



## Operations Manual

The primary responsibility of the Operations Department at Paul Public Charter School (Paul PCS) is to provide excellent service to our scholars by maintaining a beautiful and safe space for our scholars, by striving for ever-efficient processes and procedures, and by maximizing our usefulness to all those who provide direct services to students. We are committed to responsiveness, efficiency and thoughtful frugality, all while being flexible and cognizant to the unique needs of our students.

The Operations Department at Paul PCS consists of the business, security, facilities and technology teams, each of which are responsible for close collaboration with each school's leadership teams. The Operations Leadership Team is responsible for all school-based coordination and collaboration with school-leaders, and support alignment between our two schools. We maintain tight organizational systems so that we can be entirely flexible and support to the diverse needs of our schools.

The Director of Operations is also responsible for ensuring operational processes at the network level are clear and refined, that financial decisions are responsible, and that there is an appropriate line of communication about finances to the Board.

The Operations Department believes that all stakeholders who come through our door are our customers: teachers, staff, students, parents, and board members. We seek excellence via feedback loops, constant communication, precision, and reflection. We seek to serve our schools within our means, maximizing our resources so we can provide myriad and diverse resources to our students, without waste. This manual has been created to guide, improve and strengthen the operational procedures of Paul PCS. Paul PCS reserves the right to change, modify, or delete any of the information or policies described in the Operations Manual at any time, with or without notice. All such changes will be communicated through official notices; revised information may supersede, modify or eliminate existing policies.



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## Talent

The Talent team is committed to ensuring thorough and efficient service for Paul PCS.

- Talent Acquisition: We are sourcing and building pipelines locally and nationally in an effort to bring the educators and administrators to the team.
- Benefits: We continuously work with our brokers to maximize health and wellness for our employees.
- Employee Relations: We strive to deliver clear communication on policies and procedures to support quick resolution of any internal concerns.

Paul PCS has a long-standing tradition of excellence. Our outstanding students deserve the best staff, and our staff deserve a Talent team that is responsive and proactive. The safety, health, and well-being of our Paul Family is the sole priority.



## Staff Onboarding

Before the official start date of the new staff member, the Talent/HR Team will email the Operations team to inform them of the name, department and location of that person, so that his/her accounts can be created and office/work space can be set up. All communication prior to a staff member's start date should be conducted through HR.

## Staff Offboarding

The Operations team will be notified about the last day of any employee. Exiting employees' accounts will be terminated at the end of their last day, unless otherwise determined by the Director of Talent Management or designee. All the IT equipment, facilities keys and cards etc. should be collected from that person before the end of his/her last day. To verify this, HR should confirm with IT and facilities that everything has been turned in by the out-going staff person; the cost of equipment not returned will be deducted from the outgoing employee's final paycheck.

## Personnel Files

All personnel files will be located in the office of the Director of Talent Management or designee. Should employees have a need to copies of their personnel information, staff may request via email two business days in advance.

## Payroll

Paul PCS runs payroll through a third-party company (ADP). Our payroll information is entered into ADP and managed internally by the Talent Manager, with the support of the Director of Talent Management. All queries, reports, and changes should be requested directly to the Talent/HR Team. Staff will be given electronic access to ADP upon the onset of their employment. Password resets will also be managed by the Talent/HR Team. Payroll is managed by a third-party vendor under the guidance of the Director of Operations and with the support of the Director of Talent Management. All queries can be made directly to either Director.

## ADP Accounts

Step One: Visit the following link <https://workforcenow.adp.com/>

- This link will take you to the ADP Employee Login page
- You will use this link to Register & Create your Login in ADP. **This link will also be used to Log-In to your ADP account.**
- Click "Register Here"
- Enter the following code PaulPublic-1234



- Click “Yes” to set-up an account with Paul Public Charter School

Step Two: You will be prompted for the following information:

- First and Last Name
- SSN
- DOB

Step Three: The next screen is going to ask you to verify your identity in one of two ways, either:

- To receive a code or
- To answer auto-generated personal identifying questions. You can chose either option to verify.

Step Four: This screen is where you will create your account. Please pay attention to the “primary email address” on this screen, it is integral to finishing your account setup.

- Your username should be created as such: first initial and last name @paulcharter
  - Ex: Megan Turner ----> mturner@paulcharter
- You will choose the following:
  - Password
  - Three Security Questions

Step Five: Once you’ve completed your account setup, you will be sent an email to the primary email account.

- You will need to open the email entitled “ADP Generated Message: Activate Your Email Address” and click the link and your account will be activated.

Step Six: Save the initial email you will receive entitled “ADP Generated Message: Welcome to ADP services!”. This email contains your “user ID” and the links to access “MyADP” and “ADP Workforce Now”, the same password will work to log into both links. The following is accessible through each link:

- MyADP: shows Pay and Tax Information
- ADP Workforce Now: Time-Off, Time & Attendance, Pay, Benefits, Employment Profile & Personal Information

### Stipend Payment Plan (for Additional Duties)

Stipends, or monies for additional duties/responsibilities (i.e.: department chairs, additional duties, curriculum work, extended day / athletic activities, etc.) are determined and distributed by Executive Leadership. Stipend amounts will depend on number of students served, impact on the school community, and alignment with Paul’s mission. The number of hours spent outside normal work schedules may also be considered when calculating individual stipends. If at any time the employee transitions from the role, whether voluntarily or involuntarily (i.e: fails to perform the agreed upon duties or does not meet the expectations detailed in the position) the stipend will immediately cease. Extended Day staff and athletic coaches will be required to submit attendance rosters and will only be awarded their stipends upon documented proof of meeting quarterly attendance quotas as established by the Director of Schools or designee. Stipends will be awarded on a quarterly basis during the school year, unless otherwise determined by the Executive Team.



## Cell Phone Reimbursements and Expectations

Appropriate communication and accessibility is expected of all staff members, however certain eligible staff members may be granted a partial cell phone reimbursement in accordance with their role.

### Eligibility

Eligible employees include supervisors and other staff members whose role obligates the substantive use of a cell phone outside of the building or of normal work hours. Those receiving cell phone stipends are expected to be responsive to their supervisors and those they supervise, as well as other stakeholders with whom they collaborate. The cell phone reimbursement is considered a privilege and not a right at all times, and will be distributed on a per-pay-period basis.

### Approval & Expectations

Those eligible for a cell phone reimbursement will be determined solely at the discretion of the Executive Team, as will the amount of the reimbursement. Eligibility may be removed without warning for staff members whose role changes or who do not abide by the standards laid out above.

## Leave Requests

All leave requests should be made through the employee's direct supervisor in accordance with the standards established in the Employee Handbook. Coverage needs are the responsibility of the employee requesting leave and his/her direct supervisor. Leave requests must be made at least one week in advance through the ADP online portal.

### Leave Accruals & Time-Off Request Guidelines

To review your leave accrual, follow the following steps:

1. Visit the following link <https://workforcenow.adp.com/>
2. Click on "Myself" Tab
3. Scroll down and click "Time Off"
4. Scroll over and click "Time Off Balances"
  - a. This will take you to the screen where you will see your total leave accruals, which will be current based on the immediate past pay period.

