

Wesley International Academy

Board Policy Document



Updated November 19, 2013

Table of Contents

I. Introduction

II. Governance

III. Financial Policies

IV. Personnel Policies

V. Family and Student Policies

VI. Communication and Marketing Policies

VII. Principal Evaluation

I. Introduction

A. Purpose of the Policy Document

1. In view of the established mission, vision, values, and academic structure of WIA, the board of directors has developed and authorized this policy document to govern the school. In addition, the school will develop and maintain operational procedures consistent with the information contained in this policy document.

B. Definitions

1. Throughout the course of this document, Wesley International Academy may be referred to as “WIA” or “the school”.

C. Mission

1. The mission of WIA is to operate a not-for-profit charter school which engenders excellence, global perspective, life-long pursuit of learning, and community through single-gender, International Baccalaureate (IB), and Mandarin Chinese instruction. WIA serves approximately 600 students throughout Atlanta Public Schools (APS) attendance zone in grades K-8.

D. Vision

1. The school promotes the legislative intent to “increase student achievement through academic and organizational innovation” (O.C.G.A. § 20-2-2061) by offering Chinese and IB curricula to all K-8 students in a single-gender instructional framework tailored to the learning styles proven to best facilitate success in young men and women, thus preparing WIA students to become global thinkers and lifelong learners.

E. Values

1. WIA embraces diversity of thought and an international world view grounded in academic excellence. WIA welcomes students, teachers, staff, leaders, board members, supporters and stakeholders of all backgrounds and beliefs. WIA does not discriminate based on gender, race, color, religion, national origin, age, disability, marital status, or sexual orientation in any educational activity or other program, event, service or admissions to facilities operated or utilized by the school.
2. WIA values the contribution of parents and guardians to the development of individual students and to the school as a whole. Thus, WIA requires that parents or guardians of students perform a certain number of volunteer hours at the school each year.

F. Academic Structure of Programs

1. The WIA academic program is organized into the Primary Years Programme (PYP) in grades K-5 and Middle Years Programme (MYP) in grades 6-8 as an official IB World School. All students in grades K-8 take Chinese daily; ensuring every student upon matriculation from the eighth grade will have a solid foundation in a second language

and world culture. All classes (core content and enrichment) are segregated by gender to align instruction with the research-tested and practice-proven strategies that will best facilitate success in the young men and women enrolled at the school.

G. Attendance Zones

1. Starting in 2013-2014, WIA will utilize targeted attendance zones to ensure enrollment is focused on the communities immediately adjacent to the facility, hereby ensuring the local community focus of the school. The school may implement specific enrollment procedures which comply with Atlanta Public School and Georgia Department of Education guidelines to meet this goal.

H. Review and Updating the Policy Document

1. The board of directors shall on a yearly basis review this policy document and make appropriate updates as required.

I. Access to Policy Document

1. This Policy Document is available on the WIA website for public viewing at www.wesleyacademy.org.

II. Governance

A. Bylaws

1. The WIA board has governing bylaws which direct how WIA board operates. The bylaws are consistent with the mission, vision, values, and academic structure of the school and are based on best operating practices for non-profit charter school organizations.
2. A complete copy of the WIA bylaws is included in the appendix to this document.

B. Role of the Board of Directors

1. WIA shall be governed by a board of directors, who are obligated to follow the duly established governing bylaws.
2. The role of the board is to govern the school through directing policies that are in the best interests of WIA and its students; such policies cover all aspects of the school including WIA's mission, vision, values, academic structure, operations, financial management, funding, facilities, and student/personnel rights and responsibilities.
3. Through duly authorized votes of the board and or through board approved communication from the board chairperson, the board will provide policy direction to the school principal; the principal is responsible to communicate board policy to the staff, manage the activities of the staff, and supervise the procedure and daily operations of the school.
4. Members of the board shall not individually supervise the principal or any school staff, nor direct the procedures and daily operations of the school.

C. Board Meetings

1. Under the direction of the board chairperson, the board shall hold monthly board meetings, at a regularly scheduled and advertised time and place, both during the educational school year and during the summer recess months.
2. The board meetings shall be conducted in a manner consistent with the WIA bylaws, and follow all applicable regulations and laws governing charter school board meetings.
3. The school principal shall attend the meeting to make presentations to the board or provide information as requested by the board. In the event the school principal is unable to attend the board meeting, the principal shall make arrangements for a qualified designee, such as the vice-principal, to attend the board meeting fully prepared to make presentations or provide information in place of the principal.
4. Monthly board meetings shall be open to the public, which includes any staff member, teacher, parent, student, community member, school supporter, stakeholder, or interested party.

5. Each monthly board meeting shall have a public comment period at the end of the meeting. Per the oversight of the meeting chairperson, during this public comment period attendees are welcome to make brief comments to the board regarding matters appropriately related to the school governance or policies.

D. Regulatory Compliance

1. In addition to the information contained in the governing bylaws, the board and the school will follow any applicable federal, state, local laws, including IRS regulations that apply to 501-c-3 non-profit entities and Georgia law covering charitable organizations. Also, the board and the school will follow the rules and regulations of the Georgia Department of Education, the Atlanta Public School System, and the charter agreement between Georgia Department of Education and WIA, and the information contained in this policy document.

E. Standing Committees

1. In addition to the structure given the board by the governing bylaws, the board has the authority to form standing or ad hoc committees which will be responsible for various portions of the governance of the school. The committees can include, but are not limited to the following:
 - a) Curriculum Assessment
 - b) Facilities
 - c) Community Outreach
 - d) Fundraising
 - e) Finance
 - f) Communication and Marketing
 - g) Volunteering
 - h) Technology
 - i) Governance
 - j) Human Resources
 - k) Board Nominations

F. Updates to Bylaws

1. The WIA board is responsible to regularly review and update the governing bylaws as appropriate.

III. Financial Policies

A. Board Governance of Finances

1. The board has developed and authorized a set of procedures for how WIA will manage the schools finances, and will regularly review and update them.
2. The board has a fiduciary duty to ensure that the school uses all income, whether from government funding, private grants, donor contributions, or other sources, in a responsible manner appropriate for a non-profit charter school organization.
3. Under the direction of the board chairperson, the board treasurer shall lead the board Finance Committee; the board treasurer has responsibility to work with other board members, school leaders, and staff to ensure that the financial policies are followed.
4. The board treasurer shall work with other board members and leaders of the school to ensure that all key parties are able to analyze relevant financial data and make appropriate decisions regarding school finances.

