APPENDICES

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## Performance of Each Student Group on the ABCs End-of-Grade Tests

Percentage of Students, Grouped by Gender, Ethnicity, and Other Factors, Who Passed BOTH the Reading and Math Tests

<table>
<thead>
<tr>
<th></th>
<th>Male</th>
<th>Female</th>
<th>White</th>
<th>Black</th>
<th>Hispanic</th>
<th>Amer. Indian</th>
<th>Asian</th>
<th>Pacific Islander</th>
<th>Two or More Races</th>
<th>E.D.</th>
<th>N.E.D.</th>
<th>L.E.P.</th>
<th>Migrant Students</th>
<th>Students with Disabilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Our School</strong></td>
<td>61.7%</td>
<td>79.5%</td>
<td>N/A</td>
<td>65.7%</td>
<td>81.6%</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>&gt;95%</td>
<td>67.8%</td>
<td>81.8%</td>
<td>74.1%</td>
<td>N/A</td>
<td>32.1%</td>
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<tr>
<td><strong># of tests taken</strong></td>
<td>94</td>
<td>88</td>
<td>N/A</td>
<td>134</td>
<td>38</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>7</td>
<td>149</td>
<td>33</td>
<td>27</td>
<td>N/A</td>
<td>28</td>
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<tr>
<td><strong>District</strong></td>
<td>51.2%</td>
<td>58.7%</td>
<td>82.5%</td>
<td>47.3%</td>
<td>46.2%</td>
<td>62.9%</td>
<td>79.3%</td>
<td>53.3%</td>
<td>68.0%</td>
<td>43.8%</td>
<td>76.9%</td>
<td>28.6%</td>
<td>N/A</td>
<td>21.8%</td>
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<tr>
<td><strong>State</strong></td>
<td>65.0%</td>
<td>70.1%</td>
<td>79.3%</td>
<td>49.4%</td>
<td>55.1%</td>
<td>55.3%</td>
<td>79.1%</td>
<td>64.1%</td>
<td>69.7%</td>
<td>54.2%</td>
<td>84.1%</td>
<td>31.7%</td>
<td>42.8%</td>
<td>33.8%</td>
</tr>
</tbody>
</table>

E.D. = Economically Disadvantaged  
N.E.D. = Not Economically Disadvantaged  
L.E.P. = Limited English Proficiency

The 2010-12 Durham Public Schools report card illustrates that achievement gaps exist. Over eight-two (82%) percent of white student passed both the reading and math state test, while forty-seven (47.3%) of black students passed both tests. Additionally, only forty-three (43.8%) of economically disadvantaged students are proficient on both state test as compared to non-economically disadvantaged students who passed both tests at a rate of seventy-six percent (76.9%).
A Number of instructional materials will be used in the classroom to support student learning in the core content areas. These resources have been selected for use at our school based on strong research and demonstrated effectiveness. These Materials will aid teachers in the delivery of high-quality instruction in each content area. Core instructional materials to be used in the classroom are listed below:

**English Language Arts**

**Resource:** Reading Street

**Grade:** K-5

**Description:** Scott Foresman Reading Street © 2011 is an all-new comprehensive Reading and Language Arts series for the 21st Century. Reading Street delivers classic and soon-to-be classic literature, scientifically research-based instruction, and a wealth of groundbreaking online experiences for high student engagement. My Teaching Library takes the guesswork out of Response to Intervention with a strong core emphasis on ongoing progress-monitoring and an explicit plan for managing small groups of students. The architecture of Understanding by Design accelerates all learners, especially English language learners, toward greater proficiency with a sustained Unit focus on concepts and language. Pearson Education, through Scott Foresman Reading Street and Prentice Hall Literature, provides a research-based, validated scope and sequence around which to anchor PreK–5 curriculum. Reading skill and strategy instruction is explicit, based on assessed needs, and systematically designed to lead students to reading independence.

Reading Street Leveled Readers are integral to providing differentiated instruction support. Leveled Readers develop and deepen the understanding of the Unit Concept and Big Question. They allow for customization of vocabulary, and comprehension strategy and skill instruction to match student’s instructional and, or independent reading level. Four distinctive readers are available to the students. For each unit; (1) Concept Literacy Readers: These readers support and extend the unit concept. They are available each week to reinforce and build background for the weekly and unit concepts. They are leveled 2 years below grade level. In Kindergarten and 1st Grade, the levels range from Pre-K to Kindergarten. The text is repetitive; and there is a strong text to picture match. (2) Below-Level Readers: These readers support and extend the unit and weekly concept. They contain the same weekly tested vocabulary; and teachers can use this text to teach the same comprehension skill and strategy as the weekly selection in Reading Street. These readers range from 1 to 1½ levels below grade level. (3) On-Level Readers: These readers support and extend the unit and weekly concept. They contain the same weekly tested vocabulary; and teachers can use this text to teach the same comprehension skill and strategy as the weekly selection in Reading Street. These readers are ½ level below grade level. (4) Advanced Level Readers: These readers develop and extend the unit and weekly concept. Teachers can use this text to extend the weekly vocabulary and comprehension skills and strategies. These readers are 1 to 2 levels above grade level.
Resource: Wilson Fundations®

Grade: K-3

Description: Wilson Fundations for K-3 is a phonological/phonemic awareness, phonics and spelling program for the general education classroom. Foundations is based upon the Wilson Reading System® principles and serves as a prevention program to help reduce reading and spelling failure. Foundations provides the research-validated strategies that complement installed programs to meet federal standards and serve the needs of all children.

Wilson Foundation will be used as supplemental material during literacy time. Teachers incorporate can a 30-minute daily Foundations lesson into their language arts classroom instruction. Foundations lessons focus on carefully sequenced skills that include print knowledge, alphabet awareness, phonological awareness, phonemic awareness, decoding, vocabulary, fluency, and spelling. Critical thinking, speaking and listening skills are practiced during Story time activities. Furthermore, targeted small group intervention is available for students in the lowest 30th percentile.

Program Highlights

- Emphasis on systematic phonics and study of word structure
- Skills taught explicitly and systematically
- Instruction is cumulative and scaffolds presented skills
- Teachers model with “Echo” the owl puppet directing students to repeat sounds, words, and sentences
- Assessments monitor students throughout the program
- The manual provides direction for support staff to meet individual student needs
- Extensive practice provides multiple opportunities for skills application
- Home Support Packet encourages parental involvement

Resource: Starfall.com

Grade: K-2

Description: The Starfall reading program is designed to be fun, exciting, and to instill confidence in young children as they learn to read. The website and companion printed materials are clear and effective tools to help you implement proven teaching methods. The Starfall website was created by carefully observing the way children learn using a computer. The Starfall Website is easy for students to navigate independently, and will be used as a supplemental resource in the classroom during small groups/center during literacy time. Our scientific, research-based reading materials and activities are modeled on the "Big Five"
focus areas recommended by the National Institute of Child Health and Human Development: phonemic awareness, systematic phonics, vocabulary, fluency, and comprehension.

**Resource:** Voyager Learning “Ticket to Read”  
**Grade:** K-5  
**Description:** Ticket to Read will serve as a supplemental resource for grades K–5. Ticket to Read will provide instruction with fun and purposeful reading practice that students can do from any computer with Internet access. Teachers will also use Ticket to read as a great Home to School Connection, encouraging students and parents to use ticket to read at home.

Ticket to Read is a self-paced, student-centered online reading program that provides dynamic skills practice and improved reading performance. A motivating and fun reward system keeps students on task to learn critical word attack skills and phonics skills development.

Ticket to Read includes:

- Hundreds of high-interest reading passages and games  
- Interactive activities supported by audio and animation  
- Appropriate reading levels from pre-primer to 7.0  
- Multiple entry points to address individual student needs  
- Automated quizzes and self-correcting guidance  
- Integrated online data-management (VPORT®)

**Resource:** Wordly Wise 3000  
**Grade:** 3-5  
**Description:** Wordly Wise 3000 will provide systematic academic vocabulary instruction developing the critical link between vocabulary and reading comprehension. Developing this vocabulary during a child’s earliest school years is much more important than previously thought. Wordly Wise will help students by incorporating the use of context clues, word study (Greek and Latin roots, prefixes and suffixes, and synonyms and antonyms), reading comprehension, and writing. Building a rich vocabulary is significantly enhanced by systematic, direct vocabulary instruction.

**Mathematics**  
**Resource:** Scott Foresman-Addison Wesley enVisionMATH  
**Grade:** K-5
**Description:** Envision is a math program that engages students as it strengthens their understanding of math. enVisionMATH uses problem based interactive learning and visual learning to deepen conceptual understanding. It incorporates bar diagram visual tools to help students be better problem solvers, and it provides data-driven differentiated instruction to ensure success for every student. The best part, however, is that this success is proven by independent, scientific research.

**Science Resource:** Delta Education and FOSS Science Kits

**Grade:** K-5

**Description:** Delta Education using the FOSS Learning Modules provide and resources for inquiry based learning activities that engage students in problem solving and investigating the natural world through a variety of sensory experiments that model the work of scientists, illuminates the nature of science. These Resources also integrate mathematics and technology. Modules are built to utilize a hands-on approach related to scientific concepts and processes, and investigations are designed to follow steps of the learning cycle.

Delta Science Readers are 16-page nonfiction books for K–6 students with informative, engaging text, full-color photos and illustrations. These readers include standard nonfiction features such as tables of contents, headings, captions, labels, diagrams, maps, and glossaries. They provide a powerful experience in science and reading.

Key features and benefits:
- Promote reading in the content area
  - Present key science content and vocabulary found on state tests
  - Help students develop informational literacy skills
  - Leveled for Guided Reading

**Resource:** Discovery Education United Streaming

**Grades:** K-5

**Description:** Implementation of Discovery Education impacts the way an educator teaches, providing them the digital content and the professional development to transform classroom instruction into an immersive, experience that inspires a student's natural curiosity. Discovery Education impacts the way students learn, breaking down barriers and moving beyond static textbooks to a digital delivery they already embrace. However, accelerating student achievement is the ultimate result.

**Social Studies**
**Resource:** Harcourt Social Studies

**Grades:** K-5

**Description:** Harcourt Social Studies is a core comprehensive program that takes students on a fascinating journey to explore the people, places, and events that have impacted history. This brand new basal program combines rich content with colorful graphics and interactive text to highlight core concepts and provide a better understanding for students.

Each unit is structured with powerful Reading Support tools — such as the Lesson Summary and Unit Review - to help reinforce the main ideas and accurately organize information. Three Leveled Readers for every unit help to further re-teach, reinforce, and extend the unit topics.

**Resource:** Discovery Education United Streaming

**Grades:** K-5

**Description:** Implementation of Discovery Education impacts the way an educator teaches, providing them the digital content and the professional development to transform classroom instruction into an immersive, experience that inspires a student's natural curiosity. Discovery Education impacts the way students learn, breaking down barriers and moving beyond static textbooks to a digital delivery they already embrace. However, accelerating student achievement is the ultimate result.
Antonio Academy

ELEMENTARY

STUDENT & PARENT HANDBOOK

2015-2016

ANTONIO Academy Elementary School
Durham, NC  27704
(919) 908-0257
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<th>Chapter Sections</th>
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<td>ANTONIO Mission, Welcome from the Administration Team</td>
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<td>Academic Program</td>
<td>4-7</td>
<td>Project Based Learning, Responsive Classroom, NC STANDARD Course of Study/NC Essential Standards, Reading Workshop, Writing Workshop, Math Workshop, Project Workshop, Morning Meeting, Specials, Homework, Grading Scale K-3rd, Progress Reports/Report Cards, Field Trips, State Assessments</td>
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<td>Attendance</td>
<td>8-9</td>
<td>Excused Absences, Procedures for Notification, Truancy, Tardiness, Unexcused Absences, Notification of Absences, Truancy, Tardiness, Mandatory Attendance</td>
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<td>Student Expectations</td>
<td>14-16</td>
<td>Code of Conduct, Guidelines of Student Expectations, Unacceptable Behavior, Bullying, Cyber Bullying/Harassment, Habitual Offenders, Search/Seizure, Appeals, Elementary Dress Standards, Lost &amp; Found</td>
</tr>
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<td>Grievances</td>
<td>17</td>
<td>Grievance Procedures for Students and Parents</td>
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<td>Calendar</td>
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<td>School Calendar – Subject to Change</td>
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<td>ANTONIO Personnel</td>
<td>19-21</td>
<td>Elementary Faculty &amp; Staff, Administrators, Board of Directors, PTA, Booster Club</td>
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<td>Meeting Calendar</td>
<td>22</td>
<td>Meeting Dates for Board of Directors, Booster Club, and PTA</td>
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<td>FERPA, Nondiscrimination/Equal Educational Opportunity Policy, Exceptional Children/IDEA, Confidentiality of Student Records</td>
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<td>Family Partnership</td>
<td>25-26</td>
<td>Volunteer Commitment, Visitors, Requests for Volunteers, School/Home Communication, Classroom Visits, Conferences, Alcohol, Tobacco, Forms</td>
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<td>Partnership Agreement</td>
<td>27-28</td>
<td>Participation Requirements, Standards/Expectations (Families, Students and Faculty/Administration/Director), Compliance Agreement (Families and School)</td>
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<td>Internet Use</td>
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<td>Access to Information, Acceptable Uses, Unacceptable Uses</td>
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About ANTONIO Academy - Go Eagles! Go!

ANTONIO Academy Mission
The mission of ANTONIO Academy is to provide students in kindergarten through grade twelve an academically challenging and supportive learning environment. Staff utilizes experiential and traditional learning strategies so that students become responsible, engaged, and innovative members of society. The school’s expectation is that all students, working with dedicated faculty and family, will excel academically and socially.

Welcome from the Administration Team: Joseph Ivey, Cathy Miles and Ann Hunter-Paschall
To all our ANTONIO families! Thank you for choosing ANTONIO Academy and welcome to the 2015-2016 school year!

We are confident that your students will enjoy a year of learning that excites, fascinates, challenges, and fosters creativity and independence. We are confident because ANTONIO is committed to practicing the principles of Project-Based Learning (PBL) and Responsive Classroom. PBL addresses each student's cognitive growth through assignments that develop higher order thinking, require research and experimentation, and teach critical academic skills and knowledge. Responsive classroom practices address each student's social and emotional growth by providing opportunities for self-expression, teamwork, discussion, and a chance to talk with caring adults about personal interests and concerns. Together PBL and Responsive Classroom practices provide the best opportunity for learning and overall growth while encouraging curiosity, creativity, and a zest for life.

ANTONIO's past successes have inspired our Board of Directors to initiate a plan that will culminate in building a K-5 school on our campus. The opportunity to educate students from the beginning of their formal education until they are ready to move on to college or other post-secondary options is incredible. Incredible because students will benefit from an educational philosophy that is consistent throughout and that offers increasing challenges as they grow and mature. Incredible because teachers work in an environment that offers them the ability to plan curriculum longitudinally (K-5) as well as horizontally across subject areas. Incredible because our family and school partnership will be strengthened as students and their parents/guardians gain experience working with the Board of Directors and staff to guide ANTONIO to greater heights.

We enter this new year with energy and optimism because we know that ANTONIO families share our enthusiasm and abiding belief that ANTONIO Academy will provide every student not only with a first rate education, but also with a home away from home, one that they will talk about and tell stories about for the rest of their lives.
Teachers at ANTONIO Academy Elementary help students realize their achievement goals through research-based and developmentally appropriate methods and best practices in education. Effective classroom instruction in all subject areas, at all grade levels, includes the use of integrative units, small group activities, project-based learning, classroom workshops, authentic experiences, and reflective and formative assessments. To the greatest extent possible, services for academically gifted and exceptional children are provided within the regular classroom. When a child’s individual education plan warrants resource services, those are provided.

**Project-Based Learning (PBL)**
Projects at ANTONIO Academy take many forms. Some encompass many subject areas, connecting multiple fields of thought, and span several weeks. Other projects are contained within a single discipline and may be as short as several days to a week. All offer rich educational experiences in which children are engaged in meaningful work, that matters to them, through tasks and inquiries, designed to meet educational standards. Meaningful projects at ANTONIO Academy have several key components:

- A need to know
- A driving question
- Student choice
- 21st century skills including collaboration, critical thinking and technology
- Inquiry and innovation
- Feedback, revision and reflection
- Public exhibition of work

In addition to learning educational standards and skills through all of the components of PBL, students develop and nurture the habits of mind and characteristics of lifelong learners. Students working in projects develop the characteristics of effective thinkers including:

- Persisting
- Thinking flexibly
- Striving for accuracy and precision
- Questioning and posing problems
- Creating, imagining and innovating
- Thinking interdependently

PBL at ANTONIO Academy prepares students to become effective, efficient problem solvers in preparation for all future endeavors.

**Responsive Classroom: Morning Meeting**
ANTONIO believes that children’s social and emotional development are a subjects worthy of classroom instruction and that teachers, using Responsive Classroom practices, can effectively guide students toward responsible independence. Morning meeting in Kindergarten through Third Grade are times set aside specially for the Responsive Classroom curriculum. Some of the skills students learn through this curriculum are: to share their ideas; listen and respond to the thoughts and concerns of others; set short and long term goals; and resolve conflicts amicably and peacefully. This important learning is not isolated to the morning meeting, but is incorporated into every subject and grade. Everyday, teachers observe and respond to children with appropriate feedback. Their goal is to help students move toward responsible citizenship and independence.
NC STANDARD and NC Essential Standards (NSCS/NCES)
ANTONIO's faculty teaches the NC STANDARD Standards and the NC Essential Standards, but often presents material that goes beyond those basics. The NSCS/NCES can be viewed through the N.C. Department of Public Instruction web site at www.ncpublicschols.org.

Grades K-3 at ANTONIO Academy Elementary divides their day into subject area workshops within the classroom. Students and teachers may work with other classes according to the demands of the curriculum and teacher expertise.

Reading Workshop
Students read a variety of texts individually and in groups each year to ensure that they gain adequate exposure to a range of texts and tasks. They learn the strategies and skills necessary to read informational and fictional texts and respond orally and in writing. Reading is a partnership between home and school, and all students are required to read at home and complete a daily reading log. Reading workshop asks students to fully engage in the reading process by choosing, engaging with, and responding to texts.

Writing Workshop
Students write across genres to produce authentic products. The focus for instruction each year ensures that students gain adequate mastery of a range of skills and application. Each year in their writing, students demonstrate increasing sophistication in all aspects of language use, from vocabulary and syntax to development and organization of ideas by writing narrative and informational pieces of their own choosing, as well as, content specific pieces.

Math Workshop
Everyday Math is the primary resource for the elementary grades. Through math workshop, students learn to think like mathematicians and use math skills and strategies to solve problems. Detailed, grade specific math topics and goals can be found at www.ncpublicschools.org/curriculum.

Project Workshop
Project workshop incorporates grade-specific science and social studies standards. ANTONIO Academy places an emphasis on the content to be learned, as well as, the skills required to learn new information and use it in an authentic way. Teachers will give parents and students the project rubric used to assess students. Through projects, students engage fully with their learning and collaborate with peers. Some grade specific topics include, but are not limited to:
K: All About Me; Seeds; Fairy Tales; Animals/Pets
1: Business of Books; Forces & Motion; Fables & Folk Tales; Plants/Animals
2: Life Cycles; Weather/Matter; Sound: Making Music; Snack Shop/Business
3: Our Durham; Muscular-Skeletal System; Earth, Moon & Stars/Maps & Landforms; Plants & Soils

Morning Meeting
Everyday, children gather in morning meeting to greet each other, start the day, and learn social skills like respect and responsibility. These skills are the foundation of the academic and PBL mission at ANTONIO Academy.

Specials
Students rotate through ‘specials’ classes to gain exposure to other disciplines and enrich their experiences. Specials classes include Technology, PE, Art, Music, & Theatre Arts. These classes support the project work of each grade level.
Homework

Homework is a necessary part of your child's education. It provides for the practice and application of skills and ideas. In a Project-Based Learning school, students do most of their work at school so that teachers can evaluate their process and habits-of-mind.

- Teachers assign homework that supports classroom learning through practice, review, independent reading, research, and activities that extend learning.
- In addition to the teachers' assignments, students should read at least 20-30 minutes every day. This reading time should focus on pleasure reading - books or magazines the student finds interesting and engaging.
- In Kindergarten, teachers assign 20 to 30 minutes of homework each night.
- In First Grade, teachers assign 20 to 30 minutes of homework each night.
- In Second Grade, teachers assign 20 to 30 minutes of homework each night.
- In Third Grade, teachers assign 30 to 40 minutes of homework each night.
- Teachers may require students to complete missing work during a lunch or recess.
- Teachers will collect and check homework assignments.
- Teachers will provide feedback on the work they collect.
- Vacations: NO HOMEWORK!

Parent/guardians can help their students by encouraging independence. If your student struggles with assignments, help him or her learn to self-advocate rather than rushing to their rescue. Ultimately, the goal is for your student to work in partnership with his or her teachers.

<table>
<thead>
<tr>
<th>Important Ways for Parents/Guardians to Help With Homework</th>
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<tbody>
<tr>
<td><strong>Establishing Routines</strong></td>
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<td><strong>Monitoring Homework</strong></td>
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<td><strong>Providing Guidance</strong></td>
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Grading Scale for Kindergarten through Third Grade
At ANTONIO Academy Elementary, on-going assessments drive instruction. These assessments are tools that guide teachers in their efforts to make instructional decisions, differentiate instruction and promote student learning at the highest level. ANTONIO teachers use a variety of assessment techniques including project rubrics, performance-based tasks, anecdotal notes based on oral discussions and/or written responses, cooperative group work, portfolios, and the more traditional paper-and-pencil tests.

Your child will not receive traditional letter grades. However, they will receive a Standards Based Report Card. A Standards Based approach allows parents and students to understand more clearly ANTONIO's educational program as well as strategies to support student success. Traditional grades often measure many different factors - how well students do in comparison to their classmates and/or how well behaved they are in class. Standards based evaluations measure how well an individual student is doing in relation to grade level standards and skills, not the work of other students.

Teachers use the results of the on-going assessments to determine a student’s present level of performance and in relation to the mastery of grade level content. The report cards will provide meaningful and relevant information, detailing each student’s social/emotional and academic development. In a Standard Based Report Card, grades reflect five levels of performance. They are: E - Exceeds grade level expectations with consistency and accuracy; S - Meets grade level expectations with consistency and accuracy; P - Making progress/developing; N - Needs more development; and C - Concern.

Progress Reports and Report Cards
Students will receive progress reports at the mid-point of each grading period. Progress reports are updates about each student’s academic progress. At the end of each grading period, students will receive report cards.

Field Trips and Field Experiences
Teachers plan field trips and field experiences to reinforce or extend the curriculum, provide an engaging way to learn new material, and enhance Project-Based Learning (PBL). Field trips/experiences must include all students and are never planned as rewards or incentives. They are essential to our PBL curriculum.

State Assessments
Students in Third Grade will take the End-of-Grade (EOG) assessments in Language Arts and Mathematics. Students must earn a "3" or a "4" on the EOG assessments to be considered "on grade level."
Attendance

All students must be fully enrolled and should attend school regularly. ANTONIO does not accept partial enrollment. Regular attendance is the best way to ensure that students master the curriculum. ANTONIO will make every effort to protect instructional time from interruption and we ask that, whenever possible, parents/guardians schedule appointments (doctor, dentist) after school hours. For record keeping purposes, a child is marked absent when he or she misses half of the school day.

Excused Absences (All absences not listed below are unexcused)

- Illness or injury
- Quarantine
- Religious observance
- Death in the immediate family
- Medical or dental appointment (with a note from the doctor)
- A “once in a lifetime” family activity that would result in significant educational benefits. Parents must submit a written request for educational leave in advance of the absence and the Principal must approve the request in writing.

Procedures for Notifying ANTONIO about Absences

On the day of the absence(s), parents/guardians should call the school and leave a message stating the reason for the absence. When the student returns to class, he or she must bring an explanatory note within three days. If ANTONIO does not receive the explanatory note within three days, the absence will be marked unexcused.

Truancy (Recurrent unexcused absences)

If a student is truant, the first step will be a conference with the parents/guardians. Should this prove unsatisfactory, next steps include possible notification of appropriate legal authorities and/or possible recommendation for long-term suspension or expulsion. Students absent more than 20 days may not be promoted.

Tardiness

Tardiness interrupts instruction for the entire class. Students who are tardy must go to the office to sign in. The only excused tardies are student illness, medical or dental appointments, and death/illness in the immediate family. All other tardies are unexcused. The table below outlines the consequences for tardies.

<table>
<thead>
<tr>
<th>Number of Tardies</th>
<th>Action to be Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-4</td>
<td>No Action</td>
</tr>
<tr>
<td>5-9</td>
<td>Letter home to parent/guardian and student.</td>
</tr>
<tr>
<td>10-19</td>
<td>Required conference with the Attendance Committee that includes two Board members and the School Counselor</td>
</tr>
<tr>
<td>20+</td>
<td>Parent/guardian and student required to conference with the Board of Directors. The Board will determine next steps.</td>
</tr>
</tbody>
</table>
Mandatory Attendance
Students must attend the first day of school or risk losing their right to admission. If the Principal has not been notified of an excused absence, the Principal has discretion to reassign the admission spot. If a student misses the first 5 days of the school year (excused or unexcused), or is absent 10 days within the first 20 days of school, his/her admission spot may be reassigned. Openings created by student withdrawal within the first 20 days of school, will be filled with the next student on the waiting list. Openings that occur after the 20th day may be filled at the discretion of the Board of Directors from students on the waiting list.

