifts in excess of \$200.00, even when refused, must be communicated immediately by the employee receiving such an offer to the School Director/Principal.

Exempted Gifts:

- Gifts received by will or interstate succession;
- Gifts received by distribution of any inter vivos or testamentary trust established by a spouse or ancestor;
- Gifts from a spouse, fiancé or fiancée, any relative within four degrees of consanguinity, or the spouse, fiancé or fiancée of such a relative. A gift from any such relative is a reportable gift if the person is acting as an agent or intermediary for someone who is not covered by this paragraph. For purposes of this exemption, relatives within four degrees of consanguinity include the following: parents, grandparents, and brothers/sisters, uncles/aunts, great uncles/aunts, nephews/nieces, grand nephews/nieces, and first cousins;
- Political campaign contributions that comply with state law;
- Anything available to the public generally without regard to the official status of the recipient;
- Gifts that, within thirty days after receipt, are returned to the giver or delivered to a public body or to a bona fide educational or charitable organization without the donation being claimed as a charitable contribution for tax purposes; and
- Exchanges of approximately equal value on holidays, birthdays, or special occasions.

V. Change Of Personnel Status

Employees are required to notify as immediately as possible the School Director/Principal and any other person designated by the School Director/Principal of any change in name, family status, address, telephone number, or other information affecting personnel data held or used by this organization.



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VI. Examination Of Personnel Files

Any employee may examine his or her personnel file(s) at any time in accordance with any applicable collective bargaining agreements, or as approved by the School Director/Principal. Such employee may take written notes about the contents of the file, and may add comments for inclusion in the file at any time. No personnel file, or contents of that file, is to be removed from the office.

VII. Copyrights

Copyrights, payments and/or royalties, which occur as a result of a project of any employee or employees of this organization, remain the property of the organization. The School Director/Principal may assign copyrights, royalties, or other payments to the author or authors or project participants.

CPCS Educational Framework:

One of the primary reasons for the broad flexibility originally permitted by the charter legislation was to enable the creation of cutting-edge educational programs. Hawaii's original charter legislation supported the design and implementation of powerful and innovative teaching and learning. The legislation allowed for a shift away from the regulation of schools based on an input model controlled by state guidelines regarding instructional time, curriculum and materials, and calls for a system of accountability based on output or results.

Using a consensus-building process, CPCS has involved staff, community, and business stakeholders in identifying and developing the framework for students learning. Additionally, in adopting an educational framework, CPCS has researched and reviewed leading educational reform movements within and outside of the charter school arena and aligned CPCS pedagogy with recognized models of best practices from across the nation. As a result, CPCS will employ the following educational framework calling for:

- Developing a shared educational vision
- Designing and implementing powerful curricula and instructional strategies
- Effective use of time and resources
- Developing clear and meaningful outcomes
- Using reliable and purposeful measurement strategies
- Designing and delivering site specific staff development

The primary focus of CPCS includes both the nurturing and education of the children served. Specifically, we strive for every child to leave CPCS as a technologist, a life-long learner, a caring and concerned citizen, a creative and quality producer, and a critical thinker and cooperative worker. Consequently, the Educational Framework of CPCS is driven by principles such as individual responsibility, personal mastery, self-esteem, shared responsibility, and community. One pillar of the school is Gardner's theory of multiple intelligences, which asserts that learners rely on



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linguistic, mathematical/logical, intrapersonal, interpersonal, kinesthetic, spatial, musical, and possibly other ways of thinking, in varying degrees. Teaching must reach out to each learner, to find those ways of learning and knowing which work best for the individual child.

The centerpiece of CPCS involves the learner, parent, and teacher working together to identify strengths and weaknesses, and agree upon learning objectives appropriate for that learner. While state and national frameworks provide guidance and criteria for measuring ultimate success, the order and manner of learning new material is adjusted to the needs of each child as much as possible. When the pupil has contributed to deciding his or her own goals there follows a sense of commitment to accomplish those goals which does not occur when objectives are set from above.

The curricula emphasizes 21st century skills, such as higher order thinking and problem solving through underlying constructivist pedagogy. Community service plays an important role in transmitting community values, and providing unique opportunities for learning in real-world contexts.

The school’s academic curricula is the vehicle by which standards for student achievement are reached. As such, a charter school’s curricula must be designed with a focus on the desired results as measured in a highly accountable manner. Therefore, CPCS desired results are aligned with national benchmarks.