B. Financial Management

1. The school will develop and maintain set of internal controls and physical safeguards designed to protect and organize the organization's cash and financial records from theft or mismanagement.
2. The school will follow all generally accepted accounting principles (GAAP).
3. The school will develop and maintain a system of accounting checks and balances that prevents same person from approving invoices as signing checks.
4. The school will follow all relevant tax rules and regulations, and will submit all required reports to governmental authorities including the IRS.

C. Audits

1. The school will have a yearly audit of finances by an outside accounting firm. Such audit will evaluate and report on relevant metrics such as system of internal controls, management of the organization's accounting information systems, identifying accounting errors, and ratio of administrative costs versus program costs.

D. Loans

1. The board is responsible to review and approve all loans taken out on behalf of the school.

E. Yearly Budgets

1. The Finance Committee shall present a recommended budget to the board before the fiscal year begins; the board shall review and approve the annual budget before the fiscal year begins.
2. School management, under the direction of the principal, shall adhere to the annual budget categories, and school management is responsible to notify the Finance Committee if the school's operations will exceed budgeted categories. In turn, the Finance Committee will make a report regarding the budget overruns at the next board meeting.
3. The Finance Committee is responsible to present any amended budgets to the board as needed, and the board shall review and approve any amended budgets.
4. School management is required to obtain Finance Committee approval for any non-budgeted expenditures that exceed \$5,000, and management will not split orders to circumvent this policy.
5. School management is required to obtain full board approval for any non-budgeted expenditures that exceed \$10,000, and management will not split orders to circumvent this policy.
6. RFQ (request for quote) process: New contract expenditures between \$10,000 and \$25,000 shall go through a non-advertised RFQ process, with a goal of receiving at least 3 competitive bids for review by school management and the board.
7. RFP (request for proposal) process: New contract expenditures over \$25,000 shall go through an advertised RFP process, with a goal of receiving at least 3 competitive bids for review by school management and the board.
8. School management shall present the school's financial report regularly at board meetings, which shall include at a minimum the first board meeting and last board meeting of each educational semester or more frequently as requested by the board chairperson.

F. Conflict of Interest

1. The school has a Conflict of Interest Policy, which is binding on all people involved with the school, including members of the board, employees, volunteers, donors, and others associated with the organization.
2. A conflict of interest is defined as a situation wherein any person involved with the school has a financial interest in any business or organization providing goods or services, or otherwise entering into a financial transaction with the school, including but not limited to stock ownership, holding debt, membership on the board, managing, receiving commissions, or being employed by said business or organization providing such goods or services.

3. Transactions with parties with whom the conflict of interest exists may be undertaken only if the following procedures are followed, that 1) the conflict of interest is fully disclosed, 2) the person with the conflict of interest is excluded from voting or approval of the matter, 3) it has been determined that the contract represents a fair and reasonable market-price for the goods and services being contracted, and 4) the board or committee thereof has determined that the transaction is in the best interests of the organization.

G. Compensation:

1. The school will make salary and income compensation arrangements based on the market-rate of compensation paid by similarly situated organization for similar services, including other charter schools and public school systems.
2. The board will review and approve the pay scale for all school personnel, including staff, teachers, and other employees of the organization on a yearly basis before contracts are issues for the upcoming educational school year. The principal is responsible to manage the process of offering and securing salary and income compensation agreements for all school personnel, including staff, teachers, and other employees.
3. The board shall review and approve the compensation package of the principal at inception of the contract and each time it is up for renewal.

IV. Personnel Policies

A. Introduction

1. The information in this section of the policy manual is designed to provide broad guidelines and principles covering all WIA employees. Consistent with the policies contained in this document, each employee of WIA will receive specific information regarding the terms of their employment at WIA through receipt of a) a Personnel Handbook at the beginning of their employment, which handbook shall be reviewed and updated on regular basis, and distributed to all employee at the time of each update, and b) a yearly contract agreement, which will be updated annually.
2. For purposes of the Personnel section of the policy manual, all references to “employees” refer to all people employed by WIA, including staff, teachers, para-professionals, office workers, clerical workers, the principal, and vice-principal(s). Matters that only involve specific roles or positions will specify the applicable roles or positions.

B. Policies and Procedures

1. Wesley International Academy recognizes the importance of meeting employee needs and utilizing employee abilities. For effective operations, it is necessary that sound personnel policies are known and understood by all employees. These policies ensure consistency and fairness for all employees.
2. Policy modifications and clarifications are subject to change. These changes are communicated by the school to employees through memos, administrative bulletins, meetings, electronic retrieval, and publications. Information in this policy manual is meant to provide employees with only a general overview of board policy related to personnel.
3. This policy manual should not be considered an employment contract. Since it is the responsibility of each employee to understand WIA board policies and administrative procedures, if clarification of information contained in policies and procedures is needed, an immediate supervisor should be contacted for assistance.

C. Communication:

1. Monthly board meetings shall be open to the public, which includes any employee. Each board meeting shall have a public comment period, during which time employees are welcome to make brief comments to the board regarding matters appropriately related to the school governance or policies.
2. The role of the WIA board of directors is to set policy for the school and govern the school. If an employee brings a specific concern question, issue, concern, or complaint, directly to individual board members, they will be directed to communicate the matter through the appropriate channels, which include speaking first with their immediate supervisor, then, if necessary, the school principal, and finally, if necessary, the chairman of the board of directors.

3. Employees are not authorized to speak to the media, create news releases or otherwise present themselves in a public relations capacity as representatives of the school, unless expressly given permission by the school principal.
4. Employees who receive awards or other recognitions from organizations outside of WIA, are encouraged to inform the principal, who shall appropriately and equitably recognize and honor the achievements of staff members.
5. The school will engage in regular and timely communication with all employees through the school website, informational meetings, newsletters, or written correspondence.