Arrival and Dismissal Procedures

Elementary School Start and End Times
Drop-Off Begins: 7:00AM
School Begins: 7:30AM
Monday Dismissal: 12:30PM
Tuesday – Friday Dismissal: 2:30PM

Student Arrival & Dismissal Procedures
ANTONIO Academy is implementing a Traffic Management Plan for the upcoming school year. Please work with the team supervising and monitoring our traffic during the first week of school. We feel this plan will work efficiency.

Health and Safety Procedures

Emergency Contact Information
So that ANTONIO can reach you if your student is hurt or ill, parents/guardians should ensure that the information on file is correct and complete. Please include cell phone and alternate emergency contact numbers. Notify the office and your student’s teacher whenever your home, work, or cell phone numbers change.

Medication
If possible, parents/guardians should administer medications before or after school. If a student must take medication during the school day, parents must submit a signed Parent Request and Physicians Order form. Parents/guardians must send medications to school in a sealed, original container labeled with the following information.
- The student’s name and grade
- The name of the medication
- The amount of the medication to be taken
- The time the child is to take the medication

Authorized school staff must administer ALL medication. Students are responsible for going to the office at the appropriate time to receive medication.

Immunizations
North Carolina law requires that parents/guardians submit a record of their student’s current immunizations (Public School Law 130A- 152 Immunizations Required) prior to the first day of school.

All records must have the following information:
• Five DPT doses (diphtheria, tetanus, and pertussis). If the forth dose (booster) is given on or after the fourth birthday, the fifth dose is not required.
• Four oral polio vaccines (OPV), one of which must be a booster given on or after the fourth birthday. If the third dose is given on or after the fourth birthday, the fourth dose in not required.
• Two MMR (measles, mumps, rubella) doses with the first dose on or after the first birthday and a second dose given before entering school.
• At least one dose of Haemophilus influenza, b (HbOC or PRP-OMP), given on or after the first birthday and before five years of age. (Second dose is not required if the first dose was given after 15 months of age.)
• Three Hepatitis B doses
• One Varicella dose on or after age 12 months and before age 19 months.

If the immunization record is available, ANTONIO will review it. If the student is in full compliance, the record will be copied and filed. Students who are exempt from immunizations and who provide a state-approved exemption will be considered in compliance.

If the student is in partial compliance, ANTONIO will give the parent/guardian a checklist of necessary immunizations the student must complete prior to attending class. If non-compliance persists, ANTONIO will make follow-up phone calls and/or send cards to the student’s parent/guardian. One week prior to the beginning of classes, ANTONIO will send a final notice.

ANTONIO will deny admittance to school to any student who is non-compliant.

**Illness**
If a student is ill, he/she should not attend school. Please keep a student home in the morning if any of the symptoms listed below are present. If any of these symptoms develop during the school day, we will call you to pick up your student. Keep ill students home until the student has been symptom-free for 24 hours
• A fever of 100 or higher
• Vomiting or diarrhea
• Evidence of a severe head cold, persistent cough, or sore throat
• There is evidence of a suspicious rash or other contagious condition (pink eye, head lice, etc)

Special note: If a student has a contagious condition such as, but not limited to, chicken pox, head lice, or pink eye, parents/guardians must notify the school.

**Rolling Book-Bags**
ANTONIO does not permit the use of rolling book bags unless there is a medical reason.

**Nutrition**
Fit, healthy students are ready to learn. ANTONIO helps students develop lifelong wellness practices by teaching nutrition and enforcing these rules about snacks and lunches.
• Students may not bring soft drinks or sodas to school for snacks or lunches
• Recommended: low or no-fat milk, water (plain or flavored), 100% juice (no added sugar)
• Students may not eat fast food at school.
• Recommended: healthy, whole grain sandwiches, salads, fruits, vegetables, cheeses, etc.

**Lunch Information**
Students will have a “picnic style” lunch period and snack break in their classrooms/cafe. ANTONIO does not provide students access to heating or refrigeration for their lunch/snack foods. However, through the ANTONIO website, parents/guardians may order a catered lunch to be delivered to their students by a selection of local restaurants.
Exercise and Recess
Physical activity enhances a student’s social and academic achievement. Therefore, ANTONIO schedules recess into the daily elementary school curriculum as an organized activity. For safety reasons, students may not bring lacrosse sticks or footballs to recess.

Weather/Emergency:
Closures, delays, and early dismissal notices available through:
- An announcement posted on www.antonioacademy.net (by 6 a.m., if possible)
- ANTONIO Connect-Ed messages
- TV Channel 5 (WRAL) and TV Channel 11 (WTVD)

Fire Drills
The Principal will conduct a fire drill during the first week of school and thereafter at least once a month. Students and school employees must participate in fire drills to ensure that everyone knows how to exit school buildings safely and efficiently. Students must be silent during a fire drill so that everyone can hear emergency instructions. A copy of the regulations prescribed by Commissioner of Insurance, the Superintendent of Public Instruction, and the State Board of Education will be posted on the bulletin board in each building. Legal Reference: G.S.115C-288, -525

Student Expectations

ANTONIO Academy requires good manners, respect for self and others, appreciation for property, honesty, punctuality, reliability and responsibility from all students, staff, parents and community participants. Vital to creating this climate is our social curriculum delivered during Responsive Classroom and Morning Meetings. It is ANTONIO’s intention to use positive reinforcement and to promote ethical responsibility.

Day to day application of the code of conduct and its consequences will be the responsibility of the Principal. Recommendations to expel will be made to the Board of Directors. Each disciplinary issue will be handled on an individual basis. A procedure for appeal will be available for consideration by the Principal and Board of Directors.

ANTONIO Academy Code of Conduct
ANTONIO expects students, staff, parents, and community participants to:
- Use good manners
- Respect oneself and others
- Respect property
- Be honest
- Be punctual
- Be reliable
- Demonstrate personal responsibility

Guidelines Governing Student Expectations
- Students will focus on their academic work during school hours.
- Students will be civil and kind to each other, to the staff, and to the larger community.
- Students will follow the dress code.
- Teachers reserve the right to set standards for their classrooms.
- Students will attend school regularly. They will be on time and prepared every day.
- Students will accept responsibility for helping maintain our facilities and other materials.
Unacceptable Behavior

Will we expect and trust each ANTONIO Academy Elementary student to exhibit exceptional behavior, we inform our parents and students of the consequences of unacceptable behavior. All students at VAES must abide by the regulations set by the ANTONIO Academy School Board and administration.

The following behaviors are not permitted and will result in immediate suspension and may also result in the contacting of legal authorities, as required by law:

- Assault, fighting, making physical threats, robbery, or any other illegal activity
- Sexual Assault
- Issuing a fire alarm or bomb threat
- Possession and/or use of narcotics, alcoholic beverages, stimulant drugs, and drug paraphernalia
- Possession or use of a weapon or other object that could reasonably be considered a weapon. Students may not bring knives or other weapons or weapon-facsimiles to school or any school events.
- Leaving the school or failing to attend class without permission
- Act of Hate Violence - Causing, threatening or attempting to cause or participating in an act of hate violence because of another person's race, national origin, religion, disability or sexual orientation
- Noncompliance with a teacher's or staff member's directive to go to the office because of the student's unacceptable behavior

The following behaviors are not accepted at ANTONIO Academy Elementary and will be addressed on an individual basis by the teachers and administration:

- Theft or damage to personal or school property
- Not following the school rules as set by students and teachers in their classrooms
- Noncompliance with a teacher's or staff member's expectations and rules
- Insubordination to staff
- Tardiness to class or activity
- Use of inappropriate language
- Smoking or using tobacco during school hours or school events. School hours include the times when the student has arrived in the vicinity of the school. No student may go off-campus to smoke before, during, or after school.
- Using a cell phone at an unapproved time
- Using an electronic device during class without permission.
- Bullying; Cyber bullying
- Using the school phones, computers, or other school technologies without permission
- Gambling
- Violation of the Acceptable Computer Use Policy
- Academic dishonesty, including cheating, plagiarism and forgery

Consequences for failing to meet behavioral expectations may include in-school suspension, restitution, parent involvement and/or suspension. Expectations for students apply to all extracurricular and co-curricular events both on campus and off campus.

It shall be a Class I felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine, or powerful explosive on school property or to a curricular or extracurricular activity sponsored by the school. State law mandates that student violators of this law be suspended for a full 365-day term regardless of the time of year the offense occurs. Also, all violators will be prosecuted.

It shall be a Class I misdemeanor for any person to possess or carry, whether openly or concealed, any BB gun, stun gun, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors, and razor blades on school property.
Bullying

Bullying is commonly defined as “intentional, repeated hurtful acts, words, or other behaviors...committed by one or more children against another child.” ANTONIO expects all students, staff, and visitors to refrain from bullying. Bullying may be further categorized as:

- **Physical Bullying** is punching, hitting, poking, kicking, strangling, hair pulling, beating, biting, excessive tickling, pushing
- **Verbal Bullying** is name-calling, teasing, gossip, starting/spreading rumors, taunting, threatening
- **Emotional Bullying** is rejecting, terrifying, extorting, intentionally excluding, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation, manipulating friendships/relationships, isolating, ostracizing, peer pressure
- **Sexual Bullying** includes many actions listed previously, as well as voyeurism, exhibitionism, sexual propositioning, sexual harassment, abuse involving actual physical contact, sexual assault

These definitions are from *Preventing Bullying: A Manual for Schools and Communities.* US Department of Education: March 2003

Cyber Bullying/Harassment

The Principal will determine whether or not specific incidents of cyber bullying have impacted the school's climate or the welfare of its students.

Cyber bullying may involve any of these behaviors:

- Accessing, producing, posting, sending, or displaying material that is offensive in nature on the Internet.
- Harassing, insulting, or attacking others on the Internet.
- Posting personal or private information about other individuals on the Internet.
- Posting information on the Internet that could disrupt the school environment, cause damage, or endanger students or staff.

Habitual Offenders

For habitual offenders or students accumulating 10 or more days of out-of-school suspension, ANTONIO Academy will recommend expulsion. Any student who is expelled from the school may not re-apply for admission.

Search and Seizure

In order to protect the safety and welfare of students and school personnel, school authorities may search a student, his/her desk, book bag, locker, or school computer; and may seize any illegal, unauthorized, or contraband materials discovered in the search. Searches may be conducted when there is a reasonable suspicion that a student has an illegal or unauthorized item. Items discovered during routine cleanliness inspections of desks, book bags, etc., may also be seized. Students who refuse to permit searches are subject to disciplinary action. If a search is warranted, ANTONIO will notify the parents/guardians.

Appeals

There is no appeal process for short-term suspensions (fewer than 10 days ISS/OSS). The Principal’s decision is final. Parents may appeal long-term suspensions (10 days or longer).
Elementary School Dress Standards for Boys and Girls

- Pants and Shorts: No denim or camouflage – all other colors permitted. Cargo pants and shorts are permitted. No sweatpants, athletic pants/shorts. No undergarments visible.
- Shirts: Shirts, sweaters, and plain sweatshirts must have sleeves and be of solid color, striped or with minimal pattern. No writing, graphics, or pictures on shirts. ANTONIO apparel is permitted. Shirts intended to be undergarments may not be worn as outer garments.
- Shoes: Tennis shoes, clogs (can be backless) and sandals with a back. No flip-flops.
- Other: No hats, sweatbands, or sunglasses worn inside the building. No extreme hairstyles. Students are prohibited from wearing clothing, jewelry, having book bags, or other articles of personal appearance which depict profanity, vulgarity, obscenity, violence, promote the use/abuse of tobacco drugs or alcohol or are associated with intimidation or violent groups including gangs.

Dress Down Days—athletic shorts/pants, t-shirts/sweatshirts, jeans allowed

Lost and Found

Items that are found will be turned in to the office. Students may search the lost and found for items they are missing before and after school or with a note from the classroom teacher during the school day. At the end of every quarter, the administration will donate all lost and found items to charity.

Grievance Procedures for Students and Parents

<table>
<thead>
<tr>
<th>Step One</th>
<th>Good Faith Effort</th>
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<tr>
<td>In the event of a dispute involving a student’s academic performance or disciplinary referral, the student, parent/guardian or involved staff must try to resolve the dispute by identifying the problem, suggesting possible solutions, agreeing on a timeline for implementation, and outlining a follow-up plan. A written plan of the good faith effort must be given to the Principal.</td>
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<tr>
<th>Step Two</th>
<th>Appeal to the Principal</th>
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<tr>
<td>If the good faith effort is unsuccessful, the student, parents/guardians or staff member may submit a grievance in writing to the Principal within five (5) working days.</td>
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<tr>
<td>The Principal will schedule a hearing at a mutually convenient time and place for discussion of the grievance with all parties involved. The Principal will set a date for the hearing within five (5) working days. The date must fall within twenty (20) days after receipt of the written complaint.</td>
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<tr>
<td>The Principal will make a decision within five (5) working days after the completion of the hearing. The Principal may decide to extend the hearing in order to include additional information or further investigation. The Principal’s decision is final unless appealed to the Managing Director.</td>
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### Step Three
Appeal to the Managing Director

If the student, parents/guardians or the staff member wishes to appeal the Principal's decision, the next step is a written appeal to the Managing Director within five (5) working days of the receiving Principal's decision.

The Managing Director will set a timeline for an appeal hearing and may uphold or modify the Principal's decision. The Managing Director will notify those involved in writing of the decision. The Managing Director's decision is final unless appealed to the Board of Directors.

### Step Four
Appeal to the Board of Directors

If the student, parents/guardians, or staff member wish to appeal the Managing Director's decision, the next step is to submit a request for an appeal to the Board of Directors within five (5) days of the Managing Director's decision. After receiving an appeal request, the Board will schedule a meeting to consider the appeal as soon as is practical. Board members with a conflict of interest, as defined in the Bylaws, shall excuse themselves from participating in the hearing.

For cases that involve expulsion, appeals must be submitted to the Board of Directors within two days of the student's dismissal. The suspension will remain in place until the Board of Directors meets and reviews the appeal.

The decision of the Board of Directors is final and may not be appealed.

Failure to follow the procedures and timelines outlined in this chart constitutes a waiver of the student's or parent's right to submit a grievance.

### ANTONIO Calendar

ANTONIO Academy
Student Calendar 2015-2016

July 9-11 New Teachers  
July 14, 15, & 18 Teacher Workdays  
July 16 & 17 Required Teacher Workdays  
July 21, First Day of School  
August 6, Early Release  
August 20, Required Teacher Workday  
September, Labor Day Holiday  
September 26, Interims Go Home  
September 29-30 Teacher Workday  
October 1-2 (V) Annual Leave  
October 3-17, Intersession
November 11, Veterans Day Holiday
November 26, (V) Annual Leave
November 27&28, Thanksgiving Holiday
December 19, End of Quarter
December 22-23, (V) Annual Leave
December 24-25, Winter Holiday
December 26-30, Intercession
December 31, Winter Holiday
January 1, New Years Day Holiday
January 2, (V) Annual Leave
January 5-8-, Intercession
January 9, Teacher Workday
January 19, Martin Luther King Jr. Holiday
February 11, Early Release Day
March 20, End of Quarter
March 23, Required Teacher Workday
March 24, Teacher Workday
March 25-26, (V) Annual Leave
March 27-31, Intercession
April 1-2, (V) Annual Leave
April 3, Spring Holiday
April 6-10, Intercession
April 29, Early Release
May 25, Memorial Day Holiday
June, Last Day of School/End of Quarter
June 12, Required Teacher Workday
June 15, Teacher Workday

Increment Weather Days
December 22   January 9   March 23-25   April 9-10
May 25

Subject to Change
### Elementary School Faculty & Staff

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### Administrators

- Joseph Ivey, Elementary School Dean
- Ann Hunter, Assistant Dean/Technology
- Cathy Miles, Assistant Dean/Curriculum Specialist
Board of Directors
ANTONIO Academy is a North Carolina nonprofit corporation. Responsibility for the overall operation of the school rests with its Board of Directors. ANTONIO has no shareholders or owners, and board members serve strictly as volunteers.

Consistent with its mission, the Board strives to achieve site-based management of ANTONIO, encouraging input from the ANTONIO community: administrators, faculty, parents, and students. The ANTONIO community carries out most day-to-day operations, all subject to Board oversight.

The Board is directly responsible for providing facilities and equipment, adopting curriculum, handling personnel matters, budgeting, setting the school calendar and school hours, managing admissions, and assuring compliance with applicable laws including the charter school statutes.

The Board also adopts various policies to facilitate the implementation of ANTONIO’s educational mission. Finally, the Board serves as a liaison with the Durham County Public School System, the Durham County School Board, the North Carolina Department of Public Instruction, the North Carolina State Board of Education, and other agencies and organizations involved in public education.

Board Meetings
Board meetings are generally held on the fourth Thursday of each month at 6:00PM on the ANTONIO Academy campus. Board committees set and publicize their own meeting schedules. Board meetings are open to the public and follow all North Carolina Open Meetings Laws. At the beginning of each meeting, the Board allows 30-minutes for public comment concerning school business. Each speaker is allotted 3-minutes. Groups should choose a spokesperson. Minutes from board meetings will be published in a timely manner and will be located in the school office. If the Board holds a closed session, minutes from that session will not be available to the public, except as a general report in accordance with the NC Open Meetings Law. The Board refers to Robert’s Rules of Order to maintain consistent procedures.
Parent Teacher Association (PTA)
The ANTONIO PTA has chosen to focus its efforts on the coordination of parent volunteer opportunities that enhance the educational experience. Volunteerism and community service are important aspects in every child’s education and through example, the ANTONIO parents help demonstrate the significance of community service in school and life in general.

The PTA, along with any other organized parent groups, operates under the supervision of the Board of Directors. Parent groups must submit copies of their bylaws, minutes, and financial statements to the Board. Proposals for fundraising activities must be submitted to the Board for approval. The Board also requires that each parent group be audited once a year.

Eagles Booster Club
The purpose of the Eagles Booster Club is to support ANTONIO's athletic programs and promote excellence, pride, and good sportsmanship among the student body, school staff, coaches, and community. Booster Club encourages parent, guardian, and community involvement and strives to ensure that opportunities continue to be available to ANTONIO students. The club will promote the interests of the total athletic program by providing support through physical and financial assistance to the ANTONIO Athletic Department, its student athletes and coaches, along with the Administration.
# Meeting Calendar for ANTONIO Organizations

## Meeting Calendar for 2015-2016
Board of Directors, Booster Club, Parent-Teacher Association

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<tr>
<th>Board Meetings 6:00PM start</th>
<th>Booster Club Meetings 6:30PM to 8:00PM</th>
<th>PTA Exec Meetings 6:30PM to 7:30PM</th>
<th>PTA General Meetings Special Events</th>
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<tr>
<td>August 21</td>
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<td>August 13</td>
<td>General Meetings 7:00PM- 8:00PM</td>
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<tr>
<td>September 27</td>
<td>September 5</td>
<td>September 10</td>
<td>September 11 October 23 December 19 April 30 - elections</td>
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<td>October 25</td>
<td>October 3</td>
<td>October 15</td>
<td>Read - A-Thon</td>
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<td>November 7</td>
<td>November 5</td>
<td>Book Fair: Southpointe Barnes &amp; Noble Staff Appreciation</td>
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<td>December 6</td>
<td>December 5</td>
<td>December 10</td>
<td>September 14 November 9 TBA</td>
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<td>January 24</td>
<td>January 2</td>
<td>January 14</td>
<td>ANTONIO Nights Out</td>
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<td>February 28</td>
<td>February 6</td>
<td>February 11</td>
<td>September 20 October 18 November 9 Book Fair B&amp;N December 6 January 17 February 28 March 21 April 25 May 30</td>
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<td>March 28</td>
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<td>June 13</td>
<td>June 5</td>
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<td>Hospitality Events</td>
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<td>August 15 Teacher’s report September 27 October 25 November 15 December 13 January 24 February 21 March 28 April 18 May 9 or 16? June 5 Last Day of School</td>
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Federal and State Policies

The Family Education Rights of Privacy Act (FERPA) provides the following:
Parents have the right to inspect and review their student’s educational records at any time by requesting an appointment with the administrator. Through a written request, parents may seek amendment of the student’s records that they believe to be inaccurate, misleading, or otherwise in violation of the student’s privacy rights. Parents may consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that the Act authorizes disclosure without consent. Parents may file with the Department of Public Instruction a complaint concerning alleged failures by the school to comply with the requirements of this Act.

Nondiscriminatory Policy And Equal Educational Opportunity For All Students
ANTONIO Academy does not discriminate against students based on race, sex, religion, creed, ability, disability, or national origin. ANTONIO will provide equal opportunity for school admissions, academics, electives, and extracurricular activities. If a student or his/her parent/guardian believes that ANTONIO has violated this policy by denying equal treatment, he/she may notify the Board of Directors or designee who is authorized to investigate and, where appropriate, resolve such concerns.

Services for Exceptional Children Under The Individuals With Disabilities Education Act (IDEA)
ANTONIO will provide a free and appropriate publicly supported education, in the least restrictive appropriate environment, to every disabled child with special needs. ANTONIO will comply with the State Board of Education's Procedures Governing Programs and Services for Children with Special Needs, and the Individuals with Disabilities Education Act and its implementing regulations.

Every child suspected of having a disability is entitled to a multidisciplinary diagnosis and evaluation. All testing and evaluation materials and procedures will be nondiscriminatory and administered in the child’s native language. ANTONIO will provide the parents/guardians with a written account of the results and findings. Based upon the evaluation, ANTONIO staff will recommend next steps. If those steps involve any changes to a student's identification or educational placement, ANTONIO will notify the parents/guardians in writing and within a reasonable time before initiating any of the proposed changes. The written notification will also include a full explanation of the procedural safeguards available to the parents/guardians.

If the parents/guardians consent to a special education placement for their identified child, ANTONIO will work with the family to develop an Individualized Education Plan (IEP). If ANTONIO Academy does not have the resources or operational ability to meet the needs of certain exceptional children then ANTONIO will assist the child and family in determining the best Durham Public School to meet their specific needs. 20 U.S.C. 1400 et seq
Confidentiality of Student Records
Apart from directory information, personally identifiable information about a student shall not be released from a student's record without the prior written consent of the parent/guardian or emancipated student, except to the following persons:

- School personnel who have a proper educational purpose in examining the information contained in a student's record, including professionals contracted to provide services or consultation regarding a student;
- Officials of other schools and school systems in which the student has enrolled or intends to enroll, unless the parent/guardian or emancipated student has specifically requested in writing that the information not be released to the requesting institution;
- Authorized representatives of state and federal educational institutions or other authorized officials who have a legitimate reason for reviewing a student's records;
- Persons acting under a lawful court order or subpoena, but only within the limits of their legal authority and provided that the parent/guardian or emancipated student shall be notified of the request for release prior to release of the records under this exception.
- State and local officials or authorities authorized to review student information pursuant to state statute if the disclosure concerns the juvenile justice system's ability to serve, before adjudication, the student whose records are released. Before releasing information under this paragraph, the official to whom the information will be disclosed must certify in writing that the information will not be disclosed to any other party, except as provided by state law or with prior written consent of the student's parent.
- Accrediting organizations, to the extent necessary to allow them to carry out their accrediting functions; and
- Appropriate persons in connection with an emergency, if the release of the information is necessary to protect the health or safety of the student or other persons.

Prior written consent for the release of personally identifiable information must be signed and dated by the parent/guardian or emancipated student and must specify the records that may be disclosed, the purpose of the disclosure, and the party or class or parties to whom the disclosure may be made. Legal Reference: G.S.115C- 402; 20 U.S.C. 1232g
Family Partnership

Volunteer Commitment for Families
Parent volunteers are the key to success at a small school like ANTONIO. Admittance to ANTONIO carries a parental requirement of 20-hours of volunteer service per year. There are many ways parents can volunteer including: car pool assistance, copy room help, lunch/recess coverage, marketing/publicity, fundraising (book fair, special lunches, school merchandise), school beautification, providing food for teacher hospitality lunches, concession stands and entrance gates during athletic events, etc.

Visitor Volunteers
All visitors to ANTONIO Academy must report to the office, state a purpose for entering the building, and wear a visitor’s badge while they are on campus. Volunteers working one-on-one with students or driving students to school events must submit to a criminal background check.

Requests for all Volunteers
Here are a few ways you support ANTONIO in your role as a volunteer.
• Serve as a role model for our students (comply with the dress code on page 17, etc).
• Respect the dignity of students and adults by expressing a positive attitude toward ANTONIO
• Demonstrate that you consider academics the highest priority by not interrupting instruction and by avoiding having conversations in the hallway.
• Maintain a high level of integrity by protecting confidentiality regarding student matters.
• Avoid conflicts of interest and maintain appropriate relationships with adults and students.