To review the list of your leave requests, follow the following steps:

1. Click on "Myself" Tab
2. Scroll down and click "Time Off"
3. Scroll over and click "List of Requests"
  - a. This will take you to the screen where you can see all the list of all your leave requests as well as the status of the leave request.

To request leave, follow the following steps:



1. Click on “Myself” Tab
2. Scroll down and click “Time Off”
3. Scroll over and click “Request Leave”
  - a. This will take you to the screen where there is a calendar
  - b. Choose the date(s) you would like to request leave
  - c. Then click the button to the left of the screen, “Request Time Off”
  - d. A notification will be sent to your Supervisor for approval



## Business

The purpose of the Paul Public Charter School Business Office is to provide the highest quality financial services and administrative support to all stakeholders. The Business Office is dedicated to responding effectively to administrators, staff, students, families and community members in a timely, helpful and knowledgeable manner to ensure all needs are met. We perform a variety of business functions here at Paul PCS including, but not limited to the following: purchasing, billing, cash management, invoicing, student transportation, food services, account collections, fundraisers, distribution of uniforms and bookkeeping.

The Business Office is responsible for managing all financial and operational functions to keep the school operating smoothly. The Business Office, including the Operations Manager and Operations Associate, oversee the National School Lunch program to ensure we are compliant with the school board food service requirements. The Business Office maintains proper systems for purchasing based on each department's budget. The Business Office is aligned with the mission and objectives of Paul Public Charter School and ensures operations are maintained as a Net 30 organization.



## Payment Requests

1. The Payment Request Form will be available for all staff in soft copy in the Paul documents folder on Google Drive and in hard copy in the Business Office.
2. Staff members must complete the payment request form in its entirety, to include signatures of principal / budget manager, before approval.
3. The signing approver is responsible for thoroughly reviewing the purchase request form to ensure the form is completed correctly before signing and submitting to the Business Office.
4. Each budget manager will receive a chart of accounts that comes directly from their department's budget. These accounts may be adjusted within the department at the discretion of the budget manager. Staff members who are unsure on how to code an item on a purchase or payment request form may reach out to the Operations Associate, Operations Manager, or Director of Operations.
5. In the memo section include important information such as due date(s), invoice number, quantity of items, etc.
6. The preferred online vendors are office depot and amazon for all supply needs. If you are unable to find the required items through those websites please make sure to include specific links for each item requested on the payment request form.
7. The person submitting the request must attach supporting documentation for the request (i.e. invoice, bill, order form, etc.).
8. Once the payment request form is complete, the form should be submitted to the budget manager and/or supervisor for a signature of approval. Payment requests submitted without a signature, usage of the wrong account code or that are otherwise incomplete, will be returned for revision.
9. Once your request has been processed, The Business Office will send confirmation via email within 2 business days or receipt of the request specifying the processing date and expected delivery date (if different from proposed due date).
10. All payment request forms **MUST** be submitted within **7-10 days** of the proposed due date. If your payment request form is not submitted within this time frame, you have the option of making the purchase with your own funds and requesting a reimbursement with the proof of payment or receipts attached.

All reimbursement requests will be submitted and processed through ADP. Remember reimbursements in the form of a direct deposit or check must be submitted **within 10 days of the prior pay period.**

## Petty Cash, Cash Advance, and Reimbursement Form Process

1. The Petty Cash Request Form will be available for all staff in soft copy in the Paul documents folder on Google Drive and in hard copy in the Business Office.
2. The petty cash request form must be completed in its entirety before submission to principal / budget manager.



3. The principal / budget manager must approve and sign this form before submitting it to the Business Office.
4. The staff member or approver must submit the petty cash request form to the Business Office within **7 days** of request dates.
5. Notification will occur by email or text that petty cash or check advance is available for pick up. Pick up will take place in the Business Office and will require an initial of receipt.
6. All receipts and any unused cash **MUST** be returned to the Business office within **7 days** of purchase.
7. After **7 days**, the Operations Associate will reach out to regarding the receipts and cash.
8. Failure to turn in cash or receipts after the **2 additional days** will necessitate funds being removed from staff member's next following paycheck.
9. Petty Cash Request will not be approved by the Business Office if you have outstanding receipts and/or cash. Once those funds have been reconciled, you will be approved for your next petty cash request.

### Expense Reimbursements

Permission must be granted in writing from a supervisor before expending personal funds on behalf of the school. Once permission has been obtained, the requested items may be purchased. Staff must complete a Petty Cash/Cash Advance/Reimbursement form and attach all original receipts and other supporting documentation. All forms must be submitted to the Business Office. To the extent that the form is completed correctly, reimbursement will be issued as direct deposit on an upcoming pay date, not to exceed two pay days.

### Office Depot Accounts

The Operations Associate will issue usernames and passwords for each staff member. All online orders must be approved by a staff member's direct supervisor. Once your direct supervisor approves an order, the Business Office will release the order. Before ordering items from Office Depot, please check with the Business Office to ensure your requested items are not already in stock in the Business Office inventory. All returning staff will receive \$150 in their Office Depot account at the beginning of each School Year. All new staff will receive \$200 in their Office Depot account at the beginning of each School Year. Any requests beyond these pre approved amounts must be submitted via a completed Payment Request Form (see process above). If a staff member needs a password reset, they must reach out to the Operations Associate for assistance.

### Account Setup and Management

1. Talent Manager will send new hire name, title and direct supervisor to Operations Associate.
2. Operations Associate will create username and default password for the new hire plus all necessary ordering option for that employee.



3. Operations Associate will email new staff member their username and password along with office depot link.
4. Operations Associate will deactivate all accounts by June 25th for all staff who are not working over the summer and re-activate accounts on August 1<sup>st</sup> of each school year.
5. Operations Associate will confirm employees and direct supervisors by August 1<sup>st</sup> of each school year.
6. At the end of each month, Operations Associate will receive usage report from Office Depot representatives. The Business Office will closely monitor supplies expenses against budget for any overspending.
7. All Staff should check with Business office first to see if we have supplies in house before ordering standard items (ie pens, pencils, post-its)
8. All teaching staff will get a starter kit from Principals during PDI, the Operations Associate will reach out to principals and order the supplies starting July 1<sup>st</sup> of each school year. It is the responsibility of the principal to package the starter kits.

### Uniform Purchases

The responsibility for uniform purchases is that of the family, information about which can be collected from the Family Handbook. The Business Office at Paul PCS does keep a small quantity of uniforms to be sold at market prices for emergency situations. The maximum that will be sold in the Business Office is 2 shirts and 1 tie per student, per purchase. Regardless of the availability in the Business Office, students are expected to abide by all uniform standards. All families are encouraged to order online from Risse or go to a Risse retail location. High need requests can be made through the principal or designee of either school. See Homelessness Protocol on page 23 for further information.