D. Personnel Improvement & Evaluations

1. Under the direction of the school principal, WIA is committed to continual professional staff development that focuses on improving teaching skills and student achievement.
2. The school principal shall direct yearly appraisals and evaluations of all employees, summaries of which will be made available privately to all staff members. Teachers and para-professionals shall be graded in categories including student achievement, classroom instruction, professional standards and communication skills.
3. All teachers must have a valid and current Georgia teaching certificate, and shall have a rating of “highly qualified” in their assigned subject matter.
4. All para-professionals must have a Paraprofessional Certificate issued by the Georgia PSC.
5. The principal shall receive an evaluation on an annual basis, performed by the chairperson of the board or his or her designee.

E. Responsibilities of the Principal

1. The board of directors is responsible to communicate directly to the principal any policies related to the governance of WIA. The principal, in turn, is responsible to communicate the board’s policy directives to all employees and ensure organizational compliance with all board policies.

F. Compensation

1. In order to attract and retain the most qualified teachers and support personnel, WIA will maintain competitive salaries. In furtherance of this policy, the board and principal will conduct regular individual job and market analysis of salaries at metro-Atlanta school districts, as well as similarly positioned charter schools or other metro-Atlanta employers.

G. Holidays

1. The school shall have a published schedule of paid school holidays. The timing of the fall, winter, and spring breaks will be determined on a yearly basis, and published in advance of the school year.

H. Employee Benefits

1. WIA will offer full-time employees a competitive benefits package, this shall include such components as health insurance, dental insurance, vision insurance, accidental death or personal loss insurance, life insurance, short-term and long-term disability coverage, critical illness insurance, accident insurance and hospital indemnity plan. Part time or temporary employees will not be offered benefits.
2. WIA shall ensure that all insurance plans have a reasonable open enrollment period at beginning of each employment term and at the time of each qualifying event, during which time employees may enroll or change coverages, subject to the terms of each plan.
3. Teachers, administrators, supervisors, clerical employees, and para-professional are eligible for benefits per the rules and regulations of the Teacher Retirement System (TRS) of Georgia.
4. Bus drivers, food service employees, and some non-supervisor maintenance and custodial employees not eligible for benefits under TRS are eligible for benefits per the rules and regulations of the Public School Employees Retirement System.

I. Liability Insurance

1. The school provides professional liability insurance for its employees, which may provide for legal expenses and damages that may arise from suits brought against employees for incidents that occur while they are carrying out assigned duties of the district.

J. Worker's Compensation

1. All WIA employees are covered by applicable Workers Compensation rules and regulations.

K. Excused Absence Policies

1. WIA recognizes that our employees will encounter legitimate personal situations that require employees to take time away from their job. The school will have leave policies and "return to work policies" that are flexible and consistent with employee needs, but also compliant with all applicable federal, state and local laws.
2. The board authorizes the principal to have authority to create procedures to manage the schools excused absence policies, including request forms, request deadlines, emergency time off procedures, required documentation, limitations of leave requests around holidays and other critical days, and substitute teacher rules.

L. Sick Leave / Personal Leave

1. WIA will have a policy wherein all employees are eligible for a total of (10) personal days per school year, which can be used for both sick leave and personal matters.

2. WIA will also have a program wherein employees can be reimbursed for unused personal days. For employees who have over (3) unused personal days remaining at the end of the school year, the school will pay the employee \$50 per unused personal day. The personal day balances or purchase option will not be rolled over or extended beyond the end of the current school year.

M. Bereavement Leave

1. In addition to personal days, WIA will offer Bereavement Leave wherein employees are eligible for (3) days of excused absence in the event of the death of an immediate family member or any relative by blood, marriage or adoption residing in the employee's home. Immediate family means spouse, parents, children, siblings, grandparents, and in-law equivalents of the same. The (3) day leave is for the purpose of making funeral arrangements, attending the funeral/memorial service and/or handling other obligations. A leave of (1) day or less may be granted to the employee upon the death of a relative not in the immediate family. Generally, bereavement leaves are taken within (2) weeks of the death unless the memorial service or funeral is planned for a later date.

N. Other Types of Approved Leaves Leave

1. In addition, WIA shall have procedures in place for employees to obtain permission for other types of excused absences from work, including:
 - a) Personal Disability Leave
 - b) Extended Leave of Absence
 - c) Military Duty Leave
 - d) Religious Leave
 - e) Professional Leave for In-Service Training
 - f) Jury Duty, Subpoena, and Other Court Orders

O. Family and Medical Leave Act

1. The school will maintain full compliance with the Family and Medical Leave Act (FMLA) of 1993.

P. Equal Opportunity Employment

1. It is the policy of the Board that the school will not discriminate on the basis of gender, race, color, religion, national origin, age, disability, marital status, or sexual orientation, in any educational program or other activity, service or admissions to facilities operated by the school in the employment practices of the school. It is the express policy of the Board that the school will comply with all appropriate laws and regulations relating to discrimination now in effect or hereafter enacted including Title VI, Title VII, Title IX, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, the Americans with Disabilities Act, and all accompanying regulations.

Q. Employee Background Checks

1. All employees must be fingerprinted and successfully complete a criminal background checks. Teachers, principals, and other certified personnel renewed after July 1, 2012, will also have a criminal background check made upon any certificate renewal application to the Professional Standards Commission. Non-certified personnel shall also have criminal background checks on a periodic basis, not to exceed every five years.

R. Contracts

1. The school shall enter into contracts with employees for a period of no more than one school year. The school can issue a temporary contract for a short period of time pending the results from the criminal background check.
2. Each year, the school will have a reasonable deadline for employees to be released from contract for the upcoming school year. Exceptions may be made by the board of directors in emergency situations.
3. The school will notify employees in a timely manner if such employees will not be offered a contract for the ensuing year.

S. Reduction in Force

1. The school reserves the option to have a reduction in force for the following reasons: inadequate funds; loss of funding that includes the reduction or expiration of grant generated funds; insufficient student enrollment to merit continuation of a program or service; decline in average daily attendance; decline in need for services rendered by a position classification; return of contractual personnel from extended leave; discontinuation of a program by action of the WIA board; change in class sizes; closure of change in purpose of a school or program; reorganization; legislative mandates; judicial decrees; other exigencies. The determination of which employees to be demoted or terminated is the responsibility of the principal, who shall follow all applicable federal, state, and local statutes related to demoting or terminating employees.
2. All employees are classified as “at-will.”

T. Identification and Security Badges

1. All employees of WIA will have picture identification badges. When an employee terminates, the school shall have a procedure in place to ensure any security access is canceled and that badges for terminated employees are returned to the school.