School/Home Communication
Parents may communicate with ANTONIO staff by phone, in person, through notes, or via email.
• To reach a staff member by email, use the following format: first initial of the first name followed by last name @ ANTONIOacademy.net. If you send email, please allow 24 hours for a response. For situations requiring immediate attention, please call or come in person.
• ANTONIO Academy will make e-mail its first choice of communication. Please provide your child’s teacher with an email address you will check regularly. If you prefer to receive notes that your child will bring home in his/her book bag, let the teachers know.
• ANTONIO Academy makes extensive use of Connect Ed phone messages. Please provide your child’s teacher with a working telephone number. In the event your phone number changes during the year, please give your new phone number to front office.

Classroom Visits
Many families choose ANTONIO Academy because they want to be involved in their student’s education. ANTONIO welcomes family involvement. Below are two ways for families to visit classrooms and support our instructional program.
• Volunteer to help the teacher. Our teachers appreciate your offers to help and will work with you to identify tasks and times that will be of greatest benefit to the students. Possible volunteer tasks are tutoring, providing clerical help, supervising lunch or play, or any other role that you and the teacher agree on.
• Observe the class. Some parents would also like to see the class in action. You can make an appointment directly with the administration to visit the class for this purpose. Thank you in advance for avoiding unexpected visits. These visits disrupt classroom routines. Student attention shifts, the dynamics change, and teachers may have to refocus the lesson.
Conferences
Communication with families is vital if students are to maximize their potential academically and socially. In order to facilitate this goal, ANTONIO Academy reserves half days specifically devoted to conferences toward the end of the first academic quarter and again at the beginning of the third academic marking period.

Families will have a conference with their student’s classroom. Prior to the conference your child’s teacher will meet with your student’s elective teachers for detailed updates about their progress. Overall, the classroom teachers know their students best and will be able to give you the most holistic picture of your student’s progress including descriptions of your student’s specific learning style, work habits, and classroom involvement.

If parents/guardians have specific questions at other times, they should contact the classroom teachers who will respond within 24 hours. If the concern is about a disciplinary decision, parents should contact that teacher. If a conference is warranted, the teacher will schedule it within seven days.

Alcoholic Beverages Prohibited
The possession or consumption of alcoholic beverages is not permitted by anyone on property owned or occupied by ANTONIO Academy. ANTONIO will ask anyone who possesses or consumes alcoholic beverages on school property or comes on school property already inebriated to leave immediately. If he/she fails to leave, ANTONIO may initiate prosecution for criminal trespass, disorderly conduct, or other charges if appropriate.

Tobacco Products Prohibited
ANTONIO Academy is a smoke free campus and prohibits the possession, display, or use of tobacco products on school premises, including in school vehicles, or while participating in school-sponsored events. This restriction applies to all school system property and at all times, even when the individual is on school grounds as a visitor or spectator.

Forms
At ANTONIO’s Open House, parents/guardians will receive a packet containing the forms you will need for the upcoming year. Please return these forms to the front office by the 10th day of school. The forms include:

- Student Data Sheet
- Internet Use form
- E-Rate Form
- Yearbook Online Order Information
- Photo/Video Release
- Criminal Background Check
- Home Language Survey
- Parent/Student Handbook Agreement
Partnership Agreement Standards

The educational philosophy of ANTONIO Academy is based on the understanding that an academic education is only one component of a student’s overall developmental needs, and that families must be active partners in students’ education and development.

At ANTONIO families and school staff will commit to be mutually supportive, working together to enhance each child’s development and to ensure the success of ANTONIO Academy.

This partnership is implemented by a formal agreement made by parents, students, and the school. Commitment to this agreement is a requirement of initial and continued enrollment. The Partnership Agreement includes two general areas of participation: a requirement to be involved in the development of one’s own children and a requirement that families support the overall operation of the school.

The Board of Directors will make every effort to work with families and students to help all parties fulfill this agreement. A variety of opportunities for family and student involvement are available to accommodate family situations. The Principal will help families find a place to participate.

Participation Requirements
Parents/guardians must attend schedules parent-teacher and/or parent-counselor meetings. An additional contribution of at least four hours per semester of participation in school-centered activities is required. These eight to ten hours per year may be contributed in a number of ways, including clerical support, tutoring individual students, participating in schoolwork days, etc.

Standards and Expectations for Families
1. To communicate honestly and respectfully with the staff of ANTONIO Academy.
2. To enhance learning by reading and discussing evaluations with your student and attending parent-teacher and parent-counselor conferences. To assist with remedial needs.
3. To follow through with interventions.
4. To provide positive reinforcement for appropriate behaviors.

Standards and Expectations for Students
1. To complete and turn in quality work in a timely fashion.
2. To maximize learning and respect others by using time wisely.
3. To arrive to school and classes on time.
4. To utilize the full class time.
5. To role model behaviors and attitudes that enhance learning for others.
6. To participate fully in the academic process, coming to school prepared to learn with proper materials and completed assignments.
Standards and Expectations for Faculty, Administrators, and Director
1. To ensure the accomplishment of the mission of ANTONIO Academy.
2. To create a safe, orderly, challenging, and nurturing learning environment.
3. To communicate honestly and frequently regarding student progress.
4. To support one another and ensure an environment conducive to learning.
5. To discourage behaviors that are contrary to the school mission and culture.
6. To ensure curriculum development and cohesiveness.
7. To support families to enable them to help their child.
8. To act as a liaison to resolve conflicts.
9. To communicate honestly and respectfully about concerns with the Partnership Agreement or student intervention actions.
10. To create a safe and positive school environment by upholding the standards and expectations set forth by the student body and staff.
11. To treat others with respect and kindness.
12. To model an interest in learning.
13. To positively reinforce appropriate, respectful behavior and academic endeavors.
14. To make a good faith effort to resolve parent and student concerns.

Partnership Agreement Compliance
For Families: Families who believe the school is not complying with the Partnership Agreement should take the following steps:
1. The family should meet with the person(s) not fulfilling the agreement, express concerns clearly and honestly, request the specific actions to correct the situation, and allow time for improvement.
2. If step 1 is not satisfactory, the next step is to notify the person(s) concerned, make a new plan for improvement that includes a timeframe for evaluating improvement.
3. If step 2 is unsatisfactory, arrange a meeting with the Principal to request assistance in correcting the situation and developing a timeframe for evaluating improvement.
4. If step 3 is unsatisfactory, families should notify the Principal of their continued concern, or in extreme cases, the Board of Directors.

For the School
If the school finds that the students or parents are not in compliance with the Partnership Agreement, the school will take the following actions:
1. Notify the family by telephone that the school has a concern(s) regarding compliance with the Partnership Agreement.
2. The School Counselor and the family will develop a compliance plan and establish a timeframe for evaluation.
3. If the compliance plan proves unsatisfactory, the school will notify the family by letter that there are ongoing compliance concerns with the Partnership Agreement.
4. The Principal and/or Guidance Counselor will have a conference with the family to develop a more effective compliance plan.
5. In the event of continued noncompliance with the Partnership Agreement, the family, the Principal, and the School Counselor will meet to determine if it is appropriate for the student to remain enrolled in ANTONIO Academy.
Internet Acceptable Use Policy

ANTONIO Academy provides students with Internet access to support education and research. Access to the Internet is a privilege subject to restrictions set by the Board of Directors. Violation of any provisions in the Acceptable Use Policy (AUP) may result in disciplinary action and/or cancellation of student access to the ANTONIO Academy network. This policy applies to all Internet access on ANTONIO property, including Internet access using mobile devices.

Access to Information
The Internet gives students access to sites all over the world. ANTONIO Academy cannot completely control the information available to students. However, ANTONIO Academy will monitor the online activities of students and use content filtering software such as, but not limited to, iPrism software to provide Internet monitoring and content filtering. The filtering software is intended to allow valuable Internet content, while prohibiting access to obscene material, including pornographic and other content that is harmful to minors. Although it may be possible for a student to find inappropriate material, ANTONIO feels the educational benefit provided by the Internet outweighs any possible disadvantages. We encourage parents to talk with their students about sites and material, which the parents believe are inappropriate. ANTONIO cannot accept responsibility for enforcing specific parental restrictions that go beyond those imposed by the school.

Acceptable Uses
All Internet use by students at ANTONIO Academy must have an educational purpose and comply with student behavior guidelines. Acceptable uses for students include:
• Visiting websites or databases that pertain to classroom activities or lessons.
• Creating or maintaining school or individual web pages or conducting email communications, all under the direction of staff
• Using search engines to access information, websites, or pictures that pertain to classroom material or projects

Unacceptable Uses
The transmission of materials that violate state/federal law or ANTONIO policy is strictly prohibited. Unacceptable uses include, but are not limited to:
• Taking any actions that may disrupt the ANTONIO network; this includes knowingly introducing a virus and “hacking”
• Disclosing, using, or disseminating personal information about any minor on the ANTONIO Academy network
• Accessing threatening or obscene materials
• Using language that threatens another individual
• Violating copyright laws and/or clickable licensing agreements
• Accessing personal email accounts or other forms of direct electronic communication including chat rooms for non-educational purposes
• Using the name and password of another user
Date of this notice: 02-26-2013
Employer Identification Number: 46-2121984
Form: SS-4
Number of this notice: CP 575 A
For assistance you may call us at: 1-800-829-4933

IF YOU WRITE, ATTACH THE STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 46-2121984. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear off stub and return it to us.

Based on the information received from you or your representative, you must file the following form(s) by the date(s) shown.

Form 1120 09/15/2013

If you have questions about the form(s) or the due date(s) shown, you can call us at the phone number or write to us at the address shown at the top of this notice. If you need help in determining your annual accounting period (tax year), see Publication 538, Accounting Periods and Methods.

We assigned you a tax classification based on information obtained from you or your representative. It is not a legal determination of your tax classification, and is not binding on the IRS. If you want a legal determination of your tax classification, you may request a private letter ruling from the IRS under the guidelines in Revenue Procedure 2004-1, 2004-1 I.R.B. 1 (or superseding Revenue Procedure for the year at issue). Note: Certain tax classification elections can be requested by filing Form 8832, Entity Classification Election. See Form 8832 and its instructions for additional information.

IMPORTANT INFORMATION FOR S CORPORATION ELECTION:

If you intend to elect to file your return as a small business corporation, an election to file a Form 1120-S must be made within certain timeframes and the corporation must meet certain tests. All of this information is included in the instructions for Form 2553, Election by a Small Business Corporation.
If you have questions regarding the 2013 application process, please contact the Office of Charter Schools via email at officeofcharterschools@dpi.nc.gov.
Ariel Allen  
3707 Phillips Way West • Durham North Carolina 27713  
CELL (919) 824-3870 • E-MAIL m Ariel allen@aol.com.

EDUCATION

May 2008 North Carolina Central University Durham, N.C.  
MAJOR: ELEMENTARY EDUCATION WITH A CONCENTRATION IN ENGLISH

PROFESSIONAL EXPERIENCE

September 2010 – Present Vision House of Hope Worship Center Greensboro, NC  
Associate Pastor  
• serve in regular areas of pastoral ministry such as teaching, counseling, visitation as well as worship leadership  
• serve as a right hand to the senior pastor and assist in carrying out the ministry of the church  
• build relationships with members while ministering to their spiritual needs and obtaining help for their physical needs when needed  
• outreach to assimilate newcomers and visitors into the body of the church

July 2008 – June 2010 Oak Grove Elementary Durham, NC  
5th Grade Teacher  
• Demonstrate competency and professionalism in classroom management, communication skills, and leadership abilities  
• Prepare appropriate daily lesson plans for Core subjects  
• Administration of standardize Test  
• Attend weekly professional learning community meetings

December 2006- May 2007 Parkwood Elementary Durham, N.C  
Instructor of Math and Reading Remediation  
• Assisted students by implementing techniques to enhance math and reading skills.  
• Assigned supplemental material on computer program Destination Success.  
• Monitored and Assisted students in the use of technological supplements.

August 2006-January 2007 C.A Dillion Youth Development Center Butner, N.C.  
Substitute Teacher  
• Prepared daily lesson plans for Algebra 1, Pre-Algebra, and Middle School Math courses.  
• Introduced and taught new concepts to students.  
• Assessed and evaluated student’s progress.
EDUCATIONAL RESUME

Rosa Keech-Gibbs
P.O. Box 72
Belhaven, NC 27810
Telephone: Cell# (252) 402-3445  Wk. (919) 765-1140

Education:
University of Phoenix
MBA in Informatics

John Hopkins University
Certification Business Analysts Program
Washington, DC
Graduated Oct. 08

St. Augustine College
Bachelor of Science Degree in Organizational Management
Raleigh, NC
Graduated- GPA-3.4

Durham Technical Community College
Pharmacy Technology Program
Durham, NC
Graduated

Related courses: Introduction to pharmacology, Dispensing Medication, Medical Terminology, Chemistry and Physiology.

Additional Education:
Introduction to Business Object-2009
PowerMHS Test Automation Bench (TAB)-2008
NC Insurance License- March 2006

Durham Technical Community College
Business Administration (completed one year)

Blue Cross Blue Shield NC
Certificate Courses:
- Time Management
- Stress Management
- Pre-Supervisory Course

Leadership Mentor Program
Creedmoor, NC
Related Courses: Bringing out the best in others, The Winning Attitude, Developing the Leader within you, Understanding finance and Entrepreneurs.

Extra Curricula Activities
Dean of Academic Affairs at Mt. Gilead School of Ministry| Belhaven, NC
Board Member of Mt. Gilead Food Bank
Member of Success Dynamics Community Development Center (CDC)
Vanessa L. Spence
305 South Adams Street, Durham, N.C. 27703
(919) 672-0048

Objective: To develop, design, plan, and implement programs and curricula that educate, train, and empower education professionals to cultivate and stimulate positive outcomes in the lives of young children, their families, and communities.

Experience:

8/96 – Present
Durham Technical Community College
Early Childhood Education Instructor/Advisor
• Develop curriculum according to course objectives
• Develop, maintain, and teach early childhood online courses
• Promote positive child guidance techniques
• Train/educate prospective business owners according to the guidelines of the N.C. Division of Child Development
• Identify long-range goals and support of students career development
• Lecture and presentation
• Assessment and evaluation of students
• Work on committees to improve student retention and success
• Collaborate with community leaders to improve the quality of childcare
• Advise and direct the Association for the Education of Early Childhood
• Supervise ECE student interns
• Member of Board of Directors for NCCU Early Childhood Education

7/96 – 9/00
Healthy Start Academy
Kindergarten Teacher/Grade Chairperson
• Plan, evaluate, implement K-1 curriculum and program activities
• Promote the cognitive and social development of school-age children
• Develop concepts, resources, and methods for educating school-age children
• Develop and maintain effective teaching materials
• Member of the Board of Directors
• Supervision of faculty and staff

10/95 – 7/96
Durham Public Schools/Adia Personnel Services
Administrative Assistant, Southwest Transportation Dept.
• Disseminate vital information to allow smooth, safe student transfer
• Promote positive interactions with school officials and parents concerning student transportation
• Process payroll
Gladys Harris
3101 Guess Road Suite C Durham, North Carolina, 27705, 919-423-3215, attygh@aol.com

Professional Experience
Harris & Associates, PLLC, Durham, North Carolina
Attorney, February 2009 - Present
- Licensed to practice in North Carolina and U.S. District Court Middle District of North Carolina.
- Member of the North Carolina State Bar NCBA, George White Bar Association, and the Justice Advocacy League.
- Prepare legal briefs and opinions, and file appeals in state and federal courts of appeal.
- Evaluate findings and develop strategies and arguments in preparation for presentation of cases.
- Present and summarize cases to judges and juries.

Harris & Associates, PLLC, Durham, North Carolina
Legal Assistant, August 1999 - January 2009
- File pleadings with court clerk.
- Investigate facts and law of cases and search pertinent sources, such as public records, to determine causes of action and to prepare cases.
- Gather and analyze research data, such as statutes, decisions, and legal articles, codes, and documents.
- Prepare for trial by performing tasks such as organizing exhibits.

Choices Women's Medical Center, Long Island City, New York
Clinical Coordinator, March 1992 - July 1999
- Administrative responsibility for the nursing, medical support and quality improvement staff.
- Increased staff efficiency by 20%, decreased facility spending by 18%.
- Implemented training and quality improvement programs.
- Work with individuals, groups, and families to plan and implement programs designed to improve the overall health of communities.

Education
North Carolina School of Law, Durham, North Carolina,
Juris Doctor May 2004
- Served as Mentor for the Teen Court Program
- Served as the 2001-2002 Class Representative for the SBA
- Served as the 2002-2003 Vice President for the SBA
- Participated in Moot Court competitions
Laverne Rankins  
3204 Carver Road  
Rougemont, NC 27572  
(919) 768-2656 (c)

Highly focused and committed professional with a record of achievement in contributing to business success.

Seeking apply strong Problem solving skills  
In the law enforcement Field. Respond rapidly and appropriate to dynamic situations. Evaluate problems and make astute decisions to effect positive change.

Regarded for  
Committed work ethic  
And ability to interact effectively with people from diverse background. Strong interpersonal communication skills.

Technical Skill  
MS Office  
Access  
Excel  
Publisher

Work History  
Mechanics and Farmers Bank  
Security Officer Durham, NC May 2008 - present  
*Provide security, safety, and crowd control services to patrons during bank hours  
*Ensured security of employees during the counting of daily receipts.  
*Evaluate suspicious activity; maintained a safe operating environment for staff and patrons.

Tar Heel Linen  
*Operated hand-held computers to inventory and restock clean linen exchange carts. Insuring sufficient  
*Supervised and coordinated activities of workers engaged in storing linens and wearing apparel, assembling loads for DRIVER, SALES ROUTE, and maintained stock in linen supply establishments.  
*Assigned duties to workers.

Durham Regional Hospital  
*Maintained & restocked inventory  
*/Inventories articles in stock, such as table linens, bed sheets, towels, and uniforms, and confers with SUPERINTENDENT, LAUNDRY to request replacement of articles in short supply.

Education:  
Apex School of Theology, Durham, NC  
Chowan College, Murfreesboro, NC 1985

Extracurricular Activities:  
Overseer & Founder of United For Christ Church

References Available Upon Request
Bio of Dr. Franklin O. Hanes

Bishop Dr. Franklin Odell Hanes, formerly of Winston Salem, NC is the Pastor and Founder of The Greater Canaan Missionary Baptist Church located in Mebane, NC. He received Jesus Christ as his personal Lord and Savior in 1969. On September 15, 1970, he responded to the call of God on his life and began his ministry.

Bishop Hanes was ordained in November, 1973. He relocated to Durham, NC and accepted his 1st pastoral position at The Ambassador Cathedral Church. When his work there was completed, he became the Pastor of The Greater Zion Wall Baptist Church in 1982. He served as pastor there for 4 years. With the Lord directing his path, he moved on to become an Associate Minister at The Greater Joy Baptist Church, Durham, NC in 1991.

Having served on the ministerial staff at The Greater Joy Baptist Church for a year, Bishop Hanes accepted the call to pastor Kimes Chapel Baptist Church in Mebane, NC. He served there as pastor from 1992-1996. In March 1997, under the leading of the Holy Spirit, Bishop Hanes founded The Greater Canaan Missionary Baptist Church in Mebane, NC with 39 members. The Lord has prospered Bishop Hanes since founding The Greater Canaan Missionary Baptist Church. The membership continues to grow under his leadership. The Lord blessed him to lead the congregation in building a church in 2003 and completing a fellowship hall in 2008.

Bishop Hanes received the Bachelor of Theology degree in 2008 from the Apex School of Theology where he currently serves as the President of the Alumni Association and is a distinguished member of the Board of Trustees since January 2010. A well respected, God-fearing man of integrity, he was consecrated to the Office of Bishop in May, 2010. Bishop Hanes also received the Doctor of Divinity Degree from The Apex School of Theology in May of 2012. He is a profound preacher, teacher, and spiritual leader to many who delivers a powerful message which ministers to the young and old alike and has served as keynote speaker at many workshops and conferences on Ministry Leadership. He often shares his testimony of where God has brought him from which enables him to minister the Word of God with grace and compassion. He has labored intensely through ups and downs for what God is now doing in his life. He is full of God’s wisdom and is able to declare that wisdom through practical life application. Truly he is a friend and servant, not just to the body of Christ at Greater Canaan, but to any and all who call upon him for instruction, advice, counsel, leadership, training and assistance.

A family man who extends his hand and heart wherever there is a need, Bishop Dr. Hanes is a man who makes the necessary sacrifices for God, family, friends, yes and even enemies. The founder and CEO of Hanes Funeral Group, Durham, North Carolina, he is the youngest of 8 children born to the late Taree and late Ella Mae Hanes. He is married to the former Billie Douglas King of Durham, NC. Together, they have 2 sons, Franklin O. Hanes, II and Ryan Keith Hanes, 2 daughters, Ronetta Desiree King and Cassandra Janae King, and 5 grandchildren.
Appendix G:
Charter School Board Member Information Form

Note: To be completed individually by each proposed founding charter school board member. All forms must be signed by hand.

Serving on a public charter school board is a position of public trust and as a board member of a North Carolina public charter school; you are responsible for ensuring the quality of the school’s entire program, competent stewardship of public funds, and the school’s fulfillment of its public obligations and all terms of its charter.

As part of the application for a new charter school, the State Board of Education requests that each prospective board member respond individually to this questionnaire. Where narrative responses are required, brief responses are sufficient.

The purpose of this questionnaire is twofold: 1) to give application reviewers a clearer introduction to the applicant team behind each school proposal in advance of the applicant interview, in order to be better prepared for the interview; and 2) to encourage board members to reflect individually as well as collectively on their common mission, purposes, and obligations at the earliest stage of school development.

Background
1. Name of charter school on whose Board of Directors you intend to serve: Antonio Academy

2. Full name: Gladys Harris

Home Address:
Business Name and Address: Harris & Associates, PLLC 3105 Guess Rd Ste. C Durham, NC 27705
Telephone No.: 919-423-3215
E-mail address: attygh@aol.com


4. Have you previously served on a board of a school district, another charter school, a non-public school or any not-for-profit corporation?

No: ☒ Yes ☐

5. How were you recruited to join this Board of Directors? Why do you wish to serve on the board of the proposed charter school? Chairperson

6. What is your understanding of the appropriate role of a public charter school board member? I am interested in development of children for the future, I believe it is important to give back to your community. I owe my success to educators who cared about my education and pushed me to become an attorney.
7. Describe any previous experience you have that is relevant to serving on the charter school’s board (e.g., other board service). If you have not had previous experience of this nature, explain why you have the capability to be an effective board member. I taught Certified Nursing Assistants the theoretical and practical aspects of nursing care and served on numerous boards.

8. Describe the specific knowledge and experience that you would bring to the board. I believe I can bring my corporate knowledge of what companies are looking for future employment, access to professionals who can offer their expertise.

School Mission and Program

1. What is your understanding of the school’s mission and guiding beliefs?
   Antonio Academy mission is to provide a high-quality K-5 education that places each student on the path to readiness and closes achievement gaps.

2. What is your understanding of the school’s proposed educational program?
   Any K-5 student that meets criteria to a North Carolina Public School is qualified to apply at Antonio Academy.

3. What do you believe to be the characteristics of a successful school?
   I believe a successful school is one where the educators are passionate about their work and students. An environment that creates a safe and fulfilling learning atmosphere.

4. How will you know that the school is succeeding (or not) in its mission? I will know by the number of students enrolled in the programs, testing scores, engagement from the community and best educations wanting to be affiliated with the school.

Governance

1. Describe the role that the board will play in the school’s operation. The board is accountable for the governance of the policies and procedures, making sure the mission of the school are met.

2. How will you know if the school is successful at the end of the first year of operation? Improvement of baseline testing scores and request for additional enrollment for year 2

3. How will you know at the end of five years of the schools is successful? When achievement scores are above average, waiting list for students wanting to enrolled in the school students enjoy being at the school, positive media press, school seen at it’s best.

4. What specific steps do you think the charter school board will need to take to ensure that the school is successful? Establish rigorous milestones; learn what has worked at other

5. How would you handle a situation in which you believe one or more members of the school’s board were acting unethically or not in the best interests of the school? Successful school, ensure students are in a learning environment, invite community leaders in to participate in programs exposing children to all types of programs.

*Please include a one page resume with your Information Form
Certification

I, Gladys Harris, certify to the best of my knowledge and ability that the information I am providing to the North Carolina State Board of Education as a prospective board member for Antonio Academy Charter School is true and correct in every respect.

Signature  
Gladys Harris

Date  
11/22/13
Appendix G:
Charter School Board Member Information Form

Note: To be completed individually by each proposed founding charter school board member. All forms must be signed by hand.

Serving on a public charter school board is a position of public trust and as a board member of a North Carolina public charter school; you are responsible for ensuring the quality of the school’s entire program, competent stewardship of public funds, and the school’s fulfillment of its public obligations and all terms of its charter.

As part of the application for a new charter school, the State Board of Education requests that each prospective board member respond individually to this questionnaire. Where narrative responses are required, brief responses are sufficient.

The purpose of this questionnaire is twofold: 1) to give application reviewers a clearer introduction to the applicant team behind each school proposal in advance of the applicant interview, in order to be better prepared for the interview; and 2) to encourage board members to reflect individually as well as collectively on their common mission, purposes, and obligations at the earliest stage of school development.