### Uniform Loaner Policy

The responsibility of issuing loaner uniforms will be under the discretion of the principals, deans and counselors. Each school will receive 20 pants and 30 shirts at the beginning of the school year from the Business Office. Any other loaner uniforms will come from the uniform collection/donations from our Paul families.

### Lost & Found

Lost and Found items for students and staff alike are not the liability of the school. Any items considered lost and found should be turned in to the Main Office for safekeeping. The Operations Team will be responsible for disposing of or donating all unclaimed items each quarter. The custodial team will keep all lost and found items in a secure location until they are claimed or donated.

### DC One Cards



D.C. One Cards are photo ID cards provided by the District of Columbia’s Mayor’s office. D.C. One Cards no longer provide free transportation, but still allow access to D.C. public use spaces such as DPR facilities and public libraries.

1. Student or Parent/Guardian must come to the Business Office to sign up for D.C. One card on the DC One card Sign Up Sheet.
2. Photos for D.C. One Cards are taken after school on Mondays, only. If this is a replacement card, taking a new picture is not necessary or required.
3. The processing time for D.C. One Cards varies depending on other impending DDOT requests and is out of the control of Business Office personnel.
4. Students can obtain their D.C. One Cards in the Business Office once they are shipped from DDOT. If a student does not retrieve their card within 5 days of receipt, they will be called out of class for pick up.

D.C. One cards are the responsibility of the student. They are ordered from DDOT once per week and can take up to two weeks for delivery.

### Kids Ride Free Cards

The Kids Ride Free program provides free public transportation to all students enrolled in DC schools. These cards are assigned on site. Students should sign up for a KRF card in the Business Office using their first name, last name, and birthday. If cards are in stock they can be assigned and picked up by end of day. Cards are supplied by DDPT and can take up to 5 days to restock.

If a student loses or damages their card, they can sign up for a replacement following the same process outlined above. Once a student is assigned their replacement card, the original card will be deactivated and unusable. Paul PCS can only provide cards to students currently enrolled in the middle or high school.

### Laminator Key

The Lamination machine can be on high demand during certain times in the school year. If you would like to use the lamination machine, you must come to the Business Office and sign out the key between the hours of 7:45am-5:00pm. Once the key has been signed out, you must return the key to the Business Office the **next business day**. Please do not give the key to another staff member who would like to use the machine. If you lose or misplace the key, you are required to pay for the key in the **amount of \$50**. You can make payment in the Business in the form of cash, credit card or check. We can also do a deduction from your paycheck.

The laminator takes at least 5 minutes to warm up once turned on. It should not be left unattended and should never be used by students. The machine must be unplugged and turned off after each use. If the



laminator machine stops working or runs out of laminate, contact the IT Department immediately for assistance.

### Student Repayment Plan

Scholars and families may be held responsible for any damaged property of Paul PCS beyond normal wear-and-tear. Academic staff have two days from the time of an incident where Paul PCS property is damaged to inform the Operations Team about any damage to the property/building etc. The amount of damage and cost of replacement will be assessed at that time and will be communicated to the Business Office. The Operations Associate, under the supervision of the Operations Manager and Director of Operations, will establish the cost associated with the damaged product and invoice the family for the established cost. As a Net 30 organization, Paul PCS expects payment within 30 days of the distribution of the invoice.

### Progress Report, Report Card, and PowerSchool Withholding

Paul PCS reserves the right to withhold progress report cards, report cards or block PowerSchool accounts for families who owe money to the school.

- Progress report cards will be held mid way through the quarter. Progress report cards are generally given out families during Parent Teacher Conferences. If a student has an overdue lunch balance, they will receive the lunch bill notice in place of the progress report card.
- At the end of the quarter, report cards are sent home to families via mail. If a student has an overdue lunch balance (or owes money otherwise), families will receive a lunch bill notice from the Business Office in place of their report card.
- Access to PowerSchool will be disabled every time progress report cards and report cards are issued if there are any monies due.

Families must make payment arrangements through the business office to receive their child's progress report card, report card or access to PowerSchool.

### Finger Scanner Process (Attendance and Lunch Program)

Paul Public Charter School uses fingerprint scanning technology for the school lunch process. Students are identified and gain access to their meal service funds using the fingerprint on their index finger. This system has created a better experience for our scholars and made the lunch program and tracking system more efficient and accurate for students and staff. If you have any questions regarding the fingerprint scanning technology, or about the National School Lunch Program, please contact the Business Office.



In addition to our biometric finger scanner, Paul PCS reserves the right to take and use student photographs for use in programs such as DC One card distribution, and for marketing or other Paul PCS campaigns.

## Fundraisers

The raising of funds by students and parent organizations is important to promote parent participation, to increase school and community spirit, and to generate necessary financial support for student-related activities. The purpose of this policy is to provide guidelines and procedures for school-related fundraising activities and to ensure that fundraising activities do not interfere with the instructional program responsibilities of Paul staff and the rules and regulations governing school operations. These activities shall not be confused with development office activities which are not governed by this policy.

Who Can Fundraise for Paul PCS?

Appropriate fundraising groups include:

1. School-sponsored clubs and activities
2. Individual school classes or grade level groups
3. Parent Action Group (PAG)
4. Citywide student organizations
5. Other: Requests for other fundraising groups can be submitted to the Principal and are approved on a case by case basis.

## Fundraiser Objectives

Approved fundraising events must meet one of the following recognized purposes for school fundraising.

1. Supporting activities of school organizations or clubs.
2. Supporting activities that benefit the student body.
3. Providing supplemental funds to help defray the cost of optional activities that enhance Paul programs (i.e. field trips).
4. Providing supplemental materials or equipment that enhance the instructional program or the administrative function of the school.
5. Providing supplemental support for staff to participate in professional development activities.

## Requesting a Fundraiser

The Principal or designee must authorize in advance and in accordance with this policy all fundraising. The steps to request a fundraiser include:

1. Each club sponsor, teacher or coach is required to complete a Fundraiser Request Form. The forms are in Business Office.



2. Please complete the form in its entirety and make sure you have the appropriate approval signature.
3. Submit the form to the Business Office at least 2 weeks before the event.
4. The form is then submitted to the Business Office for approval.
5. The Business Office will notify the sponsor whether the activity has been approved or denied.
6. Once the activity has been approved, the sponsor may start the fundraising activity.
7. Clear explanation will be provided for any fundraisers that are denied. A meeting for deeper rationale and rules around fundraising standards can be scheduled on an individual basis with the Operations Coordinator.

#### How to Implement a Fundraiser

Follow the plan that was approved by the Business Office and Principal. If you have changes to your plan, please get those changes approved by Principal or designee. Fundraising activities are not to include residential door-to-door sales by any student.

#### Purchasing Goods

If the fundraiser involves purchasing goods or items for resale, the purchase of those goods must be coordinated with the Business Office and approved by the Principal / budget approver. If funds (funds-raised or funds approved for use before fundraiser) are used to purchase education materials or equipment, the property becomes school property and will be tagged and inventoried appropriately by the Operations Department.