U. Conflicts of Interest

1. Employees should be aware of situations and activities that may be construed as a conflict of interest. Refer to the Conflict of Interest policy in the in Financial Section of the Policy Manual.

V. Endorsements

1. WIA employees carry the responsibility of being a representative of the school. Employees should be aware that decisions and actions that could be interpreted as written or oral endorsements of a product or service should be considered in the light of whether the action may be interpreted as a conflict of interest.
2. No WIA employee shall give a written or oral endorsement to any company or representative for promotional purposes for any periodical, book, or product that may be offered for sale to schools, parents, or pupils in his/her charge. Actions that could be construed as a conflict of interest or a violation of the Code of Ethics for Educators may jeopardize the employees employment relationship with WIA.

W. Non-School Employment

1. If a WIA employee engages in outside employment, and such outside employment is taking time or energy from their obligations to WIA and detrimentally affecting their school performance, the principal has the authority to make personnel decisions in the best interests of the school, including asking the employee to choose between the WIA and other outside employment.
2. Each principal/supervisor has direct responsibility for evaluating the effects of outside employment on employees under their supervision.

X. Tutoring

1. Teachers, para-professionals or other educational staff may not offer private instruction on a fee basis to any student who is presently enrolled in their classes. It is expected that teachers and para-professionals, or other educational staff will assist students with schoolwork at times other than class time as feasible.

Y. Dual Pay

1. Employees shall be prohibited from receiving dual pay for services rendered during the regular working hours at WIA. The employee must forfeit the regular pay or the pay from another agency, organization, or individual. Employees may receive payment for services rendered while on non-medical leave or for services performed other than during the regular working day.

Z. Political Involvement

1. The board recognizes that employees have the same civic responsibilities and privileges as any other citizen including the privilege of campaigning for and holding public office and actively supporting candidates and causes in the political arena. The board also recognizes that the school is entrusted by the citizens of the city, county, and the state of Georgia with a vitally important public mission and that an employee's political activities must not interfere or conflict with an employee's job or with the best interest of the school.

2. An employee who participates actively in a political activity cannot be promoted, demoted, transferred, or terminated solely because of his/her political participation as long as such actions follow the guidelines stated in this policy.

AA. Personnel Attire

1. All staff members are required to dress in a professional manner appropriate for the position. The principal shall engage in a collaborative process with employees to determine the specific characteristics and descriptions of dress that meet this standard.

BB. Personnel Time Schedule

1. All full-time employees of WIA work a minimum 40 hours per week. The principal or department manager sets a schedule within this policy for the time of arrival and departure of all employees assigned to his/her operation.
2. In order for an organization to achieve its desired goals, good attendance and punctuality are necessary. Therefore, regular and prompt attendance is expected and required of all employees. If it is necessary to be absent or late to work, employees are responsible for contacting their supervisor at least one day in advance, if possible.
3. In case of emergency or other circumstances when it is impossible to give advance notice, employees are responsible for contacting their supervisor or designee before time to report to work.

CC. Staff Meetings

1. Regular staff meetings are a necessary part of the school operations. Each school shall have a schedule for staff meetings on a regular basis. The principal shall call special staff meetings for professional learning, accreditation, and/or workshops as deemed necessary. All staff members are required as part of their employment responsibilities to attend any or all such meetings as designated by the principal.

DD. Health and Safety

1. The Board recognizes the responsibility for ensuring the safety of all employees. Therefore the school shall take all practical steps to develop and implement a safety program for all employees, which will provide and maintain safe and healthful working conditions, adequate protection equipment and develop operating procedures and practices that comply with federal, state, and local legislation pertaining to accident prevention.

EE. Drug Free Workplace

1. The Board provides a drug-free workplace and professes that the use of illicit drugs and the unlawful possession and use of tobacco and alcohol are wrong and harmful. The unlawful possession, use, manufacture, distribution, or dispensation of illicit drugs, tobacco, and alcohol by employees on school premises, in school vehicles, or at any

school-sponsored activities is prohibited. Compliance with these standards is mandatory. Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed on employees who violate these prohibitions.

2. Employees are prohibited from using or displaying drug, alcohol, and tobacco products in front of students while the employee is on duty, during the normal school day, or while on duty at any school-sponsored function.

FF. Personnel Use of Illicit Drugs

1. Employees who are convicted of a criminal drug statute which occurred in the workplace must report the matter in writing to the school principal. WIA reserves the right to take appropriate action consistent with federal, state, and local statutes including reporting the matter, including termination or requiring the employee to participate in a rehabilitation program.

GG. Drug Free Awareness Program

1. The school will have an ongoing program to regularly provide information to employees about 1) the dangers of drug abuse; 2) WIA Drug-Free Workplace Policy and the Drug-Free Schools and Communities Act for students and employees; 3) the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace; and, 4) drug and alcohol counseling, rehabilitation, and re-entry programs.

HH. Smoking

1. No employee, student, nor school visitor is permitted to use any tobacco product while in any building, facility, or vehicle owned or leased by WIA. This includes all school grounds and property, as well as, athletic fields and parking lots. Tobacco use is prohibited at all school-sponsored events 24 hours a day, seven days a week.
2. The school will have an on-going program is provided to inform employees about the dangers of smoking and the penalties that may be imposed upon employees.

II. Drug and Alcohol Testing Policy

1. In recognition of its responsibilities to take reasonable to ensure that the students it undertakes to transport are transported safely; and in further recognition that safe transportation depends on the driver/employee's physical dexterity, reflex action, unimpaired judgment, and unimpaired senses of sight and hearing; and in recognition of the fact that certain drug and/or alcohol use can impair an employee's ability to transport students safely, the school shall maintain a controlled substance and alcohol testing program for all employees engaged in safety-sensitive functions.
2. As part of the goal of providing an environment for students and employees that promotes health and safety, the school will not tolerate the use, possession, or sale of any controlled substances, alcohol, or misuse of any legally prescribed or obtained medications by employees engaged in safety-sensitive functions. The school shall provide training, education, and other assistance to employees to help them understand

their responsibilities in achieving an environment free of alcohol and controlled substances.

3. Noncompliance with this policy or violation of the regulations may result in severe disciplinary action including suspension or dismissal.