Background
1. Name of charter school on whose Board of Directors you intend to serve:

2. Full name: Franklin O. Hanes

Home Address: 4412 Holloman Rd, Durham, NC 27703
Business Name and Address: Hanes Funeral Services 460 South Driver St, Durham, NC 27703
Telephone No.: 919-956-9968
E-mail address: fohrev@yahoo.com

3. Brief educational and employment history. Bachelor of Theology, Apex School of Theology

4. Have you previously served on a board of a school district, another charter school, a non-public school or any not-for-profit corporation?

   No: □ Yes: X

5. How were you recruited to join this Board of Directors? Why do you wish to serve on the board of the proposed charter school? I believe that everyone can learn, we just have to figure out how to teach them.

6. What is your understanding of the appropriate role of a public charter school board member? As a board member help all students succeed in implementing it's mission.
7. Describe any previous experience you have that is relevant to serving on the charter school’s board (e.g., other board service). If you have not had previous experience of this nature, explain why you have the capability to be an effective board member. My passion and love to serve others qualifies me. I serve inside and outside the community.

8. Describe the specific knowledge and experience that you would bring to the board. I’m a mentor for many in my business and at the Apex School of Theology.

School Mission and Program

1. What is your understanding of the school’s mission and guiding beliefs? The mission to prepare the students to be critical thinkers.

2. What is your understanding of the school’s proposed educational program? The proposed educational program will give students in grades K-5 the opportunity to engage in project based learning.

3. What do you believe to be the characteristics of a successful school? The successful school educate the whole child by providing a safe, supportive and nurturing environment that promotes student success.

4. How will you know that the school is succeeding (or not) in its mission? Monitoring and evaluations measures will be in place to determine the success of the students.

Governance

1. Describe the role that the board will play in the school’s operation. To ensure that the school is meeting its missions.

2. How will you know if the school is successful at the end of the first year of operation? The measures in place will allow us to engage in the students success.

3. How will you know at the end of five years of the schools is successful? Yearly goals, timelines and long term goals will be reviewed and evaluated.

4. What specific steps do you think the charter school board will need to take to ensure that the school is successful? Data collected will measure parent & Community involvement, student assessment, teacher evaulations, enrollment and fiscal management.

5. How would you handle a situation in which you believe one or more members of the school’s board were acting unethically or not in the best interests of the school? Assurances and polices governing behavior and actions of all stakeholders will be in place.

*Please include a one page resume with your Information Form
Certification

I, Franklin O. Hanes, certify to the best of my knowledge and ability that the information I am providing to the North Carolina State Board of Education as a prospective board member for Antonio Academy Charter School is true and correct in every respect.

Signature
Date
Appendix G:

Charter School Board Member Information Form

Note: To be completed individually by each proposed founding charter school board member. All forms must be signed by hand.

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As part of the application for a new charter school, the State Board of Education requests that each prospective board member respond individually to this questionnaire. Where narrative responses are required, brief responses are sufficient.

The purpose of this questionnaire is twofold: 1) to give application reviewers a clearer introduction to the applicant team behind each school proposal in advance of the applicant interview, in order to be better prepared for the interview; and 2) to encourage board members to reflect individually as well as collectively on their common mission, purposes, and obligations at the earliest stage of school development.

Background
1. Name of charter school on whose Board of Directors you intend to serve: Antonio Academy

2. Full name: Ariel Allen

Home Address: 3737 Phillip Way West, Durham, NC 27713
Business Name and Address: Durham Public Schools, 511 Cleveland St, Durham, NC 27707
Telephone No.: 919-824-3870
E-mail address: mrarielallen@aol.com

3. Brief educational and employment history. Elementary Education concentration in English English teacher at Durham Public Schools. Worked as director of 21st Century Community Learning Center and worked closely in partnership at the District level.

4. Have you previously served on a board of a school district, another charter school, a non-public school or any not-for-profit corporation?

   No: □   Yes: X

5. How were you recruited to join this Board of Directors? Why do you wish to serve on the board of the proposed charter school? I believe serving on Antonio Academy board help make a difference in a child life.

6. What is your understanding of the appropriate role of a public charter school board member? The board maintains the integrity of the idea of the organization, while managing the operation of the organization.
7. Describe any previous experience you have that is relevant to serving on the charter school’s board (e.g., other board service). If you have not had previous experience of this nature, explain why you have the capability to be an effective board member.

8. Describe the specific knowledge and experience that you would bring to the board. I have attended sessions of the 21st Century Community Learning Center. I have a passion to help help students succeed.

School Mission and Program

1. What is your understanding of the school’s mission and guiding beliefs? My understanding is every child is unique and can learn. Strong teachers, leadership, and community involvement plays a big in a child’s success.

2. What is your understanding of the school’s proposed educational program? The proposed educational plan will differ from the existing LEA plan. We will challenge our students in uncommon and innovative ways.

3. What do you believe to be the characteristics of a successful school? Students willing to learn, BUsiness and community involvement, parental support, and passionate teachers.

4. How will you know that the school is succeeding (or not) in its mission? As a board member I will ensure that the members collect data in many areas to constantly improve the growth of the students and the teachers while focusing on the key components of the mission.

Governance

1. Describe the role that the board will play in the school’s operation. Uphold the mission and the success of the students

2. How will you know if the school is successful at the end of the first year of operation? The board will make sure the Diagnostic Assessment of Reading will be implemented to all incoming students to assess reading skills and help guide instruction and support.

3. How will you know at the end of five years of the school’s is successful? The board will review the annual gains of student’s progress based on the annual administered Iowa Test of Basic Skills.

4. What specific steps do you think the charter school board will need to take to ensure that the school is successful? The board needs to measure the growth of the teachers and the impact on the students and their achievement.

5. How would you handle a situation in which you believe one or more members of the school’s board were acting unethically or not in the best interests of the school?

*Please include a one page resume with your Information Form
Certification

I, Ariel Allen, certify to the best of my knowledge and ability that the information I am providing to the North Carolina State Board of Education as a prospective board member for Antonio Academy Charter School is true and correct in every respect.

Signature

Date
Appendix G:

Charter School Board Member Information Form

Note: To be completed individually by each proposed founding charter school board member. All forms must be signed by hand.

Serving on a public charter school board is a position of public trust and as a board member of a North Carolina public charter school; you are responsible for ensuring the quality of the school’s entire program, competent stewardship of public funds, and the school’s fulfillment of its public obligations and all terms of its charter.

As part of the application for a new charter school, the State Board of Education requests that each prospective board member respond individually to this questionnaire. Where narrative responses are required, brief responses are sufficient.

The purpose of this questionnaire is twofold: 1) to give application reviewers a clearer introduction to the applicant team behind each school proposal in advance of the applicant interview, in order to be better prepared for the interview; and 2) to encourage board members to reflect individually as well as collectively on their common mission, purposes, and obligations at the earliest stage of school development.

Background
1. Name of charter school on whose Board of Directors you intend to serve: Antonio Academy

2. Full name: Rosa Gibbs

Home Address: PO Box 72, BellHaven NC 27810
Business Name and Address: Blue Cross/Blue Shield of NC, PO Box 2291, Durham, NC 27702
Telephone No.: 252-9646457
E-mail address: rosa.gibbs@yahoo.com


4. Have you previously served on a board of a school district, another charter school, a non-public school or any not-for-profit corporation?

No: ☐  Yes: [x]

5. How were you recruited to join this Board of Directors? Why do you wish to serve on the board of the proposed charter school? I have worked with RAM Organization with their 21st Century & SES afterschool program as their Financial officer.

6. What is your understanding of the appropriate role of a public charter school board member?
   To assist with managing the affairs of the charter school.
7. Describe any previous experience you have that is relevant to serving on the charter school’s board (e.g., other board service). If you have not had previous experience of this nature, explain why you have the capability to be an effective board member. I have genuine concern regarding the education of our youth and want to help make sure they are prepared to compete with peers from all walks of life.

8. Describe the specific knowledge and experience that you would bring to the board. I have worked with budgets and financial in the education field.

**School Mission and Program**

1. What is your understanding of the school’s mission and guiding beliefs? The mission is to help students be prepared to function in today’s society and become productive citizens.

2. What is your understanding of the school’s proposed educational program? It will offer Core based activities along with innovative science and math curriculum.

3. What do you believe to be the characteristics of a successful school? Strong leaders and teachers, community involvement, accountability with measurable results.

4. How will you know that the school is succeeding (or not) in its mission? The school will measure the growth of the teacher’s impact on the students achievement.

**Governance**

1. Describe the role that the board will play in the school’s operation. To make decisions and set policies for the organization and oversee its operations to make sure school is running effectively.

2. How will you know if the school is successful at the end of the first year of operation? Through the assessment of the students and teachers progress, growth, and community involvement.

3. How will you know at the end of five years of the schools is successful? Through the students academic achievement.

4. What specific steps do you think the charter school board will need to take to ensure that the school is successful? Parent involvement and continual evaluation of students progress.

5. How would you handle a situation in which you believe one or more members of the school’s board were acting unethically or not in the best interests of the school? Bring it before the board for discussion.

*Please include a one page resume with your Information Form*
Certification
I, Rosa Gibbs, certify to the best of my knowledge and ability that the information I am providing to the North Carolina State Board of Education as a prospective board member for Antonio Academy Charter School is true and correct in every respect.

Signature
Date
Appendix G

Charter School Board Member Information Form

Note: To be completed individually by each proposed founding charter school board member. All forms must be signed by hand.

Serving on a public charter school board is a position of public trust and as a board member of a North Carolina public charter school, you are responsible for ensuring the quality of the school’s entire program, competent stewardship of public funds, and the school’s fulfillment of its public obligations and all terms of its charter.

As part of the application for a new charter school, the State Board of Education requests that each prospective board member respond individually to this questionnaire. Where narrative responses are required, brief responses are sufficient.

The purpose of this questionnaire is twofold: 1) to give application reviewers a clearer introduction to the applicant team behind each school proposal in advance of the applicant interview, in order to be better prepared for the interview; and 2) to encourage board members to reflect individually as well as collectively on their common mission, purposes, and obligations at the earliest stage of school development.

Background
1. Name of charter school on whose Board of Directors you intend to serve: Antonio Academy

2. Full name: Vanessa L. Spence
   Home Address: 305 S. Adams St., Durham, N.C. 27703
   Business Name and Address: 1637 Lawson St., Durham, N.C. 27703
   Telephone No.: (919) 672-0048
   E-mail address: spencev@durhamtech.edu

3. Brief educational and employment history.
   Degree in early education / over 25 years experience

4. Have you previously served on a board of a school district, another charter school, a non-public school or any not-for-profit corporation?
   No: □ Yes: X

5. How were you recruited to join this Board of Directors? Why do you wish to serve on the board of the proposed charter school?
   I was recruited by founding member. It is my goal to serve on the board to help educate children.

6. What is your understanding of the appropriate role of a public charter school board member?
   To uphold the school mission and set policies and procedures.

7. Describe any previous experience you have that is relevant to serving on the charter school’s board (e.g., other board service). If you have not had previous experience of this nature, explain why you have the capability to be an effective board member.
   I have made the endeavor to educate young children in the least restricted environment my life long goal.

8. Describe the specific knowledge and experience that you would bring to the board.
   To share my knowledge and experience to help the school successfully carry out its mission.
School Mission and Program

1. What is your understanding of the school's mission and guiding beliefs? To educate children in a safe and nurturing environment that will be conclusive to their success.

2. What is your understanding of the school's proposed educational program? To provide a quality program for students K-5.

3. What do you believe to be the characteristics of a successful school? I believe that a successful school has a team of educators and administrators with the same goals in mind for each student.

4. How will you know that the school is succeeding (or not) in its mission? I will know that the school is succeeding when students are successful learners.

Governance

1. Describe the role that the board will play in the school's operation. The board will govern and oversee all procedures and uphold policies.

2. How will you know if the school is successful at the end of the first year of operation? I will know if the school is successful through measurements of student success.

3. How will you know at the end of five years of the school is successful? Continue to monitor student success.

4. What specific steps do you think the charter school board will need to take to ensure that the school is successful? Hire committed and qualified staff.

5. How would you handle a situation in which you believe one or more members of the school's board were acting unethically or not in the best interests of the school? Gather specific information pertaining facts and disposal.

*Please include a one page resume with your Information Form

Certification

I, Vanessa L. Spence, certify to the best of my knowledge and ability that the information I am providing to the North Carolina State Board of Education as a prospective board member for Antonio Academy Charter School is true and correct in every respect.

Vanessa L. Spence
Signature
Date 7/16/13
Appendix E:

Charter School Board Member Information Form

Note: To be completed individually by each proposed founding charter school board member. All forms must be signed by hand.

Serving on a public charter school board is a position of public trust and as a board member of a North Carolina public charter school; you are responsible for ensuring the quality of the school’s entire program, competent stewardship of public funds, and the school’s fulfillment of its public obligations and all terms of its charter.

As part of the application for a new charter school, the State Board of Education requests that each prospective board member respond individually to this questionnaire. Where narrative responses are required, brief responses are sufficient.

The purpose of this questionnaire is twofold: 1) to give application reviewers a clearer introduction to the applicant team behind each school proposal in advance of the applicant interview, in order to be better prepared for the interview; and 2) to encourage board members to reflect individually as well as collectively on their common mission, purposes, and obligations at the earliest stage of school development.

Background

1. Name of charter school on whose Board of Directors you intend to serve: ANTONIO ACADEMY

2. Full name: Levarne Rankins

Home Address: 3204 Covr Rd, Rougemont, NC 27572
Business Name and Address: United For Christ Outreach Min. Inc.
Telephone No.: 919-768-2656 1802 Wycliff Ave.
E-mail address: lrankins@oz.net 220@com

3. Brief educational and employment history. NC. Westlynn

4. Have you previously served on a board of a school district, another charter school, a non-public school or any not-for-profit corporation?

   No: ☑   Yes: □

5. How were you recruited to join this Board of Directors? Why do you wish to serve on the board of the proposed charter school? No. To help build and educate our youth for the future.

6. What is your understanding of the appropriate role of a public charter school board member?

   To uphold the charter mission & policies
7. Describe any previous experience you have that is relevant to serving on the charter school's board (e.g., other board service). If you have not had previous experience of this nature, explain why you have the capability to be an effective board member. I believe I can bring some good ideas and help to move this school in the direction it wishes to go.

8. Describe the specific knowledge and experience that you would bring to the board.

School Mission and Program

1. What is your understanding of the school's mission and guiding beliefs?
   To help educate and prepare students for the future.

2. What is your understanding of the school's proposed educational program?
   The school's educational program is a great program to help build the minds of students.

3. What do you believe to be the characteristics of a successful school?
   Everyone is performing grade level and above.

4. How will you know that the school is succeeding (or not) in its mission?
   By having constant evaluation on the progress of the student.

Governance

1. Describe the role that the board will play in the school's operation.
   To uphold the policies of the board and school.

2. How will you know if the school is successful at the end of the first year of operation?
   Evaluate progress.

3. How will you know at the end of five years of the schools is successful?
   Compare records and evaluation.

4. What specific steps do you think the charter school board will need to take to ensure that the school is successful? To really pay close attention to what is going on in the school.

5. How would you handle a situation in which you believe one or more members of the school's board were acting unethically or not in the best interests of the school?
   I would talk to them and give them a warning for the first offense and then termination.

*Please include a one page resume with your Information Form*
Certification
I, [Name], certify to the best of my knowledge and ability that the information I am providing to the North Carolina State Board of Education as a prospective board member for [Charter School Name] Charter School is true and correct in every respect.

Signature [Signature]
Date [Date]
Bylaws of Antonio Academy, Inc.

Article I. – Name and Purpose

Section 1: The name of the Corporation shall be **Antonio Academy Inc.** and the principle office of the Corporation shall be located at such place in the County of Durham and State of North Carolina as the Directors may determine from time to time.

Section 2: The Corporation is organized exclusively for the charitable, educational and research purposes within the meaning of Sections 501 (c) (3) of the Internal Revenue Code of 1986 and as the same may hereafter be amended and (the “Code”) including the making of distributions directly in support of such purposes or the making of distributions to organizations that qualify as exempt organization under Section 501 (c) (3) of the Code. References to Sections of the Code shall be constructed to include corresponding sections of any future federal tax code.

Section 3: The function and purpose of Antonio Academy Inc. a Non-Profit organization is to inspire and give students a comprehensive, high-quality learning experience. Improve student learning, increase learning opportunities for all students, with special emphasis on expanded learning experiences for students who has been identified as at risk of academic failure or academically gifted. Lastly, focusing and encouraging the use of different and innovative teaching methods in a 21st Century standard museum learning experience. This corporation is organized exclusive for educational, charitable and research purposes.

Section 4: Definition of terms: Corporation or Organizations is referring to **Antonio Academy Inc.**

Article II. – Membership

Section 1: Membership currently shall consist only of the members of the Board of Directors.

Article III. Meeting of the Board of Directors

Section 1: **Annual Meeting.** The date of the regular annual meeting shall be set by the Board of Directors who shall also set the time and place.

Section 2: **Regular Meeting.** Regular meetings of the Board of Directors shall be held with or without other notice than these bylaws on every other month basis at its main office or other designated place. If there is no business to be conducted at a regular meeting of the Board of Directors, the President, CEO, or Chairman of the Board may cancel the regular meetings by giving at least 24-hours prior to telephonic or email notice of such cancellation to each of the Board of Directors. The Board of Directors may provide, by resolution, the time and place, within the State of North Carolina for the holding of regular meeting without other notice than such resolution. At which conference calls or other media that is readily available will do time meeting for other location(s) out of state.

Section 3: **Special Meetings.** Special meetings of the Board of Directors may be called by or at the request of any officer, or at least two Directors. The persons or persons authorized to call special meeting of the Board of Directors may fix any place, either within or without the State of North Carolina, as the place for holding any special meeting of the Board of Directors as called by them. The Chair or the Executive Committee may call special meetings.
Section 4: Notice. Notice of any special meeting of the Board of Directors shall be given at least five (5) days previously thereto by written notice mailed or emailed to each Director at the Director’s address.

Section 5: Quorum. At any meeting of the Board of Directors of the Corporation shall the presence of a majority of the Directors in person shall constitute a quorum of the transaction of business but a lesser number (not less than two (2)) may adjourn any meeting and the meeting may be held as adjourned without further notice.

Section 6: Manner of Acting. The act of the majority of the Directors present at a meeting at which quorum is present shall be the act of the full Board of Directors, except as provided by law or these By-laws.

Section 7: Participation by Telephone. Any one or more members of the Board may participate in a meeting of the Board by means of a conference call (by telephone or similar communications equipment) allowing all persons participating in the meeting to hear each other at the same time. Participation by such means shall constitute presence in person at the meeting.

Section 8: Removal of Directors. A Director(s) of the Corporation may be removed by a majority vote of all the Directors at any special meeting of the Directors call for the specific purpose of removing such Director.

Section 9: Rules of Order. Roberts Rules of Order shall govern all questions of parliamentary procedure, which are not specifically covered by provisions of these By-Laws.
Section 8. Secretary. The Secretary shall be a member of the Board and shall be responsible for:
(a) keeping the minutes of the Board meetings; and (b) seeing that all notices are duly given in accordance with the provisions of these Bylaws or as required by law. The Secretary shall have general charge of the corporate books and records. The Secretary shall sign such instruments as may require the signature of the Secretary and in general shall perform all duties incident to the office of Secretary and other duties as from time to time may be assigned to the Secretary by the President or the Board.

Section 9. Treasurer. The Treasurer shall be a member of the Board and shall:
(a) have charge and custody of and be responsible for all funds and securities of the School;
(b) keep accurate books and records of receipts and disbursements;
(c) deposit all moneys and securities received by the Corporation in such banks, trust companies or other depositories as shall be selected by the Board; and
(d) see that all required corporate filings are made. The Treasurer shall, in general, perform all duties incident to the office of Treasurer and such other duties as from time to time may be assigned to the Treasurer by the President or by the Board.

Section 10. Assistant Secretaries. Each Assistant Secretary shall have such powers and perform such duties as may be assigned by the Board, and the Assistant Secretaries shall exercise the powers of the Secretary during that Officer's absence or inability to act.

Section 11. Assistant Treasurers. Each Assistant Treasurer shall have such powers and perform such duties as may be assigned by the Board, and the Assistant Treasurers shall exercise the powers of the Treasurer during that Officer's absence or inability to act.

Section 12. Compensation. Officers, who are Directors, may not be compensated for their services as Officers. By resolution of the Board, Officers may be reimbursed for reasonable expenses incident to their duties in accordance with applicable law.

Welcome and training new Board members?

A proper welcome and training will help new members:

- Take on their roles in the organization both quickly and comfortably.
- Feel more connected to one another.
- Feel more connected to the organization.
- Better understand their role on the Board -- why they were asked to join, and what is expected of them as members.
- Operate from the same "script" -- that is, to understand the vision, mission, and their roles in the organization in the same way.
- Feel more motivated to do a better job.

The training of new board members will depend on how often the board meet, and how often new members join the Board. The Boards find that holding an official orientation session once a year, either before a regular meeting or during the board's annual retreat. However, the board will have a certain time of year in which it recruits new members; this meeting will be held immediately after new members have been recruited. Recruitment can take place both more casually and more often than the way we are focusing on in this section. For example, in some cases "orientation" might be a dinner or meeting with just the Board President and a welcome as a brief agenda item during a regular meeting; and/or orientation might take place informally with a mentor for the new member.

Article IX – Contracts, Funds, Gifts, Checks and Deposits

Section 1: Contracts. The Board of Directors and that, which is duly authorized in these By-laws, may authorize any officer or officers, agent or agents to enter into any contract or execute and deliver any instrument in the name of and behalf of the organization and such authority may be general or confined to specific
Section 2: **Checks, Drafts, or Orders.** All checks, drafts, or other orders for the payment of money, notes, or other evidences of the indebtedness issued in the name of the Corporation, shall be signed by at least two (2) officers of the organization and in such manner as shall from time to time be determined by resolution of the Board of Directors. In the absence of such determination by the Board of Directors, the Treasurer, President, or Chairman of the Board of Directors may sign such instruments.

Section 3: **Deposits.** All funds of the corporation not otherwise employed shall be deposited from time to time to the credit of the organization in such banks, trust companies, or other depositories as the Board of Directors may select.

Section 4: **Gifts.** The Board of Directors may accept on the behalf of the organization any contribution, gift, bequest or devise for any purpose of the organization.

**Article X – Indemnification of Board of Directors and Officers**

Section 1: **Power to Indemnify in Actions, Suits, or Proceedings.**
The Organization shall indemnify a person, who was or is a party or is threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of the Organization by reason of the fact that such person is or was a director or officer of the Corporation, against expenses (including reasonable attorney fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by such person in connection with such action, suit or proceeding to the extent provided by the provisions of the State of North Carolina, as such act shall be amended from time to time.

Section 2: **Insurance.** The Organization may purchase and maintain insurance on behalf of any person who is or was a Board of Director or officer of the Organization. Against liability asserted against such person and incurred by such person in any such capacity, or arising out of such person’s status, whether or not the Corporation would have power or the obligation to indemnify herself against such liability under the provisions of this Article XIII.

**Article XI. – Fiscal Year**
The fiscal year of the Corporation shall be the period beginning January and ending December 31 of each year.

**Article XII - Seal**
The Board of Directors may provide a seal, but the lack of a seal on organizational documents shall not affect the validity of any document properly executed on behalf of the organization.

**Article XIII. Dissolution**
The Corporation may be dissolved only upon compliance with one of the following conditions:

(a) One or more public agencies assuming all duties and responsibilities of the Corporation

(b) Merger or consolidation with a similar non-profit corporation to carry out the duties and responsibilities of the Corporation including the specific financial accounts as required by the By-Laws and/or the Declaration.

(c) Upon compliance with the above requirements, the Corporation may be dissolved with the assent given in writing and signed by not less than two-thirds (2/3) of the Directors.
Upon the dissolution of this Corporation, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the District Court of the county in which the principal office of the Corporation is then located, exclusively for such purposes or to such Corporation or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

DISPOSAL OF ASSETS AND PAYMENT TO CREDITORS: Creditors will be paid from the assets of the Antonio Academy, Inc., in the event that funds and other assets are insufficient to pay creditors, agreements will be reached with creditors or the North Carolina bankruptcy laws will govern the financial outcome. In the event and to the extent that remaining funds and assets exceed existing debt, assets shall be divided among GFA Ministries.

TRANSFERRING OF STUDENT RECORDS: Student records shall be transferred to the home district, the private school or the home school of the student according to parental request.

Article XIII amendments

These By-Laws may be altered, amended, or repealed, in whole or in part, or new By-Laws may be adopted by the Board of Directors of the Corporation, provided, however, that notice of such alteration, amendment, repeal, or adoption of new By-laws be contained in the notice of such meeting of the Board of Directors. At such amendments must be approved by an affirmative vote of a majority of the entire Board of Directors then in office at a duly noticed regular or special meeting of the Board of Directors. These By-laws were approve at a meeting of the Board of Directors on Antonio Academy Inc. on this 18th day of February 2013

Board of Directors/Officers

Chairperson of the Board
The chair is the chief officer of Antonio Academy. The Board of Directors elects a chair each year. The chair is the official representative of the organization and presides over all meetings of the Board and Executive Committee. The chairperson serves a two-year term.