In all cases, our school’s curricula is designed to achieve stated goals for student learning, aligned to academic standards at each grade level and for each course. Parents, students, and the public often turn first to a school’s curricula and learning standards to make decisions about the quality of a school and whether to enroll their child. It is of ultimate importance, therefore, to ensure that statements about the school’s standards and curricula are clear, thorough, and readily available. Standards are not altered for special education students, but teaching methodologies and specially designed modifications are designed to meet the needs of individual learners.

The CPCS Educational Framework is predicated on the belief that all instructional strategies need to revolve around the concept and practices of engaged learning. Instructional methods that support engaged learning focus on preparing students to be problem solvers able to use information, not just remember it. Learning is ongoing and involves a variety of challenging and authentic projects. This framework recognizes all collective bargaining agreements and applicable state and federal laws. The collective bargaining agreements and laws provide for the basic protection of employees and their reasonable academic freedoms.

Beginning with the 2024-2025 school year, CPCS's formal, annual evaluations of administrators and teachers will include the following Mindsets:



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1. **For classrooms to be cultures of thinking for students, schools must be cultures of thinking for teachers** - CPCS administrators will support and empower all employees to continually grow, innovate, question, take risks, reflect, examine, inquire and learn from and with one another. Teachers will create these same conditions for the students in their classrooms.
2. **We can't teach dispositions, we must enculturate them** - Teachers and administrators will consistently model, promote, live, reference, honor, and demand the dispositions of a learner and thinker. Students will develop the intellectual character that supports a lifetime of learning and thinking.
3. **To create a new story of learning we must change the role of the student and the teacher** - Teachers and administrators will support students in becoming active creators, initiators, problem finders and community members as they focus on coaching, mentoring, and being community navigators. Students' understanding, engagement, curiosity, and self-direction will increase.
4. **Students learn best when they feel known, valued, and respected by both the adults in the school and their peers** - Teachers and administrators will focus on knowing our students to demonstrate that we value them as thinkers and learners, and to develop positive relationships with them both individually and collectively. Disruptive behavior will decrease when students are actively engaged in learning. They will also feel more connected to our school community.
5. **Learning is a consequence of thinking** - Teachers will identify, communicate, and scaffold the thinking needed in every lesson, assignment and task. Students' understanding will deepen as they focus primarily on the learning over the mere completion of work.
6. **Learning and thinking are as much a collective enterprise as they are an individual endeavor** - Teachers and administrators will engage students in learning from and with each other through active discussion and group exploration of content. Engagement will increase as students become more self-directed learners.
7. **Learning occurs at the point of challenge** - Teachers will make learning tasks purposeful, contextualized, challenging, and self-differentiated. Students will experience deep and powerful learning.
8. **Questions drive thinking and learning** - Teachers and administrators will make effective questioning a hallmark of instruction and encourage student questioning around ideas. This will deepen student understanding and promote curiosity.
9. **Powerful learning both engages and empowers students** - Teachers and administrators will consistently engage students with ideas and provide opportunities for them to set goals, display agency, make choices, pursue passions, create, and innovate. Students will become empowered, self-directed learners.
10. **We make thinking and learning visible to demystify, inform, and illuminate these processes** - Teachers and administrators will regularly make students' thinking and learning visible. This will demonstrate the value of the learning process, support the



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collection of valuable formative assessment data, and engage students as active agents in their own learning.

Equal Employment Opportunity Commission (EEOC) Required Section:

Equal Employment Opportunity

Connections PCS seeks to employ the best-qualified individuals and to provide them with opportunities for advancement in a manner that does not discriminate because of race, color, religion, sex including gender identity and expression, age, national origin, ancestry, marital status, arrest and court record, genetic information, disability, sexual orientation, citizenship, credit history, military service, victim of domestic or sexual abuse status, reproductive health decisions, or other grounds protected under applicable state and federal laws, regulations, and/or executive order. Harassment of any employee, customer, vendor, or the public because of any protected status is also prohibited.

Any incident of discrimination or harassment must be immediately reported, in confidence, to your supervisor, Human Resources, or Administration.

We also will provide reasonable accommodation to qualified individuals with disabilities so that they may seek employment, perform essential job functions, and participate in and/or enjoy any employment practice, term, condition, or benefit of employment. Please contact Human Resources if you require or have any questions regarding reasonable accommodation for a disability. We also provide reasonable accommodation for employees (1) disabled due to pregnancy, childbirth, or related medical conditions; (2) for religious practice; and (3) for victims of domestic or sexual abuse.

1. DISCRIMINATION

Decisions regarding employment should be based on legitimate, non-discriminatory business reasons. This includes decisions regarding recruitment, hiring, placement, training, promotion, compensation, benefits, transfers, layoffs, discipline, termination, and other terms and conditions of employment.