JJ. Unlawful Discrimination Complaints

1. The school shall have a procedure, including a written complaint form, wherein employees who allege unlawful discrimination or harassment based on age, gender, race, color, religion, national origin, marital status, sexual orientation, or disability, may make a complaint directly to the supervisor/HR manager, who will make a prompt investigation. Any supervisor/HR personnel who becomes aware of such a complaint is required to notify the Human Resources Committee of the WIA board no later than on the business day immediately following his/her knowledge of the complaint.
2. Complaint forms may be obtained from a supervisor/HR manager.
3. The board and the school shall thoroughly investigate any allegations of discrimination and respond appropriately to evidence of unlawful discrimination.
4. This policy shall not apply to the following of claims of unlawful discrimination including: 1) performance ratings contained in personnel evaluation and professional development plans; 2) job performance; 3) termination, non-renewal, demotion, suspension, or reprimand of any employee; and/or 4) the revocation, suspension, or denial of certificates of any employee.

KK. Sexual Harassment

1. The school is committed to providing a workplace free from distractions caused by sexual harassment, which include a) all forms of discrimination based on race, color, religion, gender, age, national origin, sexual orientation, or disability, or b) or inappropriate or offensive conduct. All employees are responsible to conduct themselves in a highly professional manner and respect coworkers, students, parents, and customers. In this regard, the school prohibits sexual harassment, all forms of discrimination, and other unprofessional conduct. Any supervisor or Human Resource personnel who becomes aware of a complaint of sexual harassment is required to notify the Human Resources Committee of the WIA board no later than on the business day immediately following his/her knowledge of the complaint.
2. A person should report complaints of sexual harassment to his/her supervisor or any manager. If, for any reason, the person prefers not to share the complaint with the supervisor, or any manager, he/she may file a complaint or consult with the Human Resources Committee of the WIA board.
3. The board and the school shall thoroughly investigate any allegations of sexual harassment and respond appropriately to evidence of sexual harassment.

LL. Personnel Records

1. Information contained in an employee's personnel file is kept strictly confidential except as may be required by law, requested by the employee, or requested by authorized school officials on a need-to-know basis. Otherwise, requests for information not specifically approved by the employee will be referred to the Human Resources Manager. There are specific document types that are protected from public disclosure, as stated in the Georgia Open Records Act. These documents include medical records, home address information, Social Security numbers, insurance information, and confidential evaluations.
2. WIA will release, with written approval from the employee, information about the employee's current salary, dates of employment, job title, and work location.
3. An employee may review his/her personnel records by making an appointment with the school's Human Resources Manager. Confidential reference documents are not available for review.
4. Any employee records maintained by supervisory personnel shall also be kept confidential, with access limited only to authorized school officials on a need-to-know basis. The immediate supervisor of an active employee may retain the individual performance and evaluations records.

MM. Use of Electronic Resources

1. The WIA board recognizes that electronic media, including the web/internet, provides access to a wide variety of instructional resources in an effort to enhance educational opportunities. Use of electronic resources must be in support of, and consistent with the mission, vision, values, and goals of the school and for the purpose of instructional support or administrative functions.

NN. The Code of Ethics for Educators

1. WIA has adopted the Code of Ethics for Educators established by the Professional Standards Commission of Georgia, which defines the professional behavior of educators in Georgia, serves as a guide to ethical conduct, and represents the conduct generally accepted by the education profession. All WIA educators are expected to follow the Code of Ethics for Educators.
2. **Reporting:** Educators are required to report a breach of one or more of the standards in the Code of Ethics for Educators as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner. Educators should be aware of legal requirements and local policies and procedures for reporting unethical conduct. Complaints filed with the Professional Standards Commission must be in writing and must be signed by the complainant (parent, educator, personnel director, etc.). The Commission notifies local and state officials of all disciplinary actions.
3. **Disciplinary Action:** WIA recognizes the Professional Standards Commission's authority to suspend, revoke, or deny certificates, to issue a reprimand or warning, or to

monitor the educator's conduct and performance, after an investigation is held and notice and opportunity for a hearing are provided to the certificate holder.

4. An individual whose certificate has been revoked, denied, or suspended may not serve as a volunteer or be employed as an educator, paraprofessional, aide, substitute teacher or in any other position during the period of his/her revocation, suspension, or denial for a violation of The Code of Ethics. The principal shall be responsible for ensuring that an individual whose certificate has been revoked, denied, or suspended is not employed or serving in any capacity in the school.

OO. Student Assessment and Testing in Georgia Schools

1. For reliable and valid reporting, tests must be administered fairly and ethically. The administration of tests shall be held to the Code of Ethics of Georgia's Professional Standards Commission. All school personnel involved in administering or supervising tests are required to perform their assigned responsibilities to maintain test integrity and appropriately implement the testing process.
2. The principal has the ultimate responsibility and accountability to create and enforce testing procedures consistent with the Code of Ethics, which procedures shall include the following components: a) cover the complete time period the school is responsible for test security, including before, during, and the test, b) test security to ensure the integrity and validity of the test results, c) test preparation to ensure testing material is suitable to the curriculum of the students taking the test, d) test administration to ensure teachers and other test administrators are properly trained regarding test procedures, and e) accurate analysis and releasing of test data to stakeholders.
3. In the event of a violation of the Code of Ethics for Testing, the Professional Standards Commission may, in accordance with its rules, impose upon the violator a reprimand, suspension, or revocation of teaching certificate.

V. Family & Student Policies

A. Introduction

1. The information in this section of the policy manual is designed to provide broad guidelines and principles covering all students during their enrollment at WIA. In addition, this information will assist the student's parents, guardians, and family members in supporting the student to follow the rules and regulations of WIA, as well as describe any obligations or responsibilities that parents or guardians may have in relation to school activities or academics.
2. The policies have the goal of creating a safe campus environment with fair and consistent guidelines which will promote a high level of student learning and positive student experiences during all school activities.
3. The guidelines in this policy document, and any subsequent school procedures, shall apply equally to parents and *in loco parentis* relationships (guardianships), to the extent allowable by law.