Chairperson of the Board responsibilities:
- Oversees Board and Executive Committee meetings
- Attends Annual Luncheon & Meeting, Gala, and all major AA events
- Strengthens organizational unity, fosters respect for organizational history and ensures effective succession planning
- Encourages the Board’s Role in strategic planning
- Monitors financial planning and financial reports
- Plays a leading role in fundraising activities, makes fundraising solicitation calls and serves as an example to other Board members by making financial contributions at a leadership level
- Has a familiarity with city government, policies and relevant issues related to AA’s mission
- Fosters and protects a safe environment for open communication and inquiry; ensures due process; guides and mediates Board actions
- Monitors financial planning and financial reports
• Works in partnership with the executive director to make sure board resolutions are carried out and the organization’s mission is achieved; discusses issues confronting the organization with the executive director, reviews with the executive director any issues of concern to the Board
• Calls special meetings if necessary
• Appoints committee chairs and, with the executive director, makes recommendations for committee members
• Confers with AA staff to prepare agendas for Board and Executive Committee meetings
• Assists executive director in conducting new board member orientation
• Oversees searches for new management if necessary
Vice Chairperson of the Board
The vice chairperson assists in conducting the affairs of the organization. The Board of Directors elects someone to this position each year for a one-year term. The Vice Chair is an aide and alternate to the chairperson. The AA Vice Chair shall assume all the duties and responsibilities of the Chairperson when the chairman is absent from a meeting. If the Chairperson for whatever reason is no longer able or willing to serve as Chairperson, then the Vice Chair becomes Chairperson.

Vice Chairperson of the Board responsibilities:
- Attends all board meeting
- Serves on the executive committee
- Carries out special assignments, as requested by the board chairperson
- Understands the responsibilities of the board chairperson and is able to perform these duties in the chairperson’s absence or inability to act
- Participates as a vital member of the board leadership team

Secretary of the Board
The secretary ensures that records are maintained for the proceedings of all Board, executive, and business meetings of the organization. The Board of Directors elects someone to this position each year for a one-year term.

Secretary of the Board responsibilities:
- Attends all board meetings
- Serves on the executive committee
- Maintains all official board records and ensures their accuracy and safety
- Reviews Boards and executive committee minutes and provides copies of minutes to the Board and committees prior to each meeting
- Assumes responsibilities of the chairperson in the absence of the chairperson, and first and second vice chairperson
- Provides notice of meetings of the Board and/or for committees and to the membership when such notice is required
- Notifies committee chairperson when annual reports are due
- Compiles election results
- Is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings

Treasurer of the Board
The treasurer manages the financial affairs of the organization. The Board of Directors elects someone to this position each year for a one-year term.

Treasurer of the Board responsibilities:
- Has a thorough knowledge of the organization and a personal commitment to its goals and objectives
- Understands financial accounting for nonprofit organizations
- Serves as a financial officer of the organization and chairperson of the finance committee
- Attends all Finance Committee meetings and manages, with the finance committee, the board’s review of the action related to the board’s financial responsibilities
- Works with the executive director and the staff to ensure that appropriate financial statements are made available to the board and executive committee on a timely basis
- Assists the executive director or the staff in preparing the annual budget and presenting the budget to the board for approval
- Reviews the annual audit and answers board members’ questions about the audit
- Oversees the organization’s banking accounts
- In conjunction with other officers and with staff assistance, pays all bills, signs all checks, and oversees additional transactions
- Monitors the budget

Board Members
The Board of Directors is the governing body of the Antonio Academy, responsible for and actively engaged in providing the organization with fiduciary oversight, strategic leadership and vision. The Board represents the entire membership and is elected by said membership. Per the by-laws, no more than 9 and no less than 5 people can serve on the Board of Directors. Each Board member serves a two year term. Board terms are staggered. The Board elects the Executive Committee and officers.

Advisory Committee
The Advisory Committee will be comprised of professional educators, as well as other individuals with interest and experience in teaching adolescents. AA will include, for example, retired teachers, local business leaders, parents, and others interested in education, broadly defined. The Committee will provide a forum for educators and other individuals with relevant expertise to work with the school’s principal and faculty to develop and continually improve the School’s curriculum. The Committee also will include at least one person with expertise in meeting the needs of exceptional children.

Student Government
An active student government in which students are meaningfully involved in real decisions affecting their school will be one of the School’s most innovative features. Students will participate in leadership sessions in which students can learn and practice essential citizenship skills, respect for human dignity, and the value of the democratic process. They provide students with effective forums for advocating new ideas and initiating school improvements. Effective student governments also provide a platform for the orderly expression of conflicting viewpoints and procedures for resolving conflicts when students disagree with policies and decisions that affect their lives.” The North Carolina legislature endorsed this view in 2003 by enacting a law
encouraging all high schools and middle schools to have elected student councils “through which students have input into policies and decisions that affect them.” The law further provides that “The purpose of these student councils is to build civic skills and attitudes such as participation in elections, discussion and debate of issues, and collaborative decision making. Schools shall encourage active, broad-based participation in these student councils.” A close connection between the School and the surrounding community is central to our mission of helping young people develop into competent and active citizens. The student government will serve as a community engagement committee and leadership development tool. Student government will be responsible for selecting, organizing and executing regular community service events for the school. The student government will be comprised of elected student leaders as well as parent and school volunteers to assist and supervise the student government.
NORTH CAROLINA
Department of the Secretary of State

To all whom these presents shall come, Greetings:

I, Elaine F. Marshall, Secretary of State of the State of North Carolina, do hereby certify the following and hereto attached to be a true copy of

ARTICLES OF INCORPORATION

OF

ANTONIO ACADEMY

the original of which was filed in this office on the 18th day of February, 2013.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal at the City of Raleigh, this 18th day of February, 2013.

Elaine F. Marshall
Secretary of State
State of North Carolina
Department of the Secretary of State

ARTICLES OF INCORPORATION
NONPROFIT CORPORATION

Pursuant to §55A-2-02 of the General Statutes of North Carolina, the undersigned corporation does hereby submit these Articles of Incorporation for the purpose of forming a nonprofit corporation.

1. The name of the corporation is: Antonio Academy

2. ________ (Check only if applicable.) The corporation is a charitable or religious corporation as defined in NCGS §55A-1-40(4).

3. The street address and county of the initial registered office of the corporation is:
   Number and Street: 302 S. Driver St
   City, State, Zip Code: Durham, NC 27703
   County: Durham

4. The mailing address if different from the street address of the initial registered office is:
   P. O. Box 20154 Durham, NC 27703

5. The name of the initial registered agent is:
   Greater Full Assurance Faith Outreach Ministries, Inc.

6. The name and address of each incorporator is as follows: Joseph Ivey, 302 S. Driver St, Durham, NC 27703
   Cathy Miles 2739 Marlin Dr, Durham, NC 27703
   Ann Hunter-Paschall 2406 D-2 Carmella St, Durham, NC 27705

7. (Check either a or b below.)
   a. ___ The corporation will have members.
   b. ✓ The corporation will not have members.

8. Attached are provisions regarding the distribution of the corporation's assets upon its dissolution.

9. Any other provisions which the corporation elects to include are attached.

10. The street address and county of the principal office of the corporation is:
    Number and Street: 302 S. Driver St
    City, State, Zip Code: Durham, NC 27703
    County: Durham

11. The mailing address if different from the street address of the principal office is:

Revised January 2000

CORPORATIONS DIVISION           P. O. BOX 29622
RALEIGH, NC 27626-0622

Form N-01

Certification# C201303600823-1  Reference# C201303600823- Page: 2 of 4
12. These articles will be effective upon filing, unless a later time and/or date is specified:

This is the __28__ day of __Feb__ 2013

[Signature]
Joseph Ivey, Founder

Type or print Incorporator's name and title, if any.

NOTES:
1. Filing fee is $50. This document must be filed with the Secretary of State.

Revised January 2000

CORPORATIONS DIVISION
P. O. BOX 29622

RALEIGH, NC 27626-0622

Form N-01
ARTICLE VIII
DISSOLUTION

The Corporation may be dissolved only upon compliance with one of the following conditions:

(a) One or more public agencies assuming all duties and responsibilities of the Corporation; or,

(b) Merger or consolidation with a similar non-profit corporation to carry out the duties and responsibilities of the Corporation including the specific financial accounts as required by the By-Laws and/or the Declaration.

(c) Upon compliance with the above requirements, the Corporation may be dissolved with the assent given in writing and signed by not less than two-thirds (2/3) of the Directors.

Upon the dissolution of this Corporation, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the District Court of the county in which the principal office of the Corporation is then located, exclusively for such purposes or to such Corporation or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

DISPOSAL OF ASSETS AND PAYMENT TO CREDITORS: Creditors will be paid from the assets of the Antonio Academy, Inc., in the event that funds and other assets are insufficient to pay creditors, agreements will be reached with creditors or the North Carolina bankruptcy laws will govern the financial outcome. In the event and to the extent that remaining funds and assets exceed existing debt, assets shall be divided among GFA Ministries.

TRANSFERRING OF STUDENT RECORDS: Student records shall be transferred to the home district, the private school or the home school of the student according to parental request.
ARTICLE IV—OFFICERS OF THE BOARD

Section 1. Number and Titles. The officers of the Board (the "Officers" or the "Officer") shall be a President, Vice President, Secretary, and Treasurer. The Board may also elect one or more Assistant Treasurers and one or more Assistant Secretaries and such other Officers as it shall deem necessary. Except as otherwise provided in these Bylaws, the additional Officers shall have the authority and perform the duties as from time to time may be prescribed by the Board. Any two or more offices may be held by the same individual, but no Officer may act in more than one capacity where action of two or more Officers is required.

Section 2. Election and Term of Office. The Officers shall be elected by the Board at the annual meeting. If the election of Officers is not held at the annual meeting, the election shall be held as soon thereafter as may be convenient. Each Officer shall hold office until the next annual meeting and until a successor is elected and qualifies.

Section 3. Removal. Any Officer elected or appointed by the Board may be removed at any time by the Board with or without cause.

Section 4. Resignation. An Officer may resign at any time by providing written notice to the President (or if the President is resigning or if the President's office is vacant, then to the Officer holding the next highest office). The resignation shall be effective when it is communicated unless it specifies in writing a later effective date.

Section 5. Vacancies. A vacancy in any office shall be filled by the Board for the unexpired portion of the term.

Section 6. President. The President shall be a member of the Board and shall preside at all meetings of the Board. The President shall sign, with any other proper Officer, instruments which may be lawfully executed on behalf of the Corporation, except where required or permitted by law to be otherwise signed and executed, and except where the signing and execution shall be delegated by the Board to some other Officer. The President shall, in general, perform all duties incident to the office of President as may be prescribed by the Board from time to time.

Section 7. Vice President. The Vice President shall be a member of the Board and shall exercise the powers of the President during that Officer's absence or inability to act. Any action taken by a Vice President in the performance of the duties of the President shall be presumptive evidence of the absence or inability to act of the President at the time the action was taken. The Vice President shall have such powers and perform such other duties as from time to time may be assigned to the Vice President by the President or by the Board.

Section 8. Secretary. The Secretary shall be a member of the Board and shall be responsible for: (a) keeping the minutes of the Board meetings; and (b) seeing that all notices are duly given in accordance with the provisions of these Bylaws or as required by law. The Secretary shall have general charge of the corporate books and records. The Secretary shall sign such instruments as may require the signature of the Secretary and in general shall perform all duties incident to the office of Secretary and other duties as from time to time may be assigned to the Secretary by the President or the Board.

Section 9. Treasurer. The Treasurer shall be a member of the Board and shall: (a) have charge and custody of and be responsible for all funds and securities of the School; (b) keep accurate books and records of receipts and disbursements; (c) deposit all moneys and securities received
by the Corporation in such banks, trust companies or other depositories as shall be selected by
the Board; and (d) see that all required corporate
filings are made. The Treasurer shall, in general, perform all duties incident to the office of
Treasurer and such other duties as from time to time may be assigned to the Treasurer by the
President or by the Board.
Section 10. Assistant Secretaries. Each Assistant Secretary shall have such powers and perform
such duties as may be assigned by the Board, and the Assistant Secretaries shall exercise the
powers of the Secretary during that Officer's absence or inability to act.
Section 11. Assistant Treasurers. Each Assistant Treasurer shall have such powers and perform
such duties as may be assigned by the Board, and the Assistant Treasurers shall exercise the
powers of the Treasurer during that Officer's absence or inability to act.
Section 12. Compensation. Officers, who are Directors, may not be compensated for their
services as Officers. By resolution of the Board, Officers may be reimbursed for reasonable
expenses incident to their duties in accordance with applicable law.

Welcome and training new Board members?

A proper welcome and training will help new members...

- ...Take on their roles in the organization both quickly and comfortably.
- ...Feel more connected to one another.
- ...Feel more connected to the organization.
- ...Better understand their role on the Board -- why they were asked to join, and what is
  expected of them as members.
- ...Operate from the same "script" -- that is, to understand the vision, mission, and their
  roles in the organization in the same way.
- ...Feel more motivated to do a better job.

The training of new board members will depend on how often the board meet, and how often
new members join the Board. The Boards find that holding an official orientation session once a
year, either before a regular meeting or during the board's annual retreat. However, the board
will have a certain time of year in which it recruits new members, this meeting will be held
immediately after new members have been recruited. Recruitment can also take place both
more casually and more often than the way we are focusing on in this section. For example, in
some cases "orientation" might be a dinner or meeting with just the Board President and a
welcome as a brief agenda item during a regular meeting; and/or orientation might take place
informally with a mentor for the new member.
Antonio Academy Board Meeting  
May 2, 2013  
6:30 P.M. via teleconference

Members: Laverne Rankins, Gladys Harris, Ann Hunter-Paschall, Ariel Allen

Absent Member: Vanessa Spence, Joseph Ivey, Frankin Hanes, Cathy Miles, Rosa Gibbs

Welcome: Gladys Harris, Chair

Review of minutes: minutes approved

Old Business: Ann Paschall has talked with Eddie Goodall, NC Charter School Alliance. His suggestion for Antonio Academy to have each board member reviews our application for completeness for resubmission in September.

A bill is at the NC Legislative for reorganization of Charter School advisory Board. Ann Paschall will forward Antonio Academy application to all board members for review session on May 2nd.

New Business: revised to application-pertaining to curriculum and adding employee handbook

Next meeting June 6, 2013 via phone

Callin # 213-493-0800

Access code: 825339

Meeting adjourned 7:05p.m.
J. CMO/EMO Contract

Antonio Academy does not plan to contract services with an Educational Management Organization (EMO), but will reserve the right to contract with such an entity in the future should it be deemed appropriate by the AA Board of Directors.
## Projected Staff

<table>
<thead>
<tr>
<th>Charter School Staff</th>
<th>Number of Positions (Note Part-Time positions as .5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Number of Students</td>
<td>120</td>
</tr>
<tr>
<td>Administrators</td>
<td>3</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>1</td>
</tr>
<tr>
<td>Teachers</td>
<td>8</td>
</tr>
<tr>
<td>Teachers Assistants</td>
<td>3</td>
</tr>
<tr>
<td>EC Administrator</td>
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</tr>
<tr>
<td>Nurse</td>
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<tr>
<td>Social Worker</td>
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<tr>
<td>Recess Aide</td>
<td>0.6</td>
</tr>
<tr>
<td>Admissions Rep.</td>
<td>0.4</td>
</tr>
</tbody>
</table>
Antonio Academy Charter School
Personnel Rules & Employee Handbook

2014-2015 School Year
Box 21054, Durham, NC 27703
919-908-0257
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I. Antonio Academy

The heart and soul of who we are and what we do is summarized in something we call the House of Antonio Academy. Our purpose is to prepare students to be successful adults. In order to accomplish that we start with the Antonio Academy Basics that define our culture (see section VIII(A) of this Handbook). Antonio Academy is committed to continuous improvement and the Bald ridge Criteria for Performance Excellence provide a systems perspective for understanding performance management. They reflect validated, leading-edge management practices against which an organization can measure itself. With their acceptance nationally and internationally as the model for performance excellence, the Criteria represent a common language for communication among organizations for sharing best practices. The final layer in our foundation is our base of research as defined by the Effective Schools Correlates. The Correlates serve as a time tested picture of what a great school looks like.

On top of this foundation we have a three-fold plan to prepare students for life. The largest effect on academic achievement is a students’ ambition and plans for the future…when children have strong visions for their futures, they achieve more; hope is a major predictor of learning." Rather than focus so much attention on trying to convince students that what they do in school now will affect their future, we are putting our effort into giving them a vision and a plan for their future so they will make the connection for themselves. Our facilitators work closely with students and parents to develop a Personal Life Plan for each student. The power of Antonio Academy’s program is in the Educational Team. We believe that more can be accomplished in regular, quality Facilitator appointments than daily classroom attendance. Finally, students need the skills (both academic and success skills) to achieve their life plan. Daniel Goleman states that, “A study of Harvard graduates in the fields of law, medicine, teaching, and business found that scores on entrance exams - a surrogate for IQ had zero or negative correlation with their eventual career success.” Academic skills get students in the door, so they are vital, but life skills are what make them successful in life. We define those life skills as “Success Skills” and they include; Initiative, responsibility, teamwork, communication and social etiquette.

II. Introduction

This Handbook summarizes Antonio Academy Charter School’s (“Antonio Academy”) personnel policies applicable to all employees. Please review these policies carefully. If you have any questions about the policies outlined in this Handbook, or if you have any other personnel related questions, whether related to policies specifically addressed in this Handbook, please consult your supervisor and/or Human Resources.

This Handbook is intended only as a guide to Antonio Academy’s personnel policies, outlining and highlighting those policies and practices. It is not, therefore, intended to create any expectations of continued employment, or an employment contract, express or implied. This Handbook supersedes any previously issued handbooks, policies, benefit statements and/or memoranda, whether written or verbal, including those that are inconsistent with the policies described herein.

Antonio Academy reserves the right to alter, modify, amend, delete and/or supplement any employment policy or practice (including, but not limited to, areas involving hiring policies and procedures, general work place policies, hours of work, overtime and attendance, standards of conduct, employee benefits, employment evaluation and separation) with or without notice to you.

Once you have reviewed this Handbook, please sign the employee acknowledgement form at the end of this Handbook, keep a copy for your files and provide the original to Human Resources. This signed acknowledgement demonstrates to Antonio Academy that you have read, understand and agree to comply with the policies outlined in the Handbook.
III. **Hiring Policies and Procedures**

A. **Employment Status**

Except if stated expressly otherwise by an employment agreement, it is the policy of Antonio Academy that all employees are considered “at-will” employees. Accordingly, either Antonio Academy or the employee can terminate the at-will employment relationship at any time, for any reason, with or without cause, and with or without advance notice. No one other than the Antonio Academy Board of Directors (“Board”) has the authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will. Only the Board has the authority to make any such agreement and then only in writing signed by the Board President.

For those employees who are not employed on an at-will basis, and who have received fixed term/annual employment agreements with Antonio Academy, the Board of Directors may elect not to offer future employment agreements to such employees its sole discretion, without cause, and such fixed term/annual employment agreements will lapse by their own terms. The decision to renew or not renew need not be based upon any cause and shall be final. If the Board of Directors determines that a fixed term/annual employee should be dismissed for cause prior to the expiration of the employee’s term of employment, the Board of Directors shall comply with the process/procedures for such a dismissal outlined in the employee’s employment agreement.
B. Equal Employment Opportunity Policy

Antonio Academy is an equal opportunity employer. It is the policy of Antonio Academy to afford equal employment and advancement opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, ethnicity, ancestry, sex, sexual orientation, age, physical or mental disability, marital status, citizenship status, medical condition, or any other legally protected status. This policy extends to all employees and to all aspects of the employment relationship, including the hiring of new employees and the training, transfer, promotion, compensation and benefits of existing employees. Furthermore, Antonio Academy prohibits all unlawful discrimination against any employee or applicant for employment in its programs or activities based on race, color, religion, sex, gender, ethnic group identification, age, national origin, ancestry, genetic characteristics, mental or physical disability, marital status, sexual orientation or other category protected by law.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, Antonio Academy will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result. In order to perform the essential functions of the job, any applicant or employee requiring an accommodation should contact Human Resources and request such an accommodation.

If you believe prohibited discrimination has occurred, please contact your direct supervisor or Human Resources immediately. Reports will be investigated and appropriate corrective action will be taken.

C. Immigration Compliance

Antonio Academy does not discriminate against any individual because of his or her national origin, citizenship or intent to become a U.S. citizen in compliance with the Immigration Reform and Control Act of 1986. It is, however, the policy of Antonio Academy to only employ those individuals that are authorized to work in the United States. In furtherance thereof, Antonio Academy requires each prospective employee to provide documents verifying his or her identity and authorization to be legally employed in the United States. The employee will also be required to sign a legal verification attesting to her/his authorization to be legally employed in the United States.

D. Recruitment and Selection

For each open position Antonio Academy shall employ the qualified applicant who most exemplifies the Antonio Academy Basics and whose interests and abilities best align with Antonio Academy’s Vision, Mission and Motto. Employees are selected on the basis of merit only. The use of any personal or political reference by or on behalf of an applicant may warrant refusal of employment. The Board shall make the final decision on the election of all employees; however no person shall be employed by the Board without the recommendation or endorsement of the principal. If the candidate is rejected, the Board of Directors or designee shall recommend subsequent candidates until the Board elects someone to fill the position. Whenever vacancies occur within the school, notices of such vacancies shall be furnished to the present staff insofar as possible during the school year. Present employees shall be given the opportunity to submit written requests to be considered for the vacant position. No vacancy shall be filled until ten days after the notice of the vacancy has been issued. Following interviews and studies of the qualifications of all applicants, the best applicant shall be hired. However, all things being equal, preference shall be given to present staff members.
E. **Employee Classification**

Antonio Academy’s employees are classified in the following categories: Exempt, non-exempt, and full-time, part-time or temporary.

**Exempt**: Exempt employees are those employees with job assignments that meet exemption tests under state and federal law making them exempt from overtime pay requirements. Exempt employees are compensated on a salary basis, not pursuant to overtime pay requirements.

**Non-Exempt**: Non-exempt employees are those employees with job assignments that do not meet exemption tests under state or federal law. Thus, these employees are paid overtime wages for overtime worked in accordance with the law.

**Full Time**: Certified Full time employees are those employees who are scheduled to work at least 35 hours in a week according to a Notice of Assignment (“NOA”). Classified Full time employees are those employees who are scheduled to work at least 40 hours in a week according to a NOA.

**Part Time**: Part time employees are those employees who are scheduled to work less than full time according to a NOA.

**Temporary**: Temporary employees are those employees who are hired for a limited time period, or for a specific project, including but not limited to substitutes and coaches. Temporary employees do not receive a NOA.

Part time and temporary employees are not entitled to benefits provided by Antonio Academy. Independent contractors, consultants and leased employees (i.e., those working for an employment agency) are not employees of Antonio Academy and are not eligible for benefits provided by Antonio Academy.

F. **Relationships Between Employees**

Antonio Academy’s policies do not permit discrimination based on an individual’s marital status, the individual’s relations to another Antonio Academy employee or his or her lawful off duty conduct. However, some situations can create conflicts of interest requiring Antonio Academy to take the employee’s relationship with another employee into account.

An employee should not be in a supervisory role with another employee who is a relative (i.e., sibling, parent, spouse, domestic partner, etc.). Supervisors should avoid situations that result in actual or perceived conflicts of interest with supervised employees and situations of favoritism.

A supervisor should avoid forming special social relationships or dating employees under his or her direct supervision, or with other employees that would create actual or perceived conflicts of interest and situations of favoritism. If such relationship arises, both employees should notify Antonio Academy so that appropriate measures can be taken to prevent conflicts of interest or favoritism.

Antonio Academy reserves the right to take appropriate action if employee relationships interfere with the safety, morale or security of Antonio Academy, or if the relationships create an actual or perceived conflict of interest or favoritism.
G. **Certification and Licensure of Instructional Staff**

Each of Antonio Academy’s core academic teachers shall be required to hold a current North Carolina on Teacher Credentialing certificate, permit or other document equivalent to that which a teacher in other public schools would be required to hold and shall be required to meet certain federal requirements related to subject-matter expertise in order to meet federal requirements for “highly qualified teachers.” Paraprofessional staff may also be required to document that they meet federal requirements for paraprofessional staff. It is the responsibility and a condition of continued employment of all instructional staff, including teachers and paraprofessionals to provide, maintain and keep current such certificates, permits or other documentation to Human Resources no later than the close of business on the first day the employee reports for duty. If an instructional staff employee believes that he or she is assigned to teach in a subject in whom he or she does not have subject matter competence, the employee should immediately report the same to Human Resources.

Staffs who are required to meet these state and federal certification, expertise, and related requirements must maintain such qualifications as a condition of employment at Antonio Academy.