#### Cash Collection

The sponsor must ensure the following adequate controls over the cash collection process exist.

1. Review cash collection and control plan with the Business Office; onus is on the staff member responsible for the fundraiser to return all raised.
2. Request a balance report before the event.
3. Use a cash box for high volume, low dollar amount sales (i.e. candy, pencils). Use a receipt book for low volume, high dollar amount and all refundable sales (i.e. yearbooks, admissions, sweatshirts).
4. Complete a deposit slip upon the end of the fundraiser, or at least once per week if the fundraiser is ongoing. All funds collected must be submitted at minimum on a weekly basis for safekeeping in the Business Office; however, daily submission is preferred.
5. Once funds have been collected, review the funds to make sure you raised enough money to make your disbursements.
6. Submit carbon copies of receipts with all cash collected in a day.
7. No funds will be disbursed without ascertaining whether adequate funds exist.
8. Deposit slips will be emailed to you after you have turn in your funds to the Business Office.



Any other event in which cash/payments are collected by a Paul PCS staff member (i.e. t-shirt purchases) must be previously approved through the Business Office. Paul PCS staff should not collect funds without notifying the Business Office.

## Field Trips

1. Complete each section of the Field Trip Request Form, available in soft copy in Google Drive or in hard copy in the Business Office. Trip rationale, emergency contact information, and students participating are crucial information for all trips and their contingency plans.
2. School leadership must approve the field trip by signing the Field Trip Request Form.
3. The signing approver must thoroughly review Field Trip Request Form to ensure the form is completed correctly before signing and submitting it to the Business Office.
4. The student to staff ratio for each field trip is 10 to 1. Approvers will make sure this standard is met before submitting the form to the Business Office.
5. The staff member must submit signed form to the Business Office at minimum 10 days prior to the field trip, especially to reserve transportation or bagged lunches.
6. Public transportation is the preferred method of transit for all field trips. School or charter buses are only arranged upon request if the request is received in the timelines outlined herewith.
7. The Business Office will provide tokens or Smartrip Gift Cards to chaperones upon request with the Field Trip Request Form. Chaperone cards must be picked up one day prior to the trip and returned to the Business Office within two days of the trip. If an issued card is not returned the staff member may be charged for the balance remaining on the card when issued.
8. When collecting money from scholars for a field trip, staff members should submit a deposit slip and any collected funds to the Business Office 5 days prior to the trip.
9. Once the field trip has been approved by the Business Office, lead chaperones will receive an email confirming bus reservations and ordered lunches.

## Insurance Policy for Bus Transportation

If you are interested in using another bus company other than the Business Office's Paul PCS preferred vendors, please request a certificate of insurance from the bus company evidencing their General Liability and Auto Liability policies – and listing Paul Public Charter School as an Additional Insured. Relationships with a new bus company must be verified and approved by the Business Office under the supervision of the Director of Operations prior to use and prior to children riding in vehicles.

## Events

All events at Paul outside normal business hours or in community space (space that is utilized by more than one person, i.e.: media centers, gym, etc.) must be scheduled through the Operations Department.

1. Request for space is made to the [techsupport@paulcharter.org](mailto:techsupport@paulcharter.org) email, and any set up needs (ie tables/chairs) should be submitted to [facilities@paulcharter.org](mailto:facilities@paulcharter.org).



2. The IT Manager makes reservations on the calendars and notifies the requesting party of the approval. Weekend events must also be approved by the Director of Operations, the scheduling of which will happen with the support of the Security Coordinator.
3. If an outside vendor is the requesting party, the Operations Manager will be responsible for collecting paperwork and sending supporting documents, MOUs or invoices, as well as collecting and associated funds. The Operations Manager determines when payment is due, and follows up appropriately.
4. If a conflict arises that takes precedence over another previously arranged request, The IT Manager will collaborate with the Operations Leadership Team to determine other options. For example, with an outside vendor, Paul may reserve the rights to cancel a space reservation that is requested weeks in advance in case an urgent / required school-based weekend event arises.

#### Space Reservation

Please find below the links to see the space availability and/or reservations made for the different common use spaces of the school:

- High School Media Center (Lab and/or Meeting Area): [www.paulcharter.org/hsmediacenter](http://www.paulcharter.org/hsmediacenter)
- Middle School Media Center (Lab and/or Meeting Area): [www.paulcharter.org/msmediacenter](http://www.paulcharter.org/msmediacenter)
- Cafeteria: [www.paulcharter.org/cafeteria](http://www.paulcharter.org/cafeteria)
- Auditorium: [www.paulcharter.org/auditorium](http://www.paulcharter.org/auditorium)
- Gym (full and half): [www.paulcharter.org/gym](http://www.paulcharter.org/gym)

Further, please see the event request form for additional processes and protocols for hosting an event at Paul PCS.

#### Flyer Approval

Clear and educational wall-hangings are a crucial part of the messaging process at Paul PCS and are encouraged for all activities; however, consistency and care for the facilities are also high priorities. All posters and flyers posted on campus must have:

1. Clear information about the event sponsorship, date, and time.
2. No grammatical or spelling errors.
3. A member of the Business Office must approve all content prior to posting.
4. A sample of all flyers to be kept in the Business Office.

Flyers should be removed immediately upon completion of an event. The Operations team will remove any torn, damaged or outdated flyers, as well as any flyers that do not have clear information or that have not been approved by school-based leadership teams.

#### Flyer & Wall-Hanging Standards



The Operations Department must approve all posters and flyers prepared by school faculty, staff, administrators, departments and student organizations, as well as any posters or flyers prepared by off-campus organizations, businesses or individuals, before posting occurs on campus.

Use thumb tacks, staples and/or tape to place posters and flyers on bulletin boards or flyer-hanging strips. Use painter's tape to place posters and flyers on walls. The use of duct tape (Gray/Silver tape) is not permitted under any circumstances.

Posters and flyers are not permitted on light or electrical fixtures or on fire alarm boxes and emergency equipment, in accordance with DC Fire Codes. Posters or other materials should not be hung from the ceilings under any circumstances, unless previously approved by a member of the Facilities team.

### Contracted Special Education Instruction

1. Contractors (MACs + Phoenix) will submit student tracking timesheets to Director of Student Services or designee.
2. Contractors will email Director of Student Services and the Operations Associate their invoices at the end of each month.
3. Within one week of receipt of timesheets, they should be reviewed for accuracy, comparing the timesheets to the invoices.
4. If there are concerns or errors with the invoice, they will be communicated with the contractors directly and a revised invoice may be required.
5. Once accuracy has been verified, the Director of Student Services should submit the approved timesheets to the Operations Associate with a completed Payment Request Form.
6. Approval should occur within one week of the contractor's distribution of the invoice so that timely payment can be ensured (Paul PCS is a net-30 organization).
7. The Business Office will keep the timesheets and invoices in a file for payment tracking purposes.

### Corporate Credit Card Policy

Approved Credit Card holders at Paul Public Charter School are expected to fulfill the highest level of ethics and should only use the company credit card for approved company purchases. Approval for a company credit card can only be made by the Director of Operations.