B. Family & Student Handbook

1. Under the direction of the principal, and consistent with the policies contained in this document, the school shall develop and maintain a Family and Student Handbook, which will provide details and specifics regarding the obligations and responsibilities of students and their parents or guardians.
2. At the beginning of the school academic year or at the beginning of an individual student's enrollment at WIA, each student and their family will be able to access the Family & Student Handbook online. A paper copy can be provided upon request to the school's office.
3. The school will make available at the school office, copies of the Family and Student Handbook available for distribution to any parent, guardian, or student upon request. In addition, the school will post on the WIA website a link for downloading the handbook.
4. Under the direction of the principal, the Family and Student Handbook will be reviewed on an annual basis and updated as required. If an update occurs during the school year, the new information will be distributed to students.
5. If a parent, guardian, or student requires clarification of any information contained in the Family Student Handbook, the principal shall have a process in place to ensure a timely and adequate response.

C. Communication

1. WIA will develop and implement a simple way for students and parents/guardians to contact faculty and staff, including email messages or phone messages. Faculty and staff are required to respond to all messages promptly and adequately.
2. WIA has the goal of consistent and clear communication to both student and parents/guardians, using all available methods of communication such as written correspondence, emails, or phone messages. If written correspondence is sent home with students, emails have been sent to parents/guardians, or if phone messages have been left at the home phone or cellular phone of parents/guardians, the information shall be deemed to have been delivered to the parents/ guardians of the student.

D. Orientation

1. Before the beginning of each school, the principal shall schedule several days for student and parent/guardian to attend a one-day mandatory orientation, wherein the students and parents/guardians will receive the current Family and Student Handbook, the academic calendar, and other notices and information regarding the upcoming school year.

E. Enrollment

1. WIA will follow all charter school enrollment policies of the Georgia Department of Education and Atlanta Public Schools.
2. Under the direction of the principal, the school shall have detailed enrollment procedures, which include qualifications for enrollment, how to enroll, priority enrollment, attendance zones, re-enrollment, and student withdrawals or transfers.

F. Attendance

1. In view of the school's goal to have the highest level of student attendance as possible, WIA will maintain and strictly enforce rigorous student attendance policies.
2. The principal is responsible to maintain this student attendance policy and review and update it at a minimum on an annual basis.
3. The student attendance policy will include a) consequences and actions taken for tardiness and absences, b) definitions of excused and unexcused absences, c) corrective action for students that violate the attendance policy.
4. The principal is responsible to clearly communicate to students and parents or guardians in writing of any modifications in the school schedule or hours, and to publish such schedule changes on the school website.

G. Privacy

1. The school will develop and maintain student privacy and access procedures based on Georgia state privacy laws.

H. Health and Clinic Policy

1. With the goals of maintaining a healthy student population and ensuring a high level of student attendance at school, the school will have a set of procedures to cover student health.
2. The school will maintain a student health clinic which is responsible to develop procedures and implement processes consistent with the student health policy, including the following:
3. Minimize the spread of contagious diseases among students including a) sending affected students home, b) requiring students stay at home for appropriate periods of time, c) requiring medical clearance before returning to school, and b) process to maintain academic progress during time away from school due to medical reasons.
4. Dispensation of prescription medication to students during school hours, which shall cover a) the safe handling of medication, b) documentation of proper prescriptions for such medication, c) parental approval of the dispensation of such medication, d) and accurate records of the date and time and date of the dispensation of the medication to students.
5. Maintain student immunization records, inform students/parents of any immunization deficiencies, provide students with locations of clinics that provide immunization services, and provide any other information to students/parents which assist them in obtaining all required immunizations
6. Treatment of minor medical needs of student, such as minor cuts and bruises, or administering low dosage pain medication, along with any appropriate recording keeping and required parental permissions or parental notifications regarding minor medical treatment of students.
7. Ensuring student privacy regarding medical matters, maintaining accurate and timely medical records of students, managing all parental permissions for medical matters involving students, and parental notification of minor medical treatments for students.
8. The student health clinic will not provide emergency medical service. In the event of a major medical emergency involving a student, the student health clinic will call for emergency ambulance service, administer first aid to the extent possible, and inform the student's parent(s) or guardian(s) immediately.

I. Emergency Dismissal and Severe Weather

1. The school will develop and maintain procedures for emergency dismissal due to inclement weather or other similar situations.
2. The school will develop and maintain procedures to facilitate decisions regarding changes in the school schedule due to inclement or unsafe weather conditions, which will include procedures to clearly and promptly notify students and parents or guardians of the changes.

J. Curriculum

1. The curriculum of the school is based on mandatory Chinese instruction, single-gender classrooms, and International Baccalaureate instruction.
2. At the beginning of each school year or semester, individual teachers will provide to their respective students a syllabus, which will include the curriculum expectations for each class, program, or field of study.
3. Under the guidance of the principal, the school will develop, and teachers will follow, consistent and equitable procedures regarding grading, homework assignments, testing, make up work, grade-level promotion, grade-level retention, and field trip eligibility.

K. Before/After School Program (BASP)

1. For programs before or after the regular school day, the school will develop and implement procedures to regarding overall organization and purpose of program, eligibility, schedule, student conduct, budget, fees and payments.

L. Code of Conduct

1. All students at WIA are required to follow a Student Code of Conduct based on respect for students, teachers, parents, and other school stakeholders. The WIA Student Code of Conduct shall at a minimum adhere to the guidelines and regulations of the Student Code of Conduct as set forth by Atlanta Public Schools, along with any guidelines and regulations regarding student conduct from the Georgia Department of Education.
2. Students are expected to adhere to all school rules and regulations, follow directions, and interact respectfully with fellow students and school personnel. All teachers, administrators, and other support personnel are have the obligation and responsibility to ensure student compliance with the Student Code of Conduct.
3. The Student Code of Conduct is effective during the following times and in the following places:
 - a) At school or on school property at any time;
 - b) Off school grounds at any school activity, function or event and while traveling to and from such events;
 - c) On vehicles provided for student transportation by the school
4. In compliance with the policy manual, the school shall develop and maintain detailed rules and guidelines that will comprise the Student Code of Conduct and which includes the following areas:
 - a) School supplies and use

- b) Bullying/harassment policy
 - c) Behavior expectations
 - d) Discipline and tribunal/judiciary procedures
 - e) Safety expectations
 - f) Computer/Internet use policy
 - g) Electronic and outside property use
 - h) Uniform/Dress code based on the school-adopted uniform, including procedures for uniform violations
 - i) Other dress and appearance expectations that may negatively affect student interaction and learning, including things such as tattoos, make-up, and accessories.
5. The board delegates to the principal the responsibility to manage the student uniform program. The principal or staff / organization designated by the principal shall in the spring of each year present to the Board for review and approval the proposed uniform vendor and clothing selections for the upcoming academic year. Following Board approval, the principal or principal's designee is authorized to implement the program and contractually engage vendor(s) as needed.