H. **Tuberculosis Testing**

Except for employees transferring from other schools, no person shall be employed by Antonio Academy unless the employee has submitted proof of an examination within the past 60 days that the employee is free of active tuberculosis. Employees transferring from other public or private schools within the State of North Carolina must either provide proof of an examination within the previous 60 days or a certification showing that he or she was examined within the past four years and was found to be free of communicable tuberculosis. It is also acceptable practice for the employee’s previous school employer to verify that it has a certificate on file that contains the showing that the employee was examined within the past four years and was found to be free of communicable tuberculosis.

The tuberculosis test shall consist of an approved intradermal tuberculin test, which if positive shall be followed by an X-ray of the lungs.

All employees shall be required to undergo the foregoing examination at least once every four (4) years, excepting “food handlers” who shall be examined annually. After such examination, each employee shall cause to be on file with Antonio Academy a certificate from the examining physician showing the employee was examined and found free from active tuberculosis.
The examination for applicants for employment is a condition of initial employment. The cost of the examination required of new and existing employees shall be borne by Antonio Academy. Employees should contact Human Resources for the specific process.

The County Health Department may provide skin testing to employees at regular intervals at no cost to the employee. The availability of this testing may be announced by Antonio Academy.

I. Criminal Background Checks

As a condition of employment, Antonio Academy requires all applicants for employment to submit two sets of fingerprints to the Department of Justice for the purpose of obtaining criminal record summary information from the Department of Justice and Federal Bureau of Investigation. Antonio Academy will not employ a person who has been convicted of a violent or serious felony or a person who would be prohibited from employment by a public school district because of his or her conviction for any crime, unless an applicable exception applies. Antonio Academy will not employ any applicant until the Department of Justice completes its check of the state criminal history file as provided by law. Antonio Academy shall also request subsequent arrest notification from the Department of Justice and take all necessary action based upon such further notification.

IV. General Workplace Policies

A. Prohibition of Harassment and Protection Against Retaliation

1. Policy

Antonio Academy is committed to providing a workplace and educational environment free of sexual harassment, as well as harassment based on such factors as race, religion, creed, color, ethnicity, national origin, ancestry, age, medical condition, marital status, sex, sexual orientation, citizenship status, disability or any other category protected by law. Antonio Academy will not condone or tolerate harassment of any type by any employee, whether supervisory or co-employee, against an employee, third party vendor or student. Antonio Academy also does not condone or tolerate harassment of its employees by any third parties or students. Antonio Academy will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted.

Antonio Academy will take all reasonable steps to prevent discrimination and unlawful harassment from occurring. Sexual or other unlawful harassment in employment violates Antonio Academy’s policy and is prohibited under Title VII of the Civil Rights Act (42 U.S.C. sections 2000e, et seq.) and the North Carolina Fair Employment and Housing Act (Govt. Code sections 12940, et seq.).

2. Definition of Harassment

Harassment includes verbal, physical or visual conduct that creates an intimidating, offensive or hostile working or educational environment or that unreasonably interferes with job performance. Verbal harassment includes, but is not limited to, epithets, derogatory comments or slurs based on a protected category. Physical harassment includes, but is not limited to, assault, impeding or blocking movement or any physical interference with normal work or movement, when directed at a legally protected individual. Visual harassment includes, but is not limited to, derogatory posters, cartoons or drawings on a basis protected by law.
3. Definition of Sexual Harassment

Federal law defines sexual harassment as unwelcome sexual conduct that is a term or condition of employment. The Equal Employment Opportunity Commission's Guidelines define two types of sexual harassment: "quid pro quo" and "hostile environment." "Unwelcome" sexual conduct constitutes sexual harassment when "submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment," "Quid pro quo harassment" occurs when "submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual." A "hostile environment" claim for harassment occurs when discrimination based on sex has created a hostile or abusive work environment.

North Carolina law defines unlawful sexual harassment in largely the same ways. Sexual harassment occurs where a term of employment (i.e., compensation or in terms, conditions or privileges of employment), academic status or progress (i.e., a student’s grades or promotion to the next grade) is explicitly or implicitly conditioned upon submission to unwelcome sexual advances, as more fully described below. Sexual harassment also occurs where the submission to, or rejection of, the conduct by the individual is used as the basis of academic or employment decisions affecting the individual. Additionally, sexual harassment occurs where harassment (unwanted sexual advances, visual, verbal or physical conduct of a sexual nature) is sufficiently severe, persistent, pervasive or objectively offensive so as to alter the conditions of employment and create an abusive or hostile educational or working environment or to limit the individual’s ability to participate in or benefit from an education program or activity. Sexual harassment occurs where the conduct has the purpose or effect of having a negative impact on the individual’s academic performance, work or progress or has the purpose or effect of creating an intimidating, hostile, or offensive educational or working environment. Sexual harassment occurs where submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs or activities available at or through Antonio Academy.

The educational environment includes, but is not limited to, Antonio Academy’s campus or grounds, the properties controlled or owned by Antonio Academy and off-campus, if such activity is Antonio Academy sponsored or is conducted by organizations sponsored by or under the jurisdiction of Antonio Academy.

The following are examples of offensive behavior:

- Unwanted sexual advances, flirtations, touching or requests for sexual favors;
- Verbal abuse of a sexual nature;
- Graphic or suggestive comments about dress or body and the sexual uses to which it could be put;
- Unwarranted graphic discussion of sexual acts.
- Sexually degrading words; obscene letters, notes or invitations;
- Verbal harassment including, but not limited to, unwelcome epithets, jokes, derogatory comments, or slurs of a sexual nature, or sexually degrading words used to describe a person;
4. **What to do if Sexual and Other Unlawful Harassment Occurs**

**Internal Procedures:**

**School Level Investigation:** Each supervisor has the responsibility to maintain a workplace and educational environment free from any form of sexual or other unlawful harassment. Consequently, should a supervisor become aware of any conduct that may constitute sexual harassment, discrimination or other prohibited behavior, immediate action will be taken to address and remediate such conduct.

Any employee who has experienced or is aware of a situation that is believed to be sexually or otherwise unlawfully harassing has a responsibility to report the situation immediately to the Assistant Principal. If the employee is not comfortable contacting the Assistant or if that individual is not available, the employee should contact any member of Antonio Academy Board of Directors. A Harassment Complaint Form may be obtained from Human Resources. A prompt investigation will take place and there will be appropriate corrective action where warranted. Complaints will be handled as discreetly as possible, consistent with the need to investigate effectively and promptly resolve the matter. Complaints relating to discrimination other than employment discrimination must be filed within six months of the alleged discrimination or when the complainant first obtained knowledge of the alleged discrimination, unless an extension has been obtained from the Board of Directors or his/her designee. Such extension by the principal or his/her designee shall be made in writing. The period for filing may be extended by the principal or his/her designee for good cause for a period not to exceed 90 days following the expiration of the six month time period. The principal shall respond immediately upon a receipt of a request for extension.

**Board of Directors Level Investigation:**

If the employee is not satisfied with the outcome of the school level investigation, the employee, in writing, should bring the matter to the attention of the President of the Board by telephone at (919) 908-0257 or in-person. If the parties mutually agree, the complainant and the Board may resolve the matter through mediation or informally before a written complaint is filed. If mediation fails to resolve the matter, or the parties do not agree to mediate the matter, the formal complaint procedure identified below shall be followed.

If the complaint alleges wrongdoing involving discrimination, other than employment discrimination, or claims of failure to comply with applicable state or federal laws or regulations, within 60 days of receipt of the complaint, the President of the Board or designee will complete an investigation where the complainant, his/her representative or both, and representatives of Antonio Academy, have the opportunity to present the complaint and evidence or information leading to evidence to support the allegations of non-compliance with state or federal laws and/or regulations.
The 60 day timeframe may be extended by the written consent of the complainant.

Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of lack of evidence to support the allegations.

The President of the Board or designee shall prepare a written decision, which shall contain the following: 1) findings of fact based on the evidence gathered; 2) conclusions of law; 3) disposition of the complaint; 4) the corrective actions, if any are warranted; 5) notice of the complainant’s right to appeal Antonio Academy’s decision to the North Carolina Department of Education; and 6) the procedures to be followed for initiating an appeal to the Department of Education. Within 60 days of receipt of the complaint, the Board of Directors will send a copy of the written decision to the complainant.

Complaints will be handled as discreetly as possible, consistent with the need to investigate effectively and promptly resolve the matter. The President of the Board or designee will be knowledgeable of the laws/programs that he/she is assigned to investigate. If the complaint alleges employment discrimination, Antonio Academy will send it to the Department of NC Employment Security Commission (the “NCESC”) for investigation as required by law.

Any employee found to have participated in improper harassment will be subject to disciplinary action, up to and including termination.

**External Procedures: Filing a Complaint with the NCESC.**

Employees or job applicants who believe that they have experienced unlawful employment discrimination may file a complaint directly with the NCESC. The NCESC serves as a neutral fact-finder and attempts to help the parties voluntarily resolve disputes. If the NCESC finds sufficient evidence to establish discrimination occurred and settlement efforts fail, the NCESC may file a formal accusation. The accusation will lead to either a public hearing before the Employment Security Commission (the “Commission”) or a lawsuit filed by the NCESC on behalf of the complaining party.

If the Commission finds that discrimination has occurred, it can order remedies including: fines or damages for emotional distress from each employer or person found to have violated the law; hiring or reinstatement; back pay or promotion; changes in the policies or practices of the involved employer.

Employees can also pursue the matter through a private lawsuit in civil court after a complaint has been filed with the NCESC and a Right to Sue Notice has been issued. For more information, contact the NCESC and Commission toll free at (888) 737-0259, or visit its website at [www.NCESC.gov](http://www.NCESC.gov). To contact the nearest field office of the Equal Employment Opportunity Commission (“EEOC”), call 1-888-737-0259. You should be aware that state and federal law provide time limits within which complaints must be filed. Contact the relevant agency to determine the applicable time limit.

5. **Retaliation Policy**

It is in violation of Antonio Academy’s policy for Antonio Academy or any employee to demote, suspend, reduce, fail to hire or consider for hire, fail to give equal consideration in making employment decisions, fail to treat impartially in the context of any recommendations for subsequent employment that Antonio Academy may make, adversely affect working conditions or otherwise deny any employment benefit to or take actions that are
materially adverse against an individual because that individual has opposed practices prohibited by law or has filed a complaint, testified, assisted or participated in any manner in an investigation, proceeding or hearing conducted by the Commission or NCESC or their staff. Any employee retaliating against another employee, applicant or student will be disciplined, up to and including termination.

Examples of protected activities under Antonio Academy’s retaliation policy include seeking advice from the NCESC or Commission; filing a complaint with the NCESC or Commission, irrespective of whether the complaint is actually sustained; opposing employment practices the employee reasonably believes to exist and believes to be a violation of the law; participating in an activity that is perceived by Antonio Academy as opposition to discrimination, whether or not so intended by the employee expressing the opposition; participating in the proceeding of a local human rights or civil rights agency on a legal basis.

Nothing in this policy shall be construed to prevent Antonio Academy from enforing reasonable disciplinary policies and practices, nor from demonstrating that the actions of an applicant or employee were either disruptive or otherwise detrimental to legitimate business interests so as to justify the denial of an employment benefit.

**B. Workplace Violence**

Antonio Academy takes the safety and security of its employees seriously. Antonio Academy does not tolerate acts or threats of physical violence, including but not limited to intimidation, harassment and/or coercion, that involve or affect Antonio Academy or that occur, or are likely to occur, on Antonio Academy property. Employees should report any act or threat of violence immediately to their supervisor.

**C. Open Door Policy**

Antonio Academy is committed to providing the most positive and productive work environment possible. To that end, it has an open door policy where it welcomes employee questions, suggestions or complaints relating to the employee’s job, conditions of employment, Antonio Academy or the treatment the employee is receiving. Other than in situations involving harassment (as outlined and described above), employee’s should contact their supervisor with their questions or concerns. If the situation is not resolved to the employee’s satisfaction, they should contact the Assistant Board of Directors of Human Resources who will further investigate the issue.

**D. Drug Free Workplace**

It is Antonio Academy’s policy to maintain a drug and alcohol-free workplace. No employee may use, possess, offer for sale or be under the influence of any illegal drugs or alcohol during working hours, including lunch and break periods, in the presence of pupils or on Antonio Academy property at any time.

Engaging in any of the activities above shall be considered a violation of Antonio Academy policy and the violator will be subject to discipline, up to and including termination. Antonio Academy complies with all federal and state laws and regulations regarding drug use while on the job.

**E. Smoking**

All Antonio Academy buildings and facilities are non-smoking facilities.
F. **Health, Safety and Security Policies**

Antonio Academy is committed to providing and maintaining a healthy and safe work environment for all employees. Accordingly, Antonio Academy has instituted an Injury and Illness Prevention Program designed to protect the health and safety of all personnel. The Injury and Illness Prevention Program is kept by Human Resources and is available for review.

Employees are required to know and comply with Antonio Academy’s general safety rules and to follow safe and healthy work practices at all times. Employees are required to immediately report to their supervisor any potential health or safety hazards and all injuries or accidents.

In compliance with Proposition 65, Antonio Academy will inform all employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

Antonio Academy has also developed guidelines to help maintain a secure workplace. Employees should be aware of unknown persons loitering in parking areas, walkways, entrances, exits and service areas. Employees should report any suspicious persons or activities to their supervisor. Employees should secure their desk or office at the end of the day. When called away from their work area for an extended length of time, employees should not leave valuable or personal articles around their workstation that may be accessible. Employees should immediately notify their supervisor when keys are missing or if security access codes, identification materials, or passes have been breached. The security of the facilities, as well as the welfare of all employees, depends upon the alertness and sensitivity of every individual.

G. **Video Surveillance Policy**

In order to promote the safety of students, employees and school visitors, as well as the security of its facilities, Antonio Academy may conduct video surveillance of any portion of its premises at any time, the only exception being private areas of restrooms. Video cameras will be positioned in appropriate places within and around Antonio Academy buildings and used in order to help promote the safety and security of people and property.

By signing this Handbook employees release Antonio Academy from all liability, including liability for negligence, associated with the enforcement of these policies and/or any searches or surveillance undertaken pursuant to these policies.

H. **Company Property Inspections**

Antonio Academy is committed to providing a work environment that is safe and free of illegal drugs, alcohol, firearms, explosives and other improper materials. Additionally, Antonio Academy provides property and facilities to its employees to carry out business on behalf of Antonio Academy. Accordingly, employees do not have a reasonable expectation of privacy when using any Antonio Academy property or facilities. In accordance with these policies, all Antonio Academy facilities and property, including all items contained therein, may be inspected by Antonio Academy at any time, with or without prior notice to the employee. Antonio Academy property includes, but is not limited to, all desks, storage areas, work stations, lockers, file cabinets, computers, telephone systems, email systems and other storage devices.

Antonio Academy provides all necessary equipment for employees to perform essential job duties. Accordingly, Antonio Academy is not responsible for any personal property that employees bring to Antonio Academy or Antonio Academy sponsored activities.
I. Soliciting/Conducting Personal Business While on Duty

Employees are not permitted to conduct personal business or solicit personal business for any cause or organization while on-duty, or when the employee being solicited is supposed to be working. This prohibition includes distributing literature and other material. Distribution of materials is also against Antonio Academy’s policy if it interferes with access to facility premises, if it results in litter or is conducted in areas where other employees are working. Solicitation during non-work time, e.g., paid breaks, lunch periods or other such non-work periods, is permissible. Entry on Antonio Academy premises by non-employees is not permitted, unless related to official Antonio Academy business. Solicitation or distribution of written materials by non-employees is strictly prohibited.

J. Use of Company Communication Equipment and Technology

All Antonio Academy owned communications equipment and technology, including computers, electronic mail systems, voicemail systems, internet access, software, telephone systems, document transmission systems and handheld data processing systems remain the property of Antonio Academy and are provided to the employee to carry out business on behalf of Antonio Academy, unless previously authorized for non-business use. Employees have no expectation of privacy in any communications made using Antonio Academy owned equipment and technology. Communications (including any attached message or data) made using Antonio Academy owned communications equipment and technology are subject to review, inspection and monitoring by Antonio Academy.

Additionally, Antonio Academy uses technology protection measures that protect against Internet access (by both minors and adults) to visual depictions that are obscene, child pornography and/or with respect to use by minors, images harmful to minors. These measures may include, but are not limited to, installing a blocking system to block specific internet sites, setting Internet browsers to block access to adult sites, using a filtering system that will filter all Internet traffic and report potential instances of misuse and using a spam filter.

In addition, employees are required to safeguard their passwords to limit unauthorized use of computers by minors in accordance with the Student Internet Use Policy and Agreement. Employees that do not safeguard their passwords from unauthorized student use, or that allow a student to access computers in violation of the Student Internet Use Policy and Agreement, will be subject to discipline, up to and including termination.

Internet use is for business purposes only. All employees using the internet through Antonio Academy’s communications equipment and technology must respect all copyright laws. Employees are not permitted to copy, retrieve, modify or forward copyrighted materials unless authorized by law or with express written permission of the owner of the copyright. Employees are not permitted to use Antonio Academy’s communications equipment and technology to view visual images that are obscene, child pornography and/or images harmful to minors.

The e-mail system and internet access is not to be used in any way that may be disruptive, harassing or offensive to others, illegal or harmful to morale. For example, sexually explicit images, ethnic slurs, racial epithets or anything else that may be construed as harassment or disparagement of others based on their race, national origin, gender, sexual orientation, age, religious beliefs or political beliefs may not be displayed or transmitted. The e-mail system and internet access is not to be used in any manner that is against the policies of Antonio Academy, contrary to the best interest of Antonio Academy or for personal gain or profit of the employee against the interests of Antonio Academy. Employees must not use Antonio Academy’s communications equipment and technology for the unauthorized disclosure, use and dissemination of personal information regarding students.
Employees should not attempt to gain access to another employee’s email files or voicemail messages without the latter are express permission. Each employee is responsible for the content of the messages sent via his/her Antonio Academy issued equipment. It is strictly prohibited to use another employee’s account to send messages to create the appearance that they are from that employee, unless that employee expressly authorizes such use.

K. **Employee Blogs**

If an employee decides to keep a personal blog or social media site that discusses any aspect of his/her workplace activities, the following restrictions apply:

- Antonio Academy equipment, including its computers and electronics systems, may not be used for these purposes;
- Student and employee confidentiality policies must be adhered to;
- Employees must make clear that the views expressed in their blogs are their own and not those of Antonio Academy;
- Employees may not use Antonio Academy’s logos, trademarks and/or copyrighted material and are not authorized to speak on Antonio Academy’s behalf;
- Employees are not authorized to publish any confidential information maintained by Antonio Academy;
- Employees are prohibited from making discriminatory, defamatory, libelous or slanderous comments when discussing Antonio Academy, the employee’s supervisors, co-workers and competitors;
- Employees must comply with all Antonio Academy policies, including, but not limited to, rules against sexual harassment and retaliation.

Antonio Academy reserves the right to take disciplinary action against any employee whose blog violates this or other Antonio Academy policies.

L. **Participation in Recreational or Social Activities**

Employees may participate in recreational or social activities sponsored by or supported by Antonio Academy. Participation in such activities is strictly voluntary. As such, employees have no obligation to participate in recreational or social activities and no employee has work-related duties requiring such participation. An employee’s participation in social and recreational activities is at the employee’s own risk and Antonio Academy disclaims any and all liability arising out of the employee’s participation in these activities.

M. **Personnel Files and Record Keeping Protocols**

At the time of employment, a personnel file is established for each employee. Employees should keep Human Resources advised of changes that should be reflected in their personnel file. Such changes include: change in name, address, telephone number, marital status, number of dependents and person(s) to notify in case of emergency. Prompt notification of these changes is essential and will enable Antonio Academy to contact employees should the change affect their other records.
Employees have the right to inspect certain documents in their personnel file, as provided by law, in the presence of an Antonio Academy representative, at a mutually convenient time. No copies of documents in their file may be made with the exception of documents they have previously signed. A request for information contained in the personnel file must be directed to Human Resources.

Antonio Academy will restrict disclosure of employee personnel files to authorized individuals within Antonio Academy. Only the Board of Directors or his/her designee is authorized to release information about current or former employees. Antonio Academy will cooperate with requests from authorized law enforcement or local, state or federal agencies conducting official investigations or as otherwise legally required.

V. Mentor Program

Antonio Academy is committed to continuous improvement. As such, all new facilitators and any returning facilitators as deemed necessary by administration shall be assigned a mentor facilitator. At the end of each year, the Board of Directors or designee will work with site administration to determine how many mentor facilitators will be appropriate for the following school year. The number of mentors required will be based on several factors including the number of certificated staff that has been identified as needing a mentor, instructional program changes, staff turnover, budgetary concerns, or any other factor that the Board of Directors or designee deems appropriate. Once the Board of Directors or designee has determined the number of mentor facilitators that are required, site administration will nominate candidates accordingly.

The Board of Directors or designee will select a lead mentor from the nominated candidates. Following the selection of the lead mentor, the Board of Directors or designee, site administration and the newly selected lead mentor will select the mentor facilitators.

The Board of Directors retains the right to reject any and all mentor candidates; in such a case, site administration shall submit additional nominee(s) to the Board of Directors.

Site administration will consider the following guidelines when nominating a mentor facilitator:

- Qualifications as outlined in the Mentoring Success Workbook
- Commitment to Antonio Academy’s Vision, Mission and Basics
- Exemplary ability as a facilitator
- Effective communication and interpersonal skills
- Subject matter knowledge
- Knowledge of the North Carolina Standards of the Teaching Profession
- Demonstrated ability to work cooperatively and effectively with other staff members

The duration of a designation as mentor or lead mentor shall normally be for a period of one (1) year. Review and re-nomination shall be initiated and conducted in the same manner as cited above. First consideration shall be given to mentors if they continue to qualify for re-nomination and have served effectively as a mentor.

If for any reason a mentor or lead mentor is unable to complete the term of selection, the Board of Directors or designee may select a replacement from the nominated alternates.

Persons designated as mentor facilitators shall be assigned duties and responsibilities in accordance with the following:
• The primary function of a mentor facilitator shall be to provide assistance and guidance to 1 to 3 new and/or experienced facilitators that have been assigned to them.
• A mentor facilitator shall not participate in the evaluation of facilitators.
• No Administrative or Pupil Personnel Services Credential shall be required of any mentor facilitator.
• The time and manner in which each mentor facilitator shall render service in the program shall be determined on an individual basis.
• A mentor facilitator shall receive a stipend for each mentee and will therefore not receive a service block for mentor duties.
• A mentor facilitator shall have no authority over any other facilitator because of this position.

VI. Hours of Work, Overtime and Attendance

A. Work Hours and Schedules

The work schedule for full-time nonexempt employees is normally 40 hours per week. Your supervisor will assign your work schedule.

B. Overtime

Antonio Academy follows all federal and state laws regarding the payment of overtime wages by compensating all non-exempt employees for overtime hours worked. For purposes of overtime calculations for non-exempt employees, Antonio Academy’s workweek begins on Monday and ends the following Sunday. The workday begins at midnight and ends the following day at 11:59 p.m. You will be informed when you are required to work overtime hours. All overtime hours worked must be preauthorized in writing by your supervisor.

Only those hours that are actually worked are counted to determine an employee’s overtime pay. Compensated holidays, for example, are not hours worked and are therefore not counted in overtime calculations.

Non-exempt employees who have been preauthorized to work overtime may request in writing to their supervisor to be credited flex-time in lieu of paid overtime. A flex-time request form may be obtained from your supervisor. Flex-time is earned at the same rate that overtime would be paid. For example if an employee works two (2) hours of overtime at time-and-a-half that would equate to three (3) hours of flex-time. Flex-time must be used within the same school year as that of the day it was earned.

C. Work Breaks

Antonio Academy employees are allowed one 30 minute unpaid meal break each work day where the employee works more than five (5) hours in one day. Employees are not allowed to work more than five (5) hours in one period without taking a meal break, unless the employee does not work more than five (5) hours in one day.

Non-exempt employees must take two ten-minute paid break periods for each full workday, as close as practicable to the mid-point of any continuous four (4) hour work period. Employees should contact their supervisor to schedule their meal and break periods.

D. Pay Days

For all employees paydays are scheduled on the last working day of each month.
Each paycheck will include earnings for all reported work performed through the end of the payroll period. Employees should promptly notify the Assistant Board of Directors of Business Services if they have a question regarding the calculations of their paycheck; any corrections will be noted and will appear on the following payroll.

E. Payroll Withholdings

Antonio Academy is required by law to withhold Federal Income Tax, State Income Tax, Social Security (FICA) and State Disability Insurance from each employee’s pay as follows:

Federal Income Tax Withholding: The amount varies with the number of exemptions the employee claims and the gross pay amount.

State Income Tax Withholding: The amount varies with the number of exemptions the employee claims and the gross pay amount.

Social Security (FICA): The Federal Insurance Contribution Act requires that a certain percentage of employee earnings be deducted and forwarded to the federal government, together with an equal amount contributed by Antonio Academy.

State Disability Insurance (SDI): This state fund is used to provide benefits to those out of work because of illness or disability.

Every deduction from an employee’s paycheck is explained on their check voucher. If an employee does not understand the deductions, they should contact the Business Office.