The corporate credit card cannot be used to obtain cash advances, bank checks, traveler's checks, or electronic cash transfers. Misuse of the card will result in cancellation of the card and withdrawal of corporate credit card privileges. If the card is used for an employee's personal expenses, the employer reserves the right to recover these monies from the employee cardholder. Cardholders will be required to sign the declaration included in the Appendix authorizing the company to recover, from their salary, any amount incorrectly claimed before a corporate credit card will be issued to any new users.



Each card will be given a limit as deemed appropriate by the Director of Operations; increases to the established maximum may be made on a case-by-case basis by the Director of Operations.

Corporate credit card expenditures must be reconciled and submitted with original receipts to the Business Office within 5 business days of the statement date. Cardholders who have not reconciled and submitted their monthly expenditure within this period will be asked to reconcile and submit their monthly expenditure immediately. Continued or repeated non-conformance to this policy will result in cancellation of the card and such other actions as appropriate. If the card expenditures are not reconciled and submitted within a month of the statement date or a plausible explanation has not been received by Operations Department, the employee's corporate credit card will be cancelled.

Lost or stolen cards must be reported immediately to the Operations Manager.

### Homelessness Protocols and Tracking

1. Counselors and the Attendance Coordinator are responsible for monitoring homelessness data. They should also keep school leadership aware of any new or updated data.
2. Paul PCS is obligated to offer transportation to homeless scholars. DC One card is the primary way to do this, however tokens can be provided when a student cannot get to school and is waiting on a DC One card. Paul PCS can provide a SmartTrip card if a student has been relocated out of the District of Columbia.
3. If this is determined as a need, the Business Office should check out an established and agreed number of tokens or cards to the counselor or designated staff member responsible for distribution and should make note of the amount distributed. The counselor or designee can come get a "re-up" of tokens if necessary.
4. The Business Office should keep a running (confidential) list of homeless students for accurate record keeping needs.
  - o For the above the only "paperwork" required is an email from the counselor with principal CC'ed.
5. Paul PCS will provide uniforms for homeless students, 5 shirts and 2 ties. The amounts and dates of distribution will be monitored by the Business Office.
  - o Homeless shirts and ties can continue to come out of the Operations budget unless otherwise noted.
6. For other uniform items, the Business Office must await proper request paperwork with signed approval from principals before purchasing for students, and these purchases should come from the principals' budgets.

### Lunch Bills

Lunch bill notices will be mailed out to families by the 5th of each month. Payments can be made through the Business Office in the form of cash, check, credit card (in person or over the phone), and money order. It highly advised that families make payment on their child's lunch account monthly to



avoid extremely high balances. If a family believes they have received a lunch bill in error, they should contact the Operations Associate via email, phone, or in person. A FARMs forms can be completed at any time during the school year for reevaluation of eligibility for lunch benefits.

### Mail and Packages

The Business Office is responsible for all ordering at Paul PCS. Orders should only be placed by/through the Business Office. The Business Office is not responsible for personal packages or orders placed outside of processes outlined above.

When a package is received, the recipient will be notified by a Business Office team member. It is the responsibility of staff to collect their packages or to reach out to the Facilities Team ([facilities@paulcharter.org](mailto:facilities@paulcharter.org)) if they need assistance in collecting packages. Packages will not be held for more than 5 business days unless alternate arrangements are agreed on by the recipient and the Business Office staff.

### Popcorn, Snow Cone, and Other Machine Use

Staff can sign out any machine in the Business Office. Requests should be made minimum 5 business days before the event. Melvin Williams and the facilities team should be contacted for assistance with any machines.

### Per Diem Expectations

Some, but not all, PD opportunities may include a “per diem” accompaniment, per the discretion of the approving Executive Team member. “Per diem” stipends will be calculated by the Business Office and will be commensurate with those values stipulated by the US General Service Administration (GSA). Paul PCS will only cover travel to a reasonable distance for any professional development opportunities, as decided by the budget manager.

### Breakfast and Lunch Service

Breakfast is provided at Paul PCS to all students free of charge. Middle School students are served breakfast in their homeroom classes. High School students are offered breakfast in the cafeteria before the starting bell from 7:45 - 8:10 am.

Students should submit a Free and Reduced Meals application to determine if they qualify for free or reduced meals. All free and reduced qualified applicants will receive meals at no charge. Paid meals are available for \$3.10 per meal. More information about the lunch program and vendor can be found on the Paul PCS website.



## FARMS

Through the Free and Reduced Meals application (FARMS), Paul PCS is able to offer free breakfast to every student. Lunch pricing is determined by household income via federally mandated guidelines. Families can turn in a FARMS application at any time throughout the year, but are encouraged to do so before the start of each school year. Applications are available every year starting on July 1st. More information can be found on the Paul PCS website.

## Snacks

Snacks are made available to all Extended Day programs. Extended Day coordinators/instructors must connect with the Business Office to confirm order numbers. If an instructor does not notify the Business Office of a need for snack, it will not be provided. Snacks are at zero cost to students.

## Yondr Pouch Charges

Per the Family Handbook and regulations regarding student cell phones, any student who loses or damages their Yondr pouch will be charged \$25 per pouch. Payment can be made to the Business Office daily via cash, credit, check, or money order. A receipt must be shown to a member of the security team before a new pouch will be given.



## Facilities

The mission/role of the Paul PCS Facilities Management Department is to develop, manage, maintain, repair and remodel the school's infrastructure and facilities; to manage energy usage on campus; and to provide multiple services the school needs to support its mission in providing a quality education for its students.

The mission of the Custodial Department is to provide our scholars, parents, teachers, and visitors with a safe and clean environment to learn and to have an enjoyable experience. We aim to provide excellent service in a timely manner. We support the facilitation of professional events for staff, board members, and other supporters of Paul PCS, as well as the maintenance of high standards of cleanliness throughout the building and grounds of Paul PCS.

The Maintenance Team is responsible for ensuring an optimal working environment for all staff, students, and visitors. Its duties include, but are not limited to: maintaining the building and school grounds, ensuring the safety of all students and faculty, coordinating with contractors, and facilitating the use of available space and resources.



## Parking

Paul PCS has a parking lot that is available to our staff, visitors, and event participants. This section explains the policies for parking at Paul PCS. We expect our staff and visitors to comply with the law and our school policy when parking, and to treat the shared space an orderly and respectful manner. We reserve the right to bar vehicles or drivers who do not follow the parking policy from the premises. Where our policy aligns with existing city laws, Paul PCS works with the Metropolitan Police Department to enforce those policies.

Individuals using the parking lot do so at their own risk. Paul PCS does not assume responsibility for any damage to any vehicle parked on the lot.

### Student and Visitor Parking

Visitor parking is on a space-available basis only. There is street parking available according to DC Government parking regulations. All students and visitors are held to the same standards of behavior and liability and are subject to towing and barring according the regulations outlined for staff.

### Handicap Parking

Vehicles parked in handicap designated spaces must have handicap tags or display a valid handicap permit. Vehicles parked in handicap designated spaces without a valid permit displayed shall be towed off the premises at owner's expense.