M. Payments

1. The school will have convenient, efficient, and accurate procedures in place to accept various types of payments as needed by students or their parents or guardians, including items such as field trips, lunch or other meals, and PTA dues.

N. Lunch Program

1. The school will have a daily lunch program which will include convenient, efficient and accurate measures to manage ordering and serving food. In addition to information in the Student Code of Conduct, the school shall develop and maintain rules and regulations specific to student behavior in the cafeteria and during lunch time as necessary for the orderly administration of the lunch program.

O. Volunteer/Family Participation

1. WIA has a core operating principal that the critical cornerstones of individual student academic excellence and a successful school organization are parental/guardian involvement in the school and high levels of volunteerism by school stakeholders.
2. Regarding parental/guardian involvement, the school will have regular student conferences between teachers and parent/guardians and regular opportunities for parents/guardians to be involved with their student's school activities and projects.

3. Based on the charter agreement between WIA and the Georgia Department of Education, the school will develop and maintain a program to ensure that each student's parents/guardians perform a minimum number of mandatory volunteer hours.
4. For all school volunteers, the school will develop and maintain procedures to ensure that for all volunteer activity:
 - a) The safety of students is of highest priority, and the school reserves the right to perform reference checks, background checks or other verifications of the volunteer, as applicable to the activity;
 - b) The school will have a record-keeping process including volunteer check-in logs and documentation of work performed and hours worked;
 - c) Each volunteer will have a proper level of orientation and training appropriate to the activity;
 - d) Each volunteer will understand and follow high standards of conduct based on respect for other volunteers, students, teachers, administrators, school supporters, and all other people that are part of the volunteer activity;
 - e) Each volunteer will have a clear understanding of the work to be performed, including parameters, objectives and work schedule/hours

P. Transportation

1. The school will have a student vehicular drop-off and pickup program, and develop and maintain any procedures and schedules to ensure student safety and efficient vehicle movement.

Q. Field Trips

1. The school recognizes that field trips are a valuable part of the educational process. Thus, the school will develop and maintain procedures relating to the orderly administration of field trips.
2. All field trips shall comply with the following requirements:
 - a) Field trips must be sponsored by one or more teachers, and such trips must receive permission of the principal before it can be offered or advertised to students;
 - b) Field trip must have an experiential or educational component connected to the topic being studied by eligible student or relate to the overall curriculum of the school;
 - c) Field trip must be equitably offered to all students who meet the eligibility requirements of the trip (such as being part of a certain class, grade level, program, or club);
 - d) The school will have standard guidelines that all field trips must comply with, regarding number of chaperones and staff ratios required per number of students; the school will also have a comprehensive set of instructions to be distributed to all

chaperones that will accompany students and staff on field trips. While on the field trip, the highest priority of the staff and chaperones should be the safety and well-being of the students.

3. Students and parents/guardians will receive the following information in a timely manner:
 - a) Description, purpose, schedule, and cost of the trip, including arrangements for lunch and admissions;
 - b) Number of students and chaperones/staff that are expected to attending.

R. Visitors

1. The school shall develop and maintain procedures for people to visit the school, including visitation times, conduct, and check-in.

S. Fundraising

1. WIA will develop and maintain procedures to manage the various fundraising efforts of school stakeholders, including:
 - a) All school fundraising activity performed by school stakeholders or performed on behalf of the school must receive permission from the principal;
 - b) The principal or principal's designee shall control use of the school logo or letterhead on any fundraising material;
 - c) The principal or principal's designee shall control the placement of any fundraising links on the WIA website and shall manage fundraising information contained in the WIA newsletter;
 - d) The role of students in any fundraising event that occur on school property or during school hours must be approved by the principal or principal's designee.

T. Parent Teacher Association

1. In view of WIA's belief that one of the critical components of student academic excellence and a successful school organization is parental/guardian involvement, the school will actively promotes and encourage a Parent Teacher Association (PTA).
2. In order to be recognized and supported by the school, the PTA must:
 - a) Maintain a clearly defined organizational structure with a leader who has authority to communicate with or present proposals to the principal on behalf of the PTA;
 - b) Receive permission from the principal before engaging in any activity which uses the school logo, letterhead, website, or newsletter, or otherwise would lead an outside observer to believe that the PTA represents the school in the activity;

- c) Establish purposes, tasks, goals, and activities which are consistent with the mission, vision, values and academic organization of the school;
 - d) Comply with all school policies and procedures;
 - e) Be open for membership to all parents/guardians of current students;
 - f) Publicly advertise meeting times and places, and inform the principal of such meeting times and places.
- 3) Upon meeting the above criteria, under the coordination of the principal, the school will provide adequate meeting space and related resources at the school for regular PTA meetings and advertise the meetings as appropriate in the school newsletter and website.

U. Disaster/Emergency Preparedness

1. The school will develop, maintain, regularly review and practice an emergency preparedness plan in the event of a natural disaster, man-made disaster, act of violence, or other similar event on or adjacent to school property or at any school sponsored event, which could jeopardize the health, safety and welfare of any student, employee, parent, volunteer, or board member.

V. Local School Council

1. In accordance with the school's charter document and state law, the school will support, and recognize a Local School Council (LSC), also known as a School Advisory Council (SAC). Consistent with Georgia statute GA Code OC GA 20-2-85-86, the role of this organization is bring parents, community members, local businesspeople, and school staff together in an advisory role designed to make recommendations on student academic achievement and school improvement; in addition, it will allow parents and additional avenue to impact school decisions, and provide support for teachers and administrators.
2. In order to be recognized and supported by the school, the LSC must:
 - a) Maintain and submit to the board a clearly defined organizational structure with an chairperson who has authority to communicate with or present proposals to the principal or board on behalf of the LSC;
 - b) Follow the intent of GA Code OC GA 20-2-85-86 regarding public school advisory committees, so that at a minimum the Wesley LSC will include the principal, (2) teachers elected by teachers, and (4) parents or guardians (2 of which must be businesspeople). The chairperson of the council must be a parent.
 - c) Receive permission from the principal before engaging in any activity which uses the school logo, letterhead, website, or newsletter, or otherwise would lead an outside observer to believe that the LSC represents the school in the activity;

- d) Establish purposes, tasks, goals, and activities which are consistent with the mission, vision, values and academic organization of the school;
 - e) Comply with all school policies and procedures;
 - f) Be open for membership to all parents/guardians of current students;
 - g) Publicly advertise meeting times and places, and inform the principal of such meeting times and places.
- 3) Upon meeting the above criteria, under the coordination of the principal, the school will provide adequate meeting space and related resources at the school for regular LSC meetings and advertise the meetings as appropriate in the school newsletter and website.