Employees may change the number of withholding allowances they wish to claim for Federal Income Tax purposes at any time by filling out a new W-4 form and submitting it to the Business Office. Antonio Academy’s Business Office maintains a supply of these forms.

All Federal, State and Social Security taxes will be automatically deducted from paychecks. The Federal Withholding Tax deduction is determined by the employee’s W-4 form, which should be completed upon hire. It is the employee’s responsibility to report any changes in filing status to the Business Office. It is also the employee’s responsibility to fill out a new W-4 form if his/her filing status changes.

At the end of the calendar year, a “withholding statement” (W-2) will be prepared and forwarded to each employee for use in connection with preparation of income tax returns. The W-2 shows Social Security information, taxes withheld and total wages.

Antonio Academy offers programs and benefits beyond those required by law. Employees who wish to participate in these programs may voluntarily authorize deductions from their paychecks. For more information contact the Business Office.

F. Attendance Policy

Employees are expected to adhere to regular attendance and to be punctual. If an employee finds it necessary to be absent or late, they are expected to arrange it in advance with their supervisor. If it is not possible to arrange their absence or tardiness in advance, they must notify their supervisor no later than one-half hour before the start of their workday. If an employee is absent from work longer than one day, they are expected to keep their supervisor sufficiently informed of their situation.
Excessive absenteeism and tardiness will not be tolerated and will lead to disciplinary action, up to and including termination. An absence or tardiness by an employee without notification to their supervisor will lead to disciplinary action, up to and including termination.

If you fail to come to work for three consecutive work days without authorization, Antonio Academy will presume that you have voluntarily terminated your position with Antonio Academy at the close of business of the third missed day.

G.  **Time Records**

Time cards must be accurately kept reflecting all regular hours and overtime hours worked and meal periods taken by non-exempt employees. Time cards must be signed by employees, verifying and attesting to the truth of the information contained therein. All absences, tardies and overtime must be accurately reflected on the time card. A schedule for when time cards are due each month can be obtained from the Business Office.

H.  **Extracurricular Activity Supervision**

All members of the Antonio Academy community are welcomed and encouraged to support students and attend extra-curricular events. Full and part time exempt employees shall be required to supervise an equally distributed amount of activities in accordance with the number of planned activities for each school year and the total number of exempt employees. Non-exempt employees will not be required to supervise any extracurricular activities. However, non-exempt employees may request in writing to their supervisors to supervise such activities when no other exempt employee is available. Request forms are available from Human Resources. Supervisors will always give preference to exempt employees when arranging for supervision of events. Non-exempt employees shall not supervise any event lasting longer than twelve (12) hours or any overnight events.

I.  **Travel**

Antonio Academy will reimburse staff members and officials of Antonio Academy for actual and necessary expenses incurred while using private vehicles, or attending authorized meetings or conferences. All expenses shall be reimbursed in accordance with the following.

**Mileage**

1. Actual mileage will be paid for all approved trips. Mileage shall begin and/or end at the staff member’s regular place of work.
2. Travel out of the immediate area of the place of assignment must have the prior approval of the immediate supervisor before the claim for reimbursement will be honored.
3. Antonio Academy’s vehicles will generally be used whenever they are available. If a private vehicle is used in lieu of Antonio Academy’s vehicle, mileage shall be reimbursed at the rate equal to the current IRS approved mileage rate.
4. It shall be the responsibility of the Business Office to assist the individual staff member in scheduling the most efficient and economical means of transportation available.
5. Staff members who work at more than one location in any one day will be paid mileage between the two assigned locations if their supervisor approves usage of their private vehicle.
6. Private vehicle mileage expense for any Antonio Academy trip shall not exceed the cost of vehicle travel to and from the destination or the appropriate airport.
7. All necessary parking, toll and ferry costs will be reimbursed at their full costs.
8. If staff or Board members choose to drive to a conference, Antonio Academy will pay for mileage up to the cost of the best fare by commercial travel (i.e.; plane, train, boat, cab) with no consideration for food or lodging while driving to the conference.

Meals

1. Antonio Academy shall reimburse staff members for all necessary meals while traveling or attending approved conferences and meetings, subject to the following limitations:

   a. A Board member, Antonio Academy staff member, parent, or community member shall not be reimbursed for more than the funds budgeted by the Board for the purposes intended.
   b. The maximum limit for expenditures for meals shall be $50 per day. No receipts are required for meal expenses.
   c. Advanced funds of $50 per day for meal allowance will be provided prior to the conference or meeting.

Lodging

Antonio Academy shall pay for all necessary lodging expenses.

Other Expenses

1. Registration Fees: All registration fees shall be paid by Antonio Academy for approved meetings and conferences.
2. Personal Expense: No personal expense will be reimbursable.
3. Taxes: All taxes paid will be reimbursable.
4. Reasonable tips/gratuities and other required expenditures will be reimbursed.

Procedure

1. All expense claims shall be submitted to Antonio Academy within three months of the date of the expenditure and no later than June 15 of each year. Prior year claims will not be honored.
2. Antonio Academy shall be responsible for the scheduling of vehicles for trips and conferences. Individuals or groups going to the same conference or meeting shall be scheduled to utilize the same vehicle whenever possible.

VII. Standards of Conduct

A. Antonio Academy Basics

Antonio Academy expects that all employees will demonstrate professional responsibility, integrity, and ethical conduct while on duty. Rather than mandate specific behaviors, leadership worked with staff to develop a set of Values, Beliefs, Parameters and Meeting Guidelines that define the environment for the organization. These along with the Vision, Mission and Motto make up the ‘Antonio Academy Basics’. The Antonio Academy Basics are printed on a foldable card and staff is encouraged to keep them handy. In order to keep them energized every meeting begins with a focus on the Basics. In addition to abiding by and promoting the Antonio Academy Basics, the Board believes that certificated staff members should accept as guiding principles and abide by the “Code of Ethics of the Teaching Profession” as adopted and revised by the Commission on Teacher Credentialing.
Values:

**Teamwork**
- It is our responsibility to participate as a team member in a collaborative environment using ideas, resources, and information to achieve common goals.
- We consistently strive to improve ourselves and our practices in order to achieve our Vision and Goals.
- We celebrate and encourage one another by recognizing each other’s accomplishments.

**Enthusiasm**
- Be enthusiastic in order to inspire positive attitude, creativity, motivation and innovation so that everyone is successful.

**Communication**
- We are active listeners and have positive, professional interactions at all levels and in all situations.
- We have a willingness to voice our opinions and we will listen first for understanding and then to be understood.
- Everyone has a responsibility to tactfully communicate concerns and possible solutions to the appropriate person(s).
- We communicate all activities, events, and situations to all pertinent parties with appropriate feedback and follow-up; phone calls and emails are responded to in a timely manner.

**Integrity**
- We all have a responsibility to promote integrity by honoring others with respect, honesty, and trustworthiness.
- We take pride in our work which is reflected in our actions.
- We model the behaviors we expect to see in others.

**Compassion**
- We treat people as individuals with dignity, respect, and sympathy to help them achieve their personal best.
- We address issues in a positive, encouraging way that promotes personal growth.
- We take pride in helping people through positive interactions and mentoring.

**Commitment**
- We have the commitment to follow through, follow-up and have accountability in the quality of your work.
- We have sincere dedication and total commitment to empower the “education team” in the planning and achievement of their academic and life goals.

Beliefs:

- All students can achieve
- We believe in doing the right thing even when no one is looking
- Students require a safe environment to learn
- Education is an investment in the future
- Expectations determine the outcome
- Everyone has something valuable to contribute
Parameters:

- Always stay financially solvent
- Never behave as a victim
- Always be positive and proactive
- Always focus on the Vision
- Always be professional
- Always take responsibility for your actions and outcomes
- Always strive to improve

Meeting Guidelines:

1. Have fun; be professional; take care of business
2. Have an agenda and advance notice of meeting
3. Start/End on time; stay on task
4. Be prepared; participate; be there
5. Make subject matter relevant to attendees
6. Don’t beat a dead horse and don’t shut down
7. Check for understanding as silence equals agreement
8. Mitigate outside interruptions
9. Support decisions even when we agree to disagree
10. Be respectful of others:
    - Check titles at the door,
    - No side conversations,
    - One person speaks at a time;
    - everyone has the right to be heard,
    - Listen first for understanding and then to be understood,
    - Don’t monopolize the conversation,
    - No put downs or criticism;
    - don’t be judgmental,
    - No hidden agendas,
    - No bird walking
11. Reminders; important dates; timelines; and calls for action

B. Personal Appearance

Employees are expected to wear clothes that are neat, clean and professional while on duty. Employees are expected to appear well groomed and appear within professionally accepted standards suitable for the employee’s position, and must at all-time wear shoes. Antonio Academy’s objective in establishing a business dress code is to enable our employees to project the professional image that is in keeping with the needs of our parents, students and community to trust us. Because education requires the appearance of trusted educators and professionals and because we serve clients at our site(s) on a daily basis, a more formal dress code is necessary for our employees. We must project the image of trustworthy, knowledgeable professional educators for the clients who seek our guidance, input, and professional services. No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If an employee experiences uncertainty about acceptable, professional formal business attire for work, they should ask their supervisor or the Human Resources department.
**Slacks, Pants, and Suit Pants**
Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, flannel pants, pants that match a suit jacket, and nice looking dress synthetic pants are acceptable. Inappropriate slacks or pants include any that are too informal. This includes jeans, capris, sweatpants, exercise pants, shorts, bib overalls, leggings, and any spandex or other form-fitting pants such as people wear for exercise or biking.

**Skirts, Dresses, and Skirted Suits**
Dresses, skirts, skirts with jackets, dressy two-piece knit suits or sets, and skirts that are split at or below the knee are acceptable. Dress and skirt length should be at a length at which you can sit comfortably in public. Short, tight skirts that ride halfway up the thigh are inappropriate for work. Mini-skirts, skorts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate for the office.

**Shirts, Tops, Blouses, and Jackets**
Shirts, dress shirts, sweaters, tops, and turtlenecks are acceptable attire for work if they contribute to the appearance of formal, professional dress. Most suit jackets or sport coats are also desirable attire for the office.
Inappropriate attire for work includes tank tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders or plunging necklines; polo shirts; sweatshirts; and t-shirts.

**Shoes and Footwear**
Conservative walking shoes, dress shoes, oxfords, loafers, boots, flats, dress heels, and backless shoes are acceptable for work. Heels must be less than 3 inches. Athletic shoes, tennis shoes, thongs, flip-flops, slippers, and any casual shoe with an open toe are not acceptable in the office. For Men, not wearing socks is inappropriate.

**Accessories and Jewelry**
For men tasteful, professional ties and belts are required. For Women, Tasteful, professional ties, scarves, belts, and jewelry are encouraged. Jewelry should be worn in good taste, with no visible body piercings (except regular earrings) and no visible tattoos.

**Makeup, Perfume, and Cologne**
A professional appearance is encouraged and excessive makeup is unprofessional. Remember that some employees are allergic to the chemicals in perfumes and makeup, so wear these substances with restraint.

**Hats**
Hats are not appropriate in the office.

**Dress Down Days**
Dress down days are generally on Fridays, however, certain days or events throughout the year may be declared ‘dress down’ days. For these days and events, business casual dress will apply.

**Conclusion**
Clothing that reveals cleavage, the back, chest, feet, stomach or underwear is not appropriate. In the Antonio Academy work environment, clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable. All seams must be finished. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable.
If clothing fails to meet these standards, as determined by the employee’s supervisor and/or Administration, the employee will be asked not to wear the inappropriate item to work again. If the problem persists, the employee may be subject to disciplinary action, up to and including dismissal.

C. Confidential Information

All information relating to students, including schools attended, addresses, contact numbers and progress information is confidential in nature, and may not be shared with or distributed to unauthorized parties. All records concerning special education pupils shall be kept strictly confidential and maintained in separate files. Any employee who willfully releases confidential/privileged information about students, staff or any other topic properly confined to a closed session shall be subject to disciplinary action up to and including termination.

D. Conflict of Interest

All employees must avoid situations involving actual or potential conflict of interest. An employee involved in any relationships or situations that he or she believes may constitute a conflict of interest, should immediately and fully disclose the relevant circumstances to his or her immediate supervisor, or any other appropriate supervisor, for a determination about whether a potential or actual conflict exists. If an actual or potential conflict is determined, Antonio Academy may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts related to a potential or actual conflict of interest shall constitute grounds for disciplinary action.

E. Child Neglect and Abuse Reporting

Any employee who knows or reasonably suspects a child has been the victim of child abuse and/or neglect shall report the instance to Child Protective Services (“CPS”) at 919-560-8000 within 24 hours. Child abuse is broadly defined as “a physical injury that is inflicted by other than accidental means on a child by another person.” Antonio Academy employees are required to report instances of child abuse when the employee has a “reasonable suspicion” that child abuse or neglect has occurred. Reasonable suspicion arises when the facts surrounding the incident or suspicion could cause a reasonable person in a like position to suspect child abuse or neglect.

Child abuse or neglect should be reported immediately by phone to CPS at 919-560-8000. The phone call is to be followed by a written report (forms are available in the Counselors office) prepared by the employee within thirty-six (36) hours, which may be sent by fax or electronically. There is no duty for the reporter to contact the child’s parents.

Reporting the information regarding a case of possible child abuse or neglect to your supervisor, Antonio Academy principal, Antonio Academy counselor, coworker or other person shall not be a substitute for making a mandated report to CPS.

F. Outside Employment

Employees should not accept any employment or consulting relationship with another person or entity while employed by Antonio Academy that would interfere with their ability to satisfactorily perform their job duties. Antonio Academy will hold all employees to the same standards of performance and scheduling demands and will not make any exceptions for employees who also hold outside jobs.
G. Expense Reimbursements

Antonio Academy will reimburse employees for certain reasonably necessary expenses incurred in the furtherance of Antonio Academy business. In order to be eligible for reimbursement, employees must follow the protocol set forth in Antonio Academy’s policy regarding expenditures, a copy of which may be obtained from the Business Office. In general, all expenses must have been previously approved in writing by the employee’s supervisor and the Assistant Board of Directors of Business Services. All reimbursement forms must be complete and submitted to the Business Office.

VIII. Employee Pay and Benefits

A. Pay Schedules

The citizens of this community are interested in attracting and maintaining a qualified, competent staff to educate their children. The citizens and the Executive Governing Board recognize the importance of an attractive salary schedule and sound salary policies in securing and holding competent staff members.

Certificated Salary Schedule - 2014-2015 School Year (185 days)

<table>
<thead>
<tr>
<th>Steps</th>
<th>Column 1</th>
<th></th>
<th></th>
<th>Column 2</th>
<th></th>
<th></th>
<th>Column 3</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BA/BS w/Prelim or Clear</td>
<td>BA/BS +45 w/MA/MS</td>
<td>BA/BS +60 w/MA/MS</td>
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<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Annual</td>
<td>Daily</td>
<td>Hourly</td>
<td>Annual</td>
<td>Daily</td>
<td>Hourly</td>
<td>Annual</td>
<td>Daily</td>
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<table>
<thead>
<tr>
<th>BA/BS w/Internship</th>
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<td>Annual</td>
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<td>Hourly</td>
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<td>$ 40,815.81</td>
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Less than BA/BS w/Designated Subject* | | |
<p>| Annual | Daily | Hourly |
| &quot;Grandfathered&quot; Rates | | |</p>
<table>
<thead>
<tr>
<th><strong>ACADEMIC</strong></th>
<th><strong>VOCATIONAL/PROFESSIONAL</strong>*</th>
</tr>
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<tbody>
<tr>
<td><strong>Column 1:</strong></td>
<td>BA/BS degree plus a preliminary or clear credential</td>
</tr>
<tr>
<td><strong>Column 2:</strong></td>
<td>BA/BS degree plus 45 graduate semester units and MA/MS degree and a preliminary or clear credential</td>
</tr>
<tr>
<td><strong>Column 3:</strong></td>
<td>BA/BS degree plus 60 graduate semester units and MA/MS degree or higher degree and a preliminary or clear credential</td>
</tr>
</tbody>
</table>

*Placement on the salary schedule according to Vocational/Professional experience is only for classroom teachers of non-core, non-college prep courses as deemed necessary and appropriate by Administration. Required professional experience cannot be used for vertical progression on schedule.

All Units for salary advancement are semester units and must be taken after the award date of the Bachelor's Degree. Quarter units are converted to semester units by multiplying by a factor of two-thirds (2/3). Advancement across columns is dependent on units obtained from accredited schools (as accepted by the North Carolina Commission on Teacher Credentialing). Certificated employees requesting advancement on the salary schedule shall submit supporting records of official transcript(s) or other official school document(s) showing completion of the required units or degree, or letter from the college/university. Salary adjustment due to advancement will be given twice per year, August and January. Appropriate documentation must be received by the Human Resources Department by August 20 for salary placement retroactive to the first official duty day of that school year, or by January 20 for salary placement retroactive to January 1.
## Classified Pay Schedule - 2012-2013 School Year

<table>
<thead>
<tr>
<th>Range</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Proctor</td>
</tr>
<tr>
<td>B</td>
<td>Instructional Associate, Office Assistant (Reception, General)</td>
</tr>
<tr>
<td>C</td>
<td>Custodian</td>
</tr>
<tr>
<td>D</td>
<td>Lab Specialist (Reading lab, Testing center)</td>
</tr>
<tr>
<td>E</td>
<td>Maintenance</td>
</tr>
<tr>
<td>F</td>
<td>Office Clerk (Curriculum, Registrar, Special Ed.)</td>
</tr>
<tr>
<td>G</td>
<td>Computer Technician (Database, Support)</td>
</tr>
<tr>
<td>H</td>
<td>Administrative Assistant (Assistant Superintendent, Principal), Community Outreach Coordinator</td>
</tr>
<tr>
<td>I</td>
<td>Business Office Technician, Personnel Technician</td>
</tr>
<tr>
<td>J</td>
<td>Network Administrator</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Steps</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
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<td>$15.72</td>
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<td>$17.53</td>
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<td>$20.02</td>
<td>$22.31</td>
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<td>$24.83</td>
<td>$26.91</td>
<td>$37.71</td>
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</tbody>
</table>
Management Salary Schedule - 2012-2013 School Year

<table>
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<tr>
<th>Days</th>
<th>Factor*</th>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
<th>Step 4</th>
<th>Step 5</th>
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</thead>
<tbody>
<tr>
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<td>Dean - Main Campus</td>
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<td>$ 50,000.00</td>
<td>$ 52,500.00</td>
<td>$ 55,125.00</td>
<td>$ 57,881.25</td>
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</tbody>
</table>

*Management salaries are based on a factor of the highest teacher salary ($77,235.65). Step 3 for all management positions is determined by the above factors of the highest teacher salary. Working backwards, Steps 1 and 2 are determined by 5% increments. Steps 4 and 5 are based on 5% increases. Any increases or decreases in the certificated salary schedule will automatically be reflected in the management salary schedule.

B. Personal Necessity Time

Antonio Academy provides Personal Necessity Time (PN) to all full and part time employees to enable them to take paid time off for personal reasons. Antonio Academy believes that this time is valuable for employees in order to enhance their productivity and to make their work experience with Antonio Academy personally satisfying. Eligible employees accrue PN time according to the following:

<table>
<thead>
<tr>
<th>Employee Classification</th>
<th>PN Accrual rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exempt, Full Time</td>
<td>1 day per month – Number of months per year is specified on Notice of Assignment (NOA)</td>
</tr>
<tr>
<td>Non-Exempt, Full Time</td>
<td>1 day (8 hours) per month – Number of months per year is specified on NOA</td>
</tr>
<tr>
<td>Exempt and Non-Exempt, Part Time</td>
<td>Pro rata basis - the rate at which their work schedule (as specified on their NOA) relates to full time employment.</td>
</tr>
</tbody>
</table>

All PN days that is scheduled to be accrued for the school year shall be available to the employee at the beginning of the school year. Any unused PN time within one School year automatically converts to sick time and is rolled over to the following year. No employee will receive pay in lieu of PN. No PN accrues during any unpaid leave of absence or while on disability salary continuation. PN accruals recommence when the employee returns to work. All use of PN time must be approved, in writing, in advance by the employee’s supervisor. Exempt, full-time employees may be docked PN time in full or half day increments. Leave request forms are available from your supervisor.

C. Flex Days

All full time 10 month facilitators shall have up to five (5) flex days as deemed necessary by their supervisor. The flex days may be used at any time during the five (5) weekdays immediately preceding or following the employees regular annual work calendar. The corresponding days to be taken off must be taken during the same school year with the prior written approval of the employee’s supervisor. Leave request forms are available from your supervisor.
D. Sick Leave

Any unused PN time within one school year automatically converts to sick time and is rolled over to the following year. Sick leave is intended to provide a cushion for incapacitation due to illness or injury. It is intended to be used only when actually required to recover from illness or injury; sick leave is not for “personal” absences. However, an employee may use sick leave to attend to the illness of his or her child, parent, spouse or domestic partner. Antonio Academy does not pay employees in lieu of unused sick leave, nor is sick leave paid out upon termination of employment.

Antonio Academy retains the right to require medical certification of any illness including certification clearing a return to work, for any absence due to illness of the employee, which lasts more than three (3) consecutive workdays. If the illness or injury exceeds ten (10) workdays, the employee may be required to provide medical certification of the illness or injury, including a diagnosis and estimate as to the expected duration or the necessary absence. No employee may return to work until all requested medical certification are received and reviewed. Once an employee has exhausted sick leave, the employee may continue on an unpaid medical leave, if eligible under applicable medical leave law, depending upon the facts and circumstances of the employee’s basis for leave beyond the accrued sick leave. Exempt, full-time employees may be docked sick time in full or half day increments. Leave request forms are available from your supervisor.

New employees may transfer all days of paid sick leave that they have accrued at the school employer where the new employee was employed immediately prior to being employed by Antonio Academy.

E. Insurance Benefits

1. Health Insurance

Full-time employees are entitled to health insurance benefits in accordance with Antonio Academy’s health insurance plan. The coverage chosen by the employee will determine how much of the employee’s portion of monthly premiums will be deducted from the employee’s paycheck, if any.

If medical insurance premium rates increase, employees may be required to contribute to the cost of increased premiums to retain coverage.

Full time employees are eligible for health insurance benefits on the first day of the month after their date of hire.

Eligible staff members will be entitled to a “cash option” in lieu of health benefits. This is based on a plan year from July 1 through June 30. Eligibility for the “cash option” is based on the following criteria:

(a) Married couples that are both full-time staff members of Antonio Academy (only one would be eligible to waive benefits).

(b) Eligible staff members whose health benefits are covered by a spouse’s employer, or elsewhere (with verification).

For those staff members who are eligible for the “cash option” in lieu of health benefits and who waive medical benefits, a specified amount is available to be contributed to a 403(b) plan. This specified amount will consist of two installments, which will be included in the November and May payrolls and will be distributed, in a timely manner, to the pre-designated 403(b) account.
Eligible staff members who wish to waive benefits and receive the “cash option” must sign and return a waiver to the Business Office prior to or during the open enrollment period.

2. **Disability Insurance**

All employees are enrolled in North Carolina State Disability Insurance (SDI), which is a partial wage-replacement insurance plan for North Carolina workers. Employees may be eligible for SDI when they are ill or have non-work related injuries, or may be eligible for work related injuries if they are receiving workers’ compensation at a weekly rate less than the SDI rate. Specific rules and regulations relating to SDI eligibility are available from the Employment Development Department State of North Carolina website.

3. **Family Leave Insurance**

Employees covered by the North Carolina Disability Insurance program are also covered by the North Carolina Paid Family Leave Insurance program. Eligible employees are entitled to receive up to six weeks of wage replacement benefits when they suffer a wage loss for taking time off to care for a seriously ill child, spouse, parent or domestic partner or to bond with a new child within one year of birth or placement of the child in connection with foster care or adoption. Specific rules and regulations relating the Family Leave Insurance are available from the Employment Development Department State of North Carolina website.

4. **Workers’ Compensation Insurance**

Eligible employees are entitled to Workers’ Compensation Insurance benefits when suffering from an occupational illness or injury. This benefit is provided at no cost to the employee. See below for a further description of making a claim for Workers’ Compensation Insurance benefits.

F. **Leaves of Absence**

This Handbook summarizes leave that may be available to employees. Most leave policies have differing requirements for eligibility, duration, benefits, etc. Therefore, employees should contact Human Resources to request specific information relating to a particular leave policy. Employees must submit requests for leaves of absence in writing to their supervisor as far in advance as is practicable. While on leave, employees should occasionally keep in contact with their supervisor and must notify their supervisor if the date to return to work changes. If an employee’s leave expires and fails to return to work without contacting their supervisor it will be presumed that the employee abandoned his/her position with Antonio Academy and employment may be terminated. If an employee is unable or unwilling to return to work at the expiration of his/her leave of absence, his/her employment may be terminated.
While out on a leave of absence, employees may not accept employment with another company or person unless agreed to in advance in writing by Antonio Academy’s Board of Directors. Acceptance of employment in violation of this policy will be considered an abandonment of the employee’s position with Antonio Academy, and employment may be terminated. Employees shall not apply for unemployment compensation insurance while out on leave.