### Event Parking

Outside of school hours, the parking lot is available for event parking as approved by Paul personnel. Owners of vehicles parked on the lot do so at their own risk.

### Towing & Enforcement

#### *Prohibited Activity*

1. Anything illegal
2. Overnight parking
3. Vehicle repair and maintenance activities. (Emergency repairs, e.g., flat tires, jump start or battery charge, headlight or brake light lamp replacement are permitted.)

Authorization for overnight parking or maintenance can only be given by Paul PCS's Director of Operations or designee.



### *Towing*

Unauthorized vehicles parked on the premises shall be subject to tow at owner's expense. Vehicles parked in fire lanes, drive lanes and designated "No Parking" zones are subject to immediate towing at owner's expense.

### *Enforcement & Barring*

As few as one instance of boisterous, profane, disorderly and/or abusive behavior toward Paul PCS staff responsible for enforcing this policy is sufficient to support bar of an individual and vehicle from the premises. To excise the bar provision under this item of the policy, permanently or temporarily, is at the sole and exclusive discretion of the CEO or designee.

### **Building Access & Security**

To enhance security in its buildings, Paul PCS controls access to all buildings by limiting and controlling the use and function of both access cards and keys issued to all faculty, staff, students, contractors, outside vendors, as well as conference and camp participants. In general, our building is open Monday through Friday between the hours of 6:30am and 9:30pm. If necessary, the school may adjust the hours to better suit a specific need. The Technology Manager manages access control card access issued to faculty and staff.

After-hours access to our building is limited to faculty, staff, students, and contractors who have been properly authorized in advance by the Director of Operations or designee. Arrangements for after-hours access should be made through the Director of Operations or designee. Under no circumstances should private building access codes be shared between administrators. Report forgotten or deactivated access codes to the Director of Operations and Technology Manager directly.

### **Security Gate and 9th Street Entrance**

In 2019, Paul PCS added a new security gate feature to the grounds to continue providing the safest environment for staff, scholars, and guests. The security gate can be opened using any Paul PCS staff badge, and opens automatically from the interior. The gate can also be opened manually by a member of the security team from the New Building entrance desk. The gate is left open from 6:30 am until student arrival, and from student dismissal until 5:00 pm. Any events outside of regular operating hours (once approved by the Operations Department) can seek additional gate entry hours for the ease of their guests.

### **Keys & Access Cards**

Classroom keys and access cards are issued at the beginning of the school year and must be returned at the end of the school year. The schedule for issuing keys will be announced during the teacher/staff



orientation session in August. Access cards and keys may be obtained from the Operations and IT Manager.

#### Swipe Card Use

Secured building access plays a critical role in keeping our campus buildings safe and secure. Staff members are responsible for securing their own swipe cards at all times. To protect student safety, staff members should never give students unmonitored access to their swipe card. Keys and swipe cards are to be used by staff members only, never by students. Exceptions for students are made only with documentation from a doctor. Verification of this documentation is conducted by the school nurse, under the supervision of the Director of Student Support Services. Once documentation is provided, the school nurse should email the request to the IT Manager who will distribute an elevator-access-only swipe card within 24 hours to the student in need. Nurse approval for a student swipe card must be time-limited. Scholars are responsible for returning their swipe cards at the end of their approved timeframe or must pay the established fee for lost cards. Scholars may not be accompanied by more than one student who is assigned to help with carrying heavy items. Students who do not abide by these standards or who loan their swipe cards to other students will have their parents notified, will earn a consequence through school-based staff, and may have their swipe cards revoked.

#### Reporting Lost Access Card or Keys

Employees are responsible for the access cards and keys issued to them. If an access card or key is lost or damaged, the employee must notify the Operations and IT Manager immediately.

#### Replacement Key Payment

Lost keys will be replaced at a cost of \$50.00 each and \$25.00 for swipe cards. Universal A and B keys will be replaced at a cost of \$100.00 per key. Costs associated with lost cards or keys will be the responsibility of the employees. Cards and keys may be obtained from the Facilities Team once payment to the business office is made.

#### Maintenance and Cleaning Requests

All faculty members are expected to maintain the cleanliness and good order of each of their classrooms and offices. When normal maintenance is needed, faculty should report this to the [facilities@paulcharter.org](mailto:facilities@paulcharter.org) email address. As part of the year-end procedures, all teachers are to submit a list of repairs to be accomplished during the summer months. The list is to be prepared by the teacher, indicating location, specific nature of repair and returned to the Facilities Team.

To request classroom or office cleaning during regular school hours due to water/coffee spill or light cleaning please email the facilities team: [facilities@paulcharter.org](mailto:facilities@paulcharter.org). Classrooms, offices, and other common areas are cleaned every day after regular school hours by our night crew.



## Door Decoration Policy

1. Any windows on doors or near classroom entry must remain uncovered at all times
2. No items should be suspended from the ceiling
3. Only approved adhesives should be used to hang signs/decorations (see flyer hanging protocol for approved adhesives)

## Teacher Workroom & Lounge Standards

1. Don't eat or drink other people's items. Exception: Food marked "Help yourself" is available for anyone to consume.
2. When heating any food or beverage in the microwave oven, always cover it with a lid or a paper towel. For any splattered food or liquid, please be sure to wipe it up immediately.
3. Never leave your dirty dishes or silverware in the sink. Wash them right away or rinse them well and pack them in a bag so they're ready to go home with you for a proper cleaning.
4. Our night crew is scheduled to empty refrigerators located in the Employee Lounges every Friday night; items left in the lounge are subject to disposal.
5. NEVER leave any food unattended in the microwave.
6. Students are NOT permitted in staff areas without supervision
7. Students are not allowed to purchase items from the staff vending machines

## Private Electrical Appliances

Private electrical appliances may be utilized in the building provided the appliance owner has also purchased a fire extinguisher to be housed in the same space as the appliance. Private appliance includes mini refrigerators, microwave ovens, space heaters, fans and ungrounded extension cords. These appliances are not permitted in classrooms, nor in spaces that do not have sufficient adult supervision.

All such appliances may be used only in the location for which it is approved. Appliances with excessive wattage/amperage requirements or with amperage requirements which exceeds the capacity of the proposed location will not be approved in accordance with the D.C. Fire Code; any such item must have a fire extinguisher within a 15-foot radius. Unapproved appliances will be removed immediately from the location by the Operations team without notification.

## Food Storage

Storing food in classrooms is discouraged. To deter roaches, rodents and pests, any food must be sealed in strictly airtight containers and food waste must not be disposed of in classroom or private office waste baskets.



## Space Usage Standards

***See the business section for reservation protocols, remember that the individual reserving the room is responsible for the conduct of all event participants.***

- Notice of any facilities needs (ie number of tables/chairs) is needed at least 48 hours in advance of any school event.
- Setup of tables and chairs, including returning furniture to the original locations, is the responsibility of the Facilities team. Open aisles must be maintained to provide clear access to all exits at all times.
- Reserved space must be left clean with the furniture in its original setup before leaving the room.
- Meetings should end on time to accommodate back to back scheduling or building close hours.