It is unlawful to base employment actions, or the terms and conditions of employment, on an individual's race, color, religion, sex including gender identity and expression, age, national origin, ancestry, marital status, arrest and court record, genetic information, disability, sexual orientation, citizenship, credit history, military service, victim of domestic or sexual abuse status, reproductive health decisions, or other grounds protected under applicable state and federal laws, regulations, and/or executive order.

2. HARASSMENT

Connections PCS does not tolerate harassment of any of our employees, customers, vendors or suppliers from any source. Any form of harassment which violates federal, state or local law, including but not limited to harassment related to an individual's race, color, religion, sex



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including gender identity and expression, age, national origin, ancestry, marital status, arrest and court record, genetic information, disability, sexual orientation, citizenship, credit history, military service, victim of domestic or sexual abuse status, reproductive health decisions, or other grounds protected under applicable state and federal laws, regulations, and/or executive order, is a violation of this policy. It is unlawful to subject employees to intimidation or harassment (e.g., physical or verbal abuse, commentary or epithets, offensive comments, degrading words, threats, non-verbal conduct such as display of inappropriate pictures or gestures, etc.) based on their protected classifications as outlined above.

a. Sexual Harassment

Connections PCS prohibits harassment based on sex, including gender identity or expression, or sexual orientation of any employee, manager, supervisor, customer, or member of the general public at the workplace, including sexual harassment by non-employees. This means that not only are non-employees prohibited from sexually harassing employees but also employees are prohibited from sexually harassing customers and the general public.

Sexual harassment includes unwelcome sexual advances, a request for a sexual favor, or other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made an implicit or explicit condition of employment; (2) submission to or rejection of such conduct affects employment opportunities; or (3) the conduct interferes with an employee’s work or creates an intimidating, hostile or offensive work environment. This means that no supervisor, manager, or employee shall threaten or imply, either directly or indirectly, that another employee’s or applicant’s refusal to submit to sexual advances will adversely affect that person’s employment, performance evaluation, pay, promotion, duties, shifts, or any other conditions of employment. Similarly, no supervisor, manager, or employee shall promise, imply or grant any preferential treatment in connection with another employee or applicant engaging in sexual conduct or consenting to or covering up harassment. Sexual harassment under our policy may include sexual advances, requests for sexual favors, and any other verbal, visual or physical conduct of a sexual nature involving either members of the opposite sex or the same sex. Sexual harassment also may include sexual flirtations or propositions, verbal abuse of a sexual nature, subtle pressure or requests for sexual activities, unnecessary touching of an individual, graphic or verbal commentaries about an individual’s body, sexually degrading words used to describe an individual, a display of sexually suggestive objects or pictures in the work place, sexually explicit or offensive jokes, or physical assault.

Examples of prohibited sexual harassment include but are not limited to, slurs, epithets, threats, teasing, dirty or offensive sexual jokes, stalking, sexual bullying, derogatory comments and sexual bragging; and non-verbal conduct of a sexual nature by an employee, supervisor, manager or other person, including but not limited to leering, obscene gesturing, suggestive or insulting sounds, sending, circulating or displaying materials of a sexual nature including but not limited to



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pornographic or suggestive posters, pictures, cartoons, objects or offensive letters, poems or email or text messages or communications or comments on Facebook or other digital social networking; verbal or physical conduct of a sexual nature by any employee, supervisor, manager or other person including sexual advances, requests for sexual favors, or other conduct such as uninvited touching and sexually related comments.

b. Other Forms of Harassment

Connections PCS also prohibits any employee from harassing another on the basis of race, color, religion, age, national origin, ancestry, marital status, arrest and court record, genetic information, disability, sexual orientation, citizenship, credit history, military service, victim of domestic or sexual abuse status, reproductive health decisions, or other grounds protected under applicable state and federal laws, regulations, and/or executive order.

We prohibit slurs, jokes, or similar-type epithets based upon any of the above-listed protected categories made to any employee, vendor, customer or member of the public by any employee or non-employee in the workplace.

Examples of prohibited conduct include:

- Directly or indirectly conditioning terms and conditions of employment or public accommodation upon an individual’s participation or acquiescence in conduct related to a protected category (e.g., requesting or suggesting that an employee attend church in exchange for job benefits); jokes or innuendoes about an individual’s protected category (e.g., jokes about racial stereotypes, references to ethnic food, speaking in accents);
- Discussion about a protected category (e.g., religious evangelism in the workplace); or,
- Slurs or similar-type comments or remarks about an individual’s protected category (i.e., racial slurs).