1. **Family Care and Medical Leave**

Antonio Academy complies with the federal Family and Medical Leave Act (FMLA) and the North Carolina Family Rights Act (CFRA), both of which require Antonio Academy to permit each eligible employee to take up to 12 work weeks of leave in any 12-month period for the birth or adoption of a child, the employee’s own serious health condition or for the serious health condition of the employee’s child, parent or spouse. For ease of reference in this policy, all leave taken under both FMLA and CFRA will be referred to as “FMLA leave.”

**Eligible Employees**

Employees may be eligible for FMLA leave if they have:

- Been employed by Antonio Academy for at least 12 months; and
- Worked at least 1,250 hours during the 12-month period immediately preceding commencement of the FMLA leave; and
- Work at a location in which the employer has at least 50 employees within 75 miles radius of the employee’s work site.

**Reasons for Taking Leave**

The 12-week FMLA leave includes any time taken for any of the following reasons:

- Care for the employee’s newborn child or a child placed with the employee for adoption or foster care;
- The employee’s own serious health condition that makes the employee unable to perform any one or more of the essential functions of his or her job;
- Care for a spouse, child or parent with a serious health condition;
- To care for an active duty member of the Armed Forces who is the employee’s spouse, son, daughter or parent and who is undergoing medical treatment, recuperation or therapy, in outpatient status or on the temporary disability retired list for serious injury or illness;
- For a qualifying exigency arising out of the fact that the employee’s spouse, son, daughter or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

A “serious health condition” is an illness, injury, impairment, or physical or mental condition that involves: 1) inpatient care in a hospital, hospice or residential health care facility or 2) continuing treatment by a health care provider.

An employee that takes leave may elect to substitute any of their accrued PN or sick leave during this period.
Length of FMLA Leave

Leave can be taken in one or more periods, but may not exceed 12 work weeks in any 12-month period. Leave taken for a pregnancy disability is not included in this 12 week calculation.

Twelve (12) work weeks means the equivalent of twelve of the employee’s normally scheduled work weeks. For a full-time employee who works five eight-hour days per week, 12 work weeks means 60 working and/or paid eight-hour days. The 12-month period in which 12 weeks of leave may be taken is the 12-month period immediately preceding the commencement of any FMLA leave.

If FMLA leave is taken because of the employee’s own serious health condition or the serious health condition of the employee’s spouse, parent or child, the leave may be taken intermittently or on a reduced leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition.

If FMLA leave is taken because of the birth of the employee’s child or the placement of a child with the employee for adoption or foster care, the minimum duration of leave is two weeks, except that Antonio Academy will grant a request for FMLA leave for this purpose of at least one day but less than two weeks’ duration on any two occasions.

The maximum time the employee will be allowed to take FMLA leave to care for an active duty member of the Armed Forces as described above, if the employee is eligible, is 26-work weeks in a 12-month period. The employee may elect to use any accrued PN time, family leave or medical or sick leave for any part of the 26-week period.

[Note: The 12-month period shall be a rolling 12-month period measured backward from the date an employee uses any leave.]

[Note: At the end of an employee's period(s) of pregnancy disability leave, a CFRA-eligible employee may request a CFRA leave of up to 12 work weeks for reason of birth of her child if the child has been born by this date. There is no requirement that either the employee or child have a serious health condition nor is there a requirement that the employee no longer be disabled by her pregnancy, childbirth, or related medical condition before taking CFRA leave for reason of birth of her child.]

Health Benefits

The provisions of Antonio Academy’s various employee benefit plans govern continuing eligibility during FMLA leave, and these provisions may change from time to time. Payment of premiums while on FMLA leave remains the same as if the employee were not on leave. Thus, the employee is required to pay any premium payments for him/herself and dependents during leave that would have been made if he/she were not on leave, while Antonio Academy continues to pay the benefits at the same level as if the employee were not on leave. When a request for FMLA leave is granted, Antonio Academy will give the employee written confirmation of the arrangements made for the payment of insurance premiums during the leave period.

If the employee out on leave chooses not to return to work from a leave allowed by this policy after the expiration of the leave, the employee will be required to repay Antonio Academy the premium amounts it paid during leave, unless the employee does not return to work because of circumstances beyond his/her control or because of recurrence, continuation or onset of a serious health condition.
**Medical Certifications**

An employee requesting FMLA leave because of his/her own or a relative’s serious health condition must provide medical certification from the appropriate health care provider on a form supplied by Antonio Academy. Failure to provide the required certification in a timely manner (within 15 days of the leave request) may result in denial of the leave request until such certification is provided.

If Antonio Academy has reason to doubt the medical certification supporting a leave because of the employee’s own serious health condition, Antonio Academy may request a second opinion by a health care provider of its choice (paid for by Antonio Academy). If the second opinion differs from the first one, Antonio Academy will pay for a third, mutually agreeable, health care provider to provide a final and binding opinion.

Recertifications are required if leave is sought after expiration of the time estimated by the health care provider. Failure to submit recertifications can result in termination of the leave.

**Procedures for Requesting and Scheduling FMLA Leave**

An employee should request FMLA leave by completing a Request for Leave form (available from Human Resources) and submitting it to Human Resources. An employee asking for a Request for Leave form will receive a copy of Antonio Academy’s then-current FMLA leave policy.

Employees should provide not less than 30 days notice or if such notice is not possible, as soon as is practicable, for foreseeable childbirth, placement or any planned medical treatment for the employee or his/her spouse, child or parent. Failure to provide such notice is grounds for denial of a leave request, except in situations where the need for FMLA leave is an emergency or otherwise unforeseeable.

If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment for the employee or a family member, the employee may be transferred temporarily to an available alternative position for which he/she is qualified that has equivalent pay and benefits and that better accommodates recurring periods of leave than the employee’s regular position.

In most cases, Antonio Academy will respond to a FMLA leave request within five (5) days of acquiring knowledge that the leave is being taken for an FMLA-qualifying reason and, in any event, within ten (10) days of receiving the request. If an FMLA leave request is granted, Antonio Academy will notify the employee in writing that the leave will be counted against the employee’s FMLA leave entitlement. This notice will explain the employee’s obligations and the consequences of failing to satisfy them.

**Return to Work**

Upon timely return at the expiration of the FMLA leave period, an employee is entitled to the same or comparable position to the employee’s original position in terms of pay, benefits and working conditions, including privileges, perquisites and status, unless the same position and any comparable position(s) have ceased to exist because of legitimate business reasons unrelated to the employee’s FMLA leave. Certain key employees may be subject to reinstatement limitations in certain circumstances. If you are a key employee, you will be notified of the potential reinstatement limitations when you request FMLA leave.

Before an employee will be permitted to return from FMLA leave taken because of his or her own serious health condition, the employee must obtain a certification from his or her health care provider that he or she is able to resume work.
2. **Pregnancy Disability Leave**

Antonio Academy complies with the requirements of the North Carolina Pregnancy Disability Act, in addition to other family and medical leaves required by law. Antonio Academy will give each female employee an unpaid leave of absence of up to four months, as needed, for the period(s) of time a woman is actually disabled by pregnancy, childbirth or related medical conditions.

**Eligibility**

To be eligible, the employee must be disabled by pregnancy, childbirth or a related medical condition and must provide appropriate medical certification concerning the disability.

**Reasons to Take Leave**

The employee is entitled to take up to four months of pregnancy disability leave if the employee is actually disabled by her pregnancy, childbirth or a related medical condition. This includes time off needed for prenatal care, severe morning sickness, doctor-ordered bed rest, childbirth, recovery from childbirth and any related medical condition. Generally this means the employee is unable to work at all or is unable to perform any one or more of the essential functions of her job without undue risk to herself, the successful completion of her pregnancy, or to other persons because of pregnancy or childbirth, or because of any medically recognized physical or mental condition that is related to pregnancy or childbirth (including severe morning sickness).

**Length of Pregnancy Disability Leave**

Pregnancy disability leave may be taken in one or more periods, but not to exceed four months total. “Four months” means the number of days the employee would normally work within four months. For a full time employee who works five eight-hour days per week, four months means 88 working and/or paid eight-hour days of leave entitlement based on an average of 22 working days per month for four months.

Pregnancy disability leave is not counted as leave taken under FMLA or CFRA.

Pregnancy disability leave may be taken intermittently or on a reduced leave schedule when medically advisable, as determined by the employee’s healthcare provider. If an employee requires intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment, the employee may be transferred temporarily to an available alternative position for which he or she is qualified that has equivalent pay and benefits that better accommodates recurring periods of leave than the employee’s regular position.

**Employee Benefits**

The provisions of Antonio Academy’s various employee benefit plans govern continued eligibility during pregnancy disability leave and these provisions may change from time to time. When a request for pregnancy disability leave is granted, Antonio Academy will give the employee written confirmation of his/her eligibility to continue the various employee benefit plans and if appropriate, will confirm the arrangements made for the payment of insurance premiums during the leave period.

An employee on pregnancy disability leave remains an employee of Antonio Academy and a leave will not constitute a break in service for purposes of longevity and/or seniority. When an employee returns from pregnancy disability leave, she will resume her benefits in the same manner and the same level as provided when the leave began, without any new qualification period, physical exam, etc.
**Medical Certifications**

An employee requesting a pregnancy disability leave must provide medical certification from her healthcare provider. Failure to provide the required certification in a timely manner (within 15 days of the leave request) may result in a denial of the leave request until such certification is provided.

Re-certifications are required if leave is sought after expiration of the time estimated by the healthcare provider. Failure to submit required re-certification can result in termination of leave.

**Requesting and Scheduling Pregnancy Disability Leave**

An employee should request pregnancy disability leave by completing a Request for Leave from Human Resources and submitting it to Human Resources. An employee asking for a Request for Leave form will be provided a current copy of Antonio Academy’s pregnancy disability leave policy.

Employees should provide not less than thirty (30) days or if such notice is not possible, as soon as is practicable if the need for the leave is foreseeable. Failure to provide such notice is grounds for denial of the leave request, except if the need for pregnancy disability leave was an emergency and was otherwise unforeseeable.

Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt Antonio Academy’s operation.

In most cases, Antonio Academy will respond to a pregnancy disability leave request within two (2) days of acquiring knowledge that the leave qualifies as pregnancy disability and, in any event, within ten (10) days of receiving the request. If a pregnancy disability leave request is granted, Antonio Academy will notify the employee in writing and leave will be counted against the employee’s pregnancy disability leave entitlement. This notice will explain the employee’s obligations and the consequences of failing to satisfy them.

**Return to Work**

Upon timely return at the expiration of the pregnancy disability leave period, an employee is entitled to the same position unless the employee would not otherwise have been employed in the same position (at the time reinstatement is requested) because of legitimate business reasons unrelated to the pregnancy disability leave or if the means to preserve the position would substantially undermine Antonio Academy’s ability to operate the business safely and efficiently.

If the employee is not reinstated to the same position, she must be reinstated to a comparable position unless there is no comparable position available or filling the available position with the returning employee would substantially undermine Antonio Academy’s ability to operate the business safely and efficiently.

When a request for pregnancy disability leave is granted to an employee, Antonio Academy will provide the employee with a guarantee to reinstate the employee to the same position or to a comparable position, unless justified by law. The guarantee will be provided in writing if requested by the employee.

Before an employee will be permitted to return from a pregnancy disability leave of 88 days, the employee must obtain a certification from her healthcare provider that she is able to resume work.

If the employee can return to work with limitations, Antonio Academy will evaluate those limitations, and if possible, will accommodate the employee as required by law.
3. **Medical Leave of Absence**

An unpaid medical leave of absence may be granted to employees who are not eligible for other leaves. Employees should ask their supervisor or Human Resources for information on medical leaves of absence and any implications unpaid medical leave may have on their eligibility for employee benefits, including medical benefit plan coverage.

4. **Funeral/Bereavement Leave**

Full and part time employees will be allowed paid bereavement leave to arrange and attend the funeral of an immediate family member. Employees will be allowed three (3) days if travel is within the state of North Carolina, and five (5) days if travel is outside the state of North Carolina. For purposes of this policy, an employee’s immediate family member includes a current spouse, parent, legal guardian, sibling, child, stepchild, uncle, aunt, niece, nephew, current parent-, daughter-, son-, sister-, or brother-in-law, grandparent, grandchild, domestic partner or any other member of the employee’s household.

If any employee requires more than allowable number of days off for bereavement leave, the employee may request additional unpaid leave or may request the opportunity to use any accrued PN time.

5. **Military Leave of Absence**

Antonio Academy provides military leaves of absence to employees who serve in the uniformed services as required by the Uniformed Services Employment and Reemployment Rights Act of 1994 and applicable state laws. Leave is available for active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty and for examinations to determine fitness for any such duty. Total military leave time taken may not exceed five years during employment, except in special circumstances.

Advance notice of leave is required. Employees should inform their supervisor of anticipated military leave time as far in advance as possible. Accrued PN will be paid during military leave at the employee’s request and health plan coverage continuance can be arranged for up to 24 months during military leave if required premium payments are made by the employee. As with other leaves of absence, failure to return to work or to reapply within applicable time limits may result in termination of employment.

Employees may be eligible for as many as 10 unpaid days off when their spouse is on leave from military deployment during a period of military conflict. A qualified employee is one who works more than 20 hours per week and whose spouse is a member of the Armed Forces, National Guard or Reserves who has been deployed during a period of military conflict. In order to qualify for the leave, the employee must notify Antonio Academy within two days of receiving official notice that his or her spouse will be on leave from deployment and must provide written documentation certifying that the spouse will be on leave from deployment.

6. **Drug and Alcohol Rehabilitation Leave**

Antonio Academy will reasonably accommodate an employee who voluntarily enters and participates in an alcohol or drug rehabilitation program, including potentially providing unpaid leave to participate in the program. Antonio Academy will not pay for the costs incurred in attending a rehabilitation program. An employee who wishes to identify him or herself as an individual in need of the assistance of an alcohol or drug rehabilitation program may contact the Assistant Board of Directors of Human Resources. Antonio Academy will take all reasonable steps necessary to maintain the employee’s privacy in this situation. The employee may use accrued sick leave or accrued PN time, if any, during requested leave.
Nothing in this policy shall prohibit Antonio Academy from refusing to hire or discharge an employee who, because of his or her current use of alcohol or drugs, is unable to perform his/her duties or cannot perform the duties in a manner that would not endanger his/her health or safety or the health or safety of others.

7. **Time Off to Attend Child’s School Discipline**

Any employee who is a parent or legal guardian of a child that has received written notice from the child’s school requesting his or her attendance at a disciplinary conference is entitled to take unpaid leave to attend the conference. Employees may also choose to use accrued PN time to attend the conference. Please contact your supervisor to determine eligibility and scheduling before taking any leave to attend a disciplinary conference.

8. **Time Off to Attend Child’s School Activities**

Employees that are parents, guardians or grandparents with custody of a child in kindergarten, grades 1-12 or with a child in a licensed day care facility, may wish to take unpaid time off to visit the school of their child for a school activity. Employees may take off up to eight hours each calendar month (up to a maximum of 40 hours each school year), provided the employee gives reasonable notice to Antonio Academy of the planned absence. Employees may also choose to use accrued PN time to attend activities.

If both parents of a child work for Antonio Academy, the first parent to provide notice may take the time off, unless Antonio Academy approves both parents taking time off simultaneously.

9. **Time Off to Serve as Election Official**

Any employee who serves as an election official is eligible for unpaid leave on election day for purposes of service. Employees should notify their supervisor of their commitment to act as an election official as far in advance as possible.

10. **Time Off for Jury and Witness Duty**

Full and part time employees will be allowed up to twenty (20) paid days during any one school year to serve on a jury. Staff members are paid for the time they are absent (up to 20 days) less any monies received from the court for their jury duty service. Employees shall not be reimbursed for mileage or other expenses.

Jury duty shall be granted without any loss of credit to the employee’s length of service with Antonio Academy. PN time and other benefits will continue to accrue while the staff member is on jury duty. Antonio Academy shall have the right to request that the court consider postponing jury service if the staff member’s absence would seriously interrupt the operations of Antonio Academy.

Staff members must give advance notice of the need for time off due to jury duty. A copy of the summons should accompany the request. Should a staff member be dismissed from jury duty at least four (4) hours prior to the end of the business day, the staff member is required to report back to work. Staff members are required to submit proof of their jury duty service for each day they report to jury duty.

Antonio Academy will also provide employees unpaid leave to appear in court or other judicial proceeding as a witness, as permitted by law, to comply with a valid subpoena or other court order. Employees should notify their supervisor of their commitment to serve on a jury or as a witness as far in advance as possible.
11. **Time Off for Voting**

Employees who do not have sufficient time outside of their regular working hours to vote in a statewide election may request time off to vote. If possible, employees should make their request at least two days in advance of the election. Up to two hours of paid time off will be provided, at the beginning or the end of the employee’s regular shift, whichever will allow the most free time for voting and the least time off work. Employees should notify their supervisor of their request and schedule time off to vote.

12. **Workers’ Compensation Leave**

Employees that are temporarily totally disabled due to a work-related illness or injury will be placed on workers’ compensation leave. The duration of their leave will depend upon the rate of their recovery and the business needs of Antonio Academy. Workers’ compensation leave will run concurrently with any other applicable medical leave of absence.
IX. Employment Training, Evaluation and Separation

A. Employee Reviews and Evaluations

Each employee will receive periodic (but not less than once per school year) performance reviews conducted by their supervisor. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties or recurring performance problems.

Employee performance evaluations may review factors such as the quality and quantity of the work performed, knowledge of the job, initiative, work attitude, and attitude toward others. The performance evaluations are intended to make the employee aware of his/her progress, areas for improvement and objectives or goals for future work performance. Favorable performance evaluations do not guarantee increases in salary or promotions or job retention. Salary increases and promotions are solely within the discretion of Antonio Academy and depend upon many factors in addition to performance. After the review, the employee will be required to sign the evaluation report simply to acknowledge that is has been presented to them, that they have discussed it with their supervisor, and that they are aware of its contents. The employee may make a written response to the evaluation. The response shall be attached to the evaluation and permanently placed in the employee’s personnel file. The evaluation system in no way alters the at-will employment relationship.

B. Staff Development

The Executive Governing Board recognizes that a well-trained staff is essential to carrying out its goals. Besides providing opportunities for personal growth, staff development is viewed as necessary, continuous, and a systematic effort to improve Antonio Academy’s educational programs by involving all staff members in activities that improve their skills and broaden their perspectives. Accordingly Mondays have been designated for staff collaboration and training. All staff development shall be in alignment with Antonio Academy’s Vision, Mission, Objectives and Goals.

Additionally all employees shall develop an Individual Career Development Plan (“ICDP”) in conjunction with their supervisor which shall be reviewed at least at each evaluation. Employees are encouraged to attend additional external training and conferences in alignment with their ICDP, Antonio Academy’s Vision, Mission, Objectives and Goals and the employees job duties as deemed necessary and approved by their supervisor.

C. Discipline and Involuntary Termination

Violation of Antonio Academy’s policies and rules may warrant disciplinary action, which may take multiple forms, including verbal warnings, written warnings, suspensions or termination. Antonio Academy’s disciplinary system is informal and Antonio Academy may, in its sole discretion, utilize any form of discipline it deems appropriate under the circumstances, up to and including termination of employment upon the first offense. Antonio Academy reserves its right to place employees on paid administrative leave at its discretion, from time to time, as needed. However, in cases when an employee may be arrested and charged with certain criminal offenses as enumerated in Education Code Section 44830.1, 44836, or 44837, Antonio Academy may place the employee on an unpaid administrative leave pending an action on the charges.
D. Voluntary Termination

Either the employee or Antonio Academy may terminate the employment relationship at any time, with or without notice and with or without cause. While it is not required, Antonio Academy requests that employees electing to resign give as much advance notice as possible (preferably two weeks) to allow Antonio Academy to plan for your departure. The Board authorizes the Board of Directors or designee to accept an employee's written resignation and to set its effective date. Once the Board of Directors or designee has accepted and set an effective date for this resignation, the resignation may not thereafter be withdrawn by the employee.

An exit interview will normally be scheduled on the last day of work with the Assistant Board of Directors of Human Resources. The purposes of the exit interview is to review eligibility for benefit conversion, to ensure that all necessary forms are completed, to collect any company property (including keys, equipment, documents and records) that may be in the employee’s possession, to review the employee's obligations regarding confidential information, and to provide the employee with the opportunity to make any constructive comments and suggestions on improving the working environment at Antonio Academy. Antonio Academy appreciates receiving candid opinions of the employee’s employment. Final pay will be provided in accordance with state law.

E. Employee Grievances

The intent of this policy is to secure, at the lowest possible level, equitable solutions to problems affecting employees. These grievance proceedings shall be kept as informal and confidential as possible at all levels of the procedure.

An employee grievance is defined as the formal written claim by any Antonio Academy employee or group of employees that there has been a violation, misinterpretation, or misapplication of federal or state law or regulation, or Antonio Academy policies. A grievance does not include appeals from decisions of school employees for which other avenues of appeal to the Board exist.

It is desirable for grievances to be resolved through free and informal communications. An employee should first attempt to resolve any grievance through discussion with the employee's supervisor. If a grievance cannot be resolved at this level, the aggrieved employee may request a grievance conference with the supervisor. Failure of an employee to comply with timelines listed below will result in denial of the grievance or appeal. The Board prohibits retaliation against an employee who files a grievance under this policy. Failure of the school administration to comply with these timelines will result in automatic right of appeal to the next level.

Step I -- Supervisor Conference An employee wishing to invoke the grievance procedure shall make a written request for a conference with the supervisor. The request shall describe the grievance and name the specific policy, rule or law believed to have been violated. The following additional guidelines shall be observed in Step I: (A). A grievance shall be filed as soon as possible but not longer than thirty (30) calendar days after disclosure of the facts giving rise to the grievance. (B). The supervisor shall grant the conference within five (5) work days following receipt of the request. The supervisor will state in writing his/her position on the question to the employee within five (5) work days following the conference.

Step II -- Appeal to the Board - Any appeal to the Board panel shall be on the record unless the panel determines that additional information may be presented. At the appeal hearing, each side normally shall be allotted 30 minutes to present oral argument. The aggrieved party will be informed in writing of the panel's decision within five (5) work days.
ACKNOWLEDGEMENT OF HANDBOOK

I acknowledge that I have received Antonio Academy’s Employee Handbook. I have read the Handbook and understand the contents of the Handbook. I agree to abide by all of Antonio Academy’s policies.

Employee’s Name: ____________________________________________________________

Employee’s Signature: _______________________________________________________

Date: __________________________
INSURANCE PEOPLE

Below are the estimated annual premiums Antonio Academy

**Property Premium Estimate**
- Contents $500,000
- Deductible $1,000
- Form Special
- Equipment Breakdown Included

**General Liability Premium Estimate** $4,907

**Rating Basis:**
- Students 320
- Faculty 15

**Limits:**
- Per Occurrence Limit $1,000,000
- Annual Aggregate $3,000,000
- Sexual Abuse & Molestation $1,000,000 per occurrence
- $3,000,000 aggregate
- Employee Benefits $1,000,000 per occurrence
- $3,000,000 aggregate
- School District & Educators Legal Liability
  - $1,000,000 per occurrence
  - $2,000,000 aggregate
- Additional Defense $100,000/$50,000/$100,000

Named insured includes the insured Organization (School Entity), it’s school board, School Committee, Board of Trustees, Board of Governors or similar governing body, elected or appointed members of the Board of Education, Board of Trustees, School Directors, School Committee, Board of Governors or similar governing board, Employees, Student Teachers, School Volunteers, and students while serving in a supervised internship program sponsored by the “educational institution”.

Wrongful Act to include any actual or alleged act, error, omission, misstatement, misleading statement, neglect, or breach of duty by or on behalf of the Insured Organization, including educational malpractice or failure to educate, negligent instruction, failure to supervise, inadequate or negligent academic guidance of counseling, improper or inappropriate academic placement or discipline.
### INSURANCE PEOPLE

<table>
<thead>
<tr>
<th>Description</th>
<th>Estimate</th>
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<tbody>
<tr>
<td><strong>Fidelity Bond Estimate</strong></td>
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<td><strong>TOTAL ESTIMATED PREMIUM</strong></td>
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Student Accident Coverage                  | $7.00 per student |

These premiums are subject to change based on Underwriter review and approval of completed applications.

Disclaimer: The abbreviated outlines of coverages used throughout this proposal are not intended to express legal opinion as to the nature of coverage. They are only visuals to a basic understanding of coverages. The policy terms, conditions, and exclusions will prevail. Please read the policy forms for specific details of coverage.

02/24/13
Currently members of the Board are working with a realtor to identify locations best suited for the school’s effective operation. Though locations have been identified both on Harvard Street and Miami Boulevard there is no determination made at this time. The spatial needs at a minimum are 4,500 square foot. The contingency plan is to make available one of the various properties owned or leased by the CEO.
Not Applicable
P. Revenue Assurances and/or Working Capital Report

Appendix R

WORKING CAPITAL and/or ASSETS ON DATE OF APPLICATION

***Loans from Self-Help Bank based upon charter approval.

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<thead>
<tr>
<th>Asset Type</th>
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<td>Bonds</td>
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Not Applicable