## Weekend and After Hours Activities

In order to help Paul PCS remain clean and safe for our students, please help maintain our facilities during your program. In the event of any issues or emergencies, please contact a member of the Operations Department.

1. Check in with security staff or designee upon arrival and before leaving the building – no children should be unattended in the building at any time.
2. Remove all trash from your event space and take it to the orange dumpsters in the parking lot.
3. All lights must be turned off before leaving the premises.
4. The event Point-of-Contact (POC) is responsible for cleaning the bathrooms during/after your event.
5. If you move any furniture/materials for your event, it must be moved to its original position upon completion of the event.

## Elevator Rules of Use

- Through their key/swipe card, all staff have access to use the elevators in both the new and old buildings during business hours.
- If taking students in the elevator, it is at the sole discretion of the staff – any incidents or damages to the elevator while students are present is the responsibility of the accompanying staff member. Students are not allowed on elevator unaccompanied, with the following exception:
  - Students are only permitted to use the elevator with a written doctor's note and approval of the School Nurse or Director of Student Support Services.
  - The School Nurse is responsible for all student elevator key/swipe cards - both distribution and collection.



- Staff should never give their key/swipe card to a student or another staff member for use in the elevator (or otherwise).
- If the elevator is out of order, the custodial team is responsible for placing signs on each door until elevator is back up and running.

### Classroom Cleanliness Expectations

All Paul PCS staff and students are expected to help maintain the quality of our building by treating all areas with respect and care. Teachers are responsible for their students during all class hours. In the event of a spill or other maintenance issue, the teacher should contact the Facilities team as soon as possible for assistance. Facilities team members can be contacted via radio or via the facilities email at [facilities@paulcharter.org](mailto:facilities@paulcharter.org). The Facilities team is committed to a quick response time and assistance for staff whenever possible. Classrooms receive a thorough cleaning on a regular basis, and a deep clean during major school breaks.

### Storage Plan

All closets are marked on the school floor plan. It is the responsibility of school leaders and teachers assigned to classrooms with a closet to maintain the space. Closets should be used to store course and other academic materials only. Facilities staff will review closets during closeout at the end of each school year, but the responsible staff must empty all shelves and storage spaces prior to closeout. Book Room inventory management is the responsibility of the schools' ELA teams; however, schools should collaborate closely with the custodial team for support with organization and heavy lifting.

### Bulletin Board Management

The Facilities team provides bulletin boards throughout Paul PCS hallways for school teams to use and maintain. It is the responsibility of school leadership teams to update bulletin boards regularly with pertinent information for scholars. If a bulletin board is damaged or somehow unusable, it should be reported to the Facilities team immediately at [facilities@paulcharter.org](mailto:facilities@paulcharter.org).

### Building Damages

Paul Public Charter School holds the right to charge any adult or student for significant damages found to the building, with sufficient evidence (ie security camera footage). All charges will be handled by the Business Office.



## Technology

We are a high efficiency IT service team, effectively supporting a business delivery network consisting of administrative and support staff, faculty and students at Paul PCS. The team provides support across the entire technology spectrum, from optimizing resources and maintaining infrastructure to complete technology solutions.

The IT Manager, with the help of Director of Operations, plans, designs, installs, manages, controls and upgrades Information Technology for the organization. Paul PCS's IT department ensures timely, efficient, and effective support available for anyone in need, ensuring the systems are consistently functional for all the staff, faculty, students, parents and visitors.

This policy manual defines a series of standards and practices that Paul PCS will follow in order to maintain the integrity of the information technology systems of the charter school. It is intended to help protect against unauthorized disclosure, destruction, or modification of the school's computer hardware, software, documentation and data that support school information and records. This policy covers both the physical and logical access to the school's computer facilities and the protection of this information. This policy also includes information security practices and liability disclosures.



## Internet Usage and Social Media Access

Paul PCS is pleased to make available to students and staff access to interconnected computer systems within the school and to the Internet. In order for the school to be able to continue to make its computer network and Internet access available, all students and staff must take responsibility for appropriate and lawful use of this access. The ultimate responsibility for monitoring electronic network usage is that of the teachers or staff members using or supervising students using the system.

### Acceptable Uses

The school is providing access to its computer networks and the Internet for educational purposes only.

### Unacceptable Uses

Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

1. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by School Policy; view, transmit or download pornographic and gambling materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
2. Uses that cause harm to others or damage their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; uploading a worm, virus, "Trojan horse", "time bomb" or other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to computers, networks, or information systems.
3. Uses that jeopardize the security and/or quality of student and staff access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user; don't engage in activities that severely degrade the performance of the computer network or other networks on the Internet.
4. Uses that are commercial transactions. Students and staff may not sell or buy anything over the Internet unless deemed necessary in completing job role. You should not give others private information about you or others, including credit card numbers and social security numbers.

For more details, refer to the Family Handbook.

### Social Media Access



Paul PCS has designated networks for Paul Staff, Paul Students and Paul Guest. To increase the security of Paul's networks, Paul's IT department has blocked the access to web content across all networks categorized, listed or containing gambling and adult content. With the increased usage of social media amongst students, the Paul Students network will no longer permit access to social media sites. The designated networks for Paul Staff and Paul Guest will continue to have access to all social media content. Teachers are not to grant students access to the Paul Staff network unless it is required for educational purposes and are solely responsible for the students' staff network use.

### Internet Access

Internet access is available to use for staff, teachers, students and guests via wired and wireless access. Paul IT department reserves the right to modify, change or restrict staff's, student's and guest's devices and or access to the Paul's network if deemed necessary for the betterment of the organization. Such restricts can be from the result of extreme bandwidth strain, violation of Paul's acceptable usage policy, Students are only able to gain internet access via school provided devices. Please contact the IT department at [techsupport@paulcharter.org](mailto:techsupport@paulcharter.org) for the wireless internet connection.

### Student Internet Access

All students will have access to the Internet and World Wide Web information resources through their classroom or school computer lab. Students of Paul PCS will be provided with individual email accounts with approval of their parent or guardian. You and your parent must sign an Agreement to be granted an individual Paul email account.

### IT Equipment Usage

IT equipment in the school is provided for the staff and students to use on a short-term or long-term basis. Only staff/teachers can request and check-out computers and/or other IT equipment for themselves or for students. Students cannot check out equipment on their own or on a teacher's behalf.

When the equipment is checked-out by a staff member, it is the responsibility of that staff member to keep the piece(s) of equipment safe and secure. Equipment should be kept locked in carts, or other safe places whenever it is not being used. When in use, staff/teachers are responsible for equipment use, ensuring it is being used and handled appropriately. IT devices should not be left in cars, exposed to extreme weather conditions, or otherwise mishandled. Students must be monitored at all times during the use of IT equipment and are the sole responsibility of the staff member who checked out the item(s).

The staff member who checked out any equipment is ultimately responsible of returning that equipment to the IT department in the same condition in which it was received. If equipment is not returned in a timely manner or is not returned upon termination (voluntary or involuntary), Paul PCS reserves the right to make a deduction to compensate for the lost equipment from staff member's subsequent



paycheck(s). If a teacher or staff member refuses to sign for the requested equipment, the IT department has the right, granted by the Director of Schools, to deny their request.

Each classroom is assigned the following technology equipment at the beginning of each school year the help staff meet their everyday teaching needs.

- LCD projector
- laser printer
- office phone
- wireless access point

It is the responsibility of the teacher assigned to each room to ensure the upkeep of all assigned classroom technology. To ensure the preservation of technology in classrooms, it is required that teachers must shut off classroom projector at the end of each day, prevent students from carousing on the office phone, and print only work associated documents from the classroom printers.

### Staff List

Staff List will be updated by the IT department with direction and input from HR, at least every quarter (or in between as needed), and sent to all Paul PCS staff. Please contact [techsupport@paulcharter.org](mailto:techsupport@paulcharter.org) if you have any question or concern about the staff list.

### Technology Requests

Technology requests and requests for set-up or troubleshooting support should be submitted to [techsupport@paulcharter.org](mailto:techsupport@paulcharter.org). All request for setups or space reservations submitted to the IT department must be submitted 48 hours in advance. Staff must describe the issue, location, question and/or need in detail, as well as list the desired timeline. The technology department will confirm and respond to the request as they are able or will confirm if and explain why the request has been denied.

### Website Updates

Anyone requesting updates to the Paul PCS website ([paulcharter.org](http://paulcharter.org)) or requesting the blocking/unblocking of any websites should contact the Executive team. The Executive team has ultimate decision-making power for all website requests. If the request is approved, the Executive team member must notify the IT team via email at [techsupport@paulchater.org](mailto:techsupport@paulchater.org) for updates.

### Copier and Printer Rules and Regulations

All the classrooms and offices are provided with laser printers for smaller print jobs. In addition, we have three large Canon copiers available for staff in room 207, intended for bigger copy/print jobs. IT is



charged with set up and maintenance of these larger machines, including providing toner and paper. For access to the Canon copiers, staff members should use their key card or Windows account information.

The Canon copier in the main office on the first floor is only to be used by the Executive team and network staff. Teachers are not to use the copier on the first floor unless written approval from a member of the executive team is submitted to the IT department. All copiers in the building are to only be used by adults. Students are not permitted to use any of the copiers. Adults must not provide students with key cards at no time at all to gain access to the copiers. Any adult found guilty of provide key cards to students for the use of the copiers can and may be confiscated

Substitute teachers may gain access to the copiers with the use of a temporary key card that is signed out at the main office. Substitutes may also request temporary access from the IT department. Please contact [techsupport@paulcharter.org](mailto:techsupport@paulcharter.org) for support or concerns regarding your copying and printing needs.

### Robo Calls

IT and the Attendance Counselor can help with the Robo Call/text system to call or text a group of students and their families. If you need to send a mass message to all students, or a large group of students (ie full grade levels), and have it approved by your Principal and/or Executive team, please contact IT or the Attendance Counselor for assistance. All requests for the use of the Robo Call system must be submitted a week in advance accompanied with the desired message for transmission.

### Public Address System

Paul has a public address system that is sufficiently audible throughout the school premises. This system has been configured to be accessible via class or office phones by a designated dial sequence. The dial sequence will be issued for use only to specified faculty or staff. Students are not permitted to use this dial sequence at anytime, unless accompanied by an adult. If an adult gives a student access to the PA system, he or she must not share the dial sequence and must monitor the student for the entire duration of its use.

### Device Assignment

Paul Public Charter School will assign all teachers and staff with designated computer systems deemed adequate to complete their job responsibilities. Members of the Executive & Leadership team may choose the device and operating system they most prefer. Members of the network staff will all be issued either a Windows laptop, Mac laptop, Windows desktop or Chromebook as deemed necessary by their job responsibilities and by availability. All teachers will be issued a Chromebook to assist in creating and delivering daily curriculum lesson plans.



Desktops are available for teachers on a case-by-case basis upon approval of immediate supervisors or the Leadership team. All teachers and staff must agree and sign the Rules, Regulation and Responsibility form before being assigned a computer system by Paul PCS. All assigned computer devices will be assigned for the duration of the school year or end of contract. Upon the completion of the school year or end of contract, all assigned devices must be returned to the Paul IT department before a staff member's last day of employment. Failure to return assigned devices, will result in a replacement fee for each device not returned.

Chromebook and laptop carts are available for year-long assignment via written approval to the IT department from a member of the school-based leadership team. All assigned Chromebook carts must be signed out by the content lead or teacher, in agreement that they will be held responsible for all devices and keys assigned to the cart.

### Inventory Check

Inventory checks will be conducted on a monthly basis or when deemed necessary by the IT department to ensure all technology is accounted for and the upkeep of the schools technology are up held according to the standards of the Operations Manual. In regards to Chromebooks, laptops and iPad carts, the IT department will provide audit reports after each inventory check to the signed loanee responsible for the upkeep of the cart. Any lost or misplacement of Chromebooks, laptops and iPads found unaccounted for during a monthly IT audit of carts, can result in a replacement fee of each lost or misplaced device signed by the loanee of carts and devices.

### Incidents and Violations

All violations of computer use policies are subject to loss of privileges to use the Paul Public Charter School Information Technology. Offenses punishable by law will be turned over to the police. Students and staff will receive appropriate discipline from the Director of Schools.

### Software

It is the responsibility of all personnel to protect the financial integrity of the institution as each person performs his or her duties – including but not limited to the use of any and all software acquired by the school. All software should be used in accordance with the licensing agreements. Likewise, it is also the responsibility of all parties to assure that any proprietary software is properly licensed before being installed on any Paul computer equipment. The IT Manager will institute and monitor the proper use of software and Paul owned technologies in the following ways.

- Install original software, customization, upgrades and patches (fixes) in collaboration with vendors on all Paul owned and/or leased equipment in accordance with the licensing agreement to avoid a potential license violation;



- Delete and dispose of illegal copies of software on any Paul computer;
- Store licenses and other proof of ownership in a secure location that can only be accessed by authorized personnel; and,
- Periodically perform an inventory of all software on each computer system and conduct an audit against previous written logs.

It is illegal to copy licensed software or to use any unlicensed software on any computer equipment for which the software has not been licensed. This practice is commonly referred to as software piracy and is illegal.

Records of software licenses owned by Paul will be documented and maintained by the IT Manager. All software purchased by Paul or licensed by Paul, and data created or maintained by Paul is the property of Paul and may not be installed on any computers that do not belong to Paul. Users of the computer information system are not permitted to install, reinstall, configure, and uninstall any system component including software and hardware without authorization from the IT Manager or his/her designee.

### Access and User Accounts

Each student and staff member will be issued accounts to access the resources available to them via the Paul PCS information system. These accounts are the property of Paul Public Charter School