W. Family Directory

- 1) Board authorizes school administration to create a Family Directory, with the goals being to enhance the “connectedness” of the Wesley Community, create networking opportunities for school fundraising, and improve communication between students, parents, and teachers. The school may develop this directory subject to the following conditions:
- a) Prior to roll-out or launch, school must submit detailed implementation plan to Board for final review and approval of schedule and privacy policy.
 - b) Parents/guardians shall be given several opportunities to opt out of including their information or their children’s information in the directory, including via email, online or in person.
 - c) The directory shall be maintained on a password protected website specifically designed to host school directories, with access provided only to parents, teachers, school administration, the PTA, or the board.
 - d) The directory shall only include general information such as parent/guardian’s name, emergency contact info, email, phone number, profession or place of employment, and the student’s name and teacher.

VI. Communication and Marketing Policies

A. Introduction

1. The board recognizes that consistent and accurate communication, marketing and public relations are a valuable tool in relaying the successes and challenges of the school to various supporters, stakeholders, observers, and potential critics. As such, the board considers it of paramount importance that board members and school employees observe strict communication, marketing, and public relation protocols.

B. Protocols

1. Under the direction of the board chair, the board shall have a Communication and Marketing Committee, who shall direct all major communication, marketing, and public relations initiatives on behalf of the school via the Communication and Marketing advisors.
2. The principal or staff member and/or volunteer designated by the principal shall manage general and routine information posted to the school's website, social media sites such as Facebook, or any other social communication tools such as Twitter. Information posted to these sites can include school announcements, academic schedules, and/or calendars of events designed to assist students, parents, employees, and other stakeholders in keeping abreast of school activities.
3. For general and routine topics pertaining to the school, the principal has the authority to speak to the media, generate news releases, or act in a public relations capacity on behalf of the school.
4. The Communication and Marketing Committee shall obtain board approval before proceeding with any major marketing or communications initiatives related to the school that are of significant public interest, are controversial in nature, or involve major long term strategic plans of the school.
5. In addition, the Communication and Marketing Committee and the principal shall inform each other and collaborate well in advance of any major marketing or communications implementation, including press releases, announcements at community meetings, published articles, television interviews or similar endeavors, so that the principal can post consistent and accurate information in a timely manner on the school's website, social medial sites, and social communication sites. In addition, this will allow the principal to authoritatively convey accurate and up-to-date information to students, parents, employees, and other stakeholders.
6. Employees are not authorized to speak to the media, create news releases or otherwise present themselves in a public relations capacity as representatives of the school, unless expressly given permission and direction by the school principal.
7. For matters that are of significant public interest, are controversial in nature, or involve major long term strategic plans of the school, the principal shall follow the direction of

the board's Communications and Marketing Committee before engaging in any public relations or media efforts.

8. Under the direction and guidance of the board's Communication and Marketing Committee, board members are authorized to speak on behalf of the board or represent the school in a public relations capacity.
9. The principal is responsible to establish emergency communication protocols and procedures. In the event of an emergency such as a school lockdown or bad weather, the principal is responsible to handle all communication to parents, families, students, employees, and other stakeholders as required. This communication shall include text messages, emails, and phone calls to work, home, and mobile phones. This does not apply to crisis public relations issues.

VII. Principal Evaluation

A. Introduction

1. The information in this section of the policy manual is designed to provide guidelines for annual principal/CEO evaluation. This section includes seven areas, or modules, that the board has deemed as priority in the principal's job description. These modules will be used by the board to evaluate the principal's performance annually.

B. Student Achievement

1. The principal is responsible for all facets of academic achievement and progress. He/she shall oversee that WIA works to meet academic goals and objectives stated in the charter document for each corresponding school year.

C. Fiscal Management

1. The principal holds responsibility for the fiscal management of the school, including the managing the budget, implementing financial safeguards, meeting FTE revenue and maintaining appropriate class sizes.
2. The principal shall work within the annual budget set by the board, while ensuring students and teachers have necessary support and supplies.

D. Curriculum Management

1. The principal is responsible for curriculum implementation as outlined in the charter document. This includes, but is not limited to, curriculum frameworks, professional development and training, homework, grading procedures.
2. The principal is responsible to ensure professional development will be applicable to needs of the school but with priority to curriculum components stated in charter document.

E. Community Management: Family and Student Satisfaction, Retention, and Participation

1. The principal is responsible for the engagement of school families and community. This includes, but is not limited to, communication of school expectations through the Student/Family Handbook, accountability of parents to participate in student conferences, completion of volunteer hours as required by the charter document, attendance at school sponsored events, communication and coordination with PTA.

F. Faculty and Staff Management: Growth, Evaluation, and Satisfaction

1. Teacher Evaluations

- a) The principal is responsible to manage the process of evaluating and observing all teachers on a regular basis, which evaluations will be scheduled several times per school year.
- b) The principal will supply teachers with an outline and support for professional growth plans, and will be the evaluator of the success and achievement of teacher goals and objectives.

2. Staff Evaluations

- a) The principal will evaluate all other staff on a yearly basis.
- b) Principal will supply staff with an outline and support for professional growth plans, and will be the evaluator of the success and achievement of staff goals and objectives.

G. Professional Growth and Development

1. Principal will develop and report to the board a draft of personal professional growth plan for the current school year by the August meeting based on self-evaluation, school needs, and feedback from the board. Finalized professional growth plan will be distributed by September meeting.

H. Innovation

1. Principal will stay informed on innovations in school trends, research, and teaching.
2. The Principal will collaborate with staff to create new and update existing curriculum, maps, frameworks, textbooks, and programs that will reflect best practices and innovative and effective teaching methods, aligned with updates to federal, state and local laws.

End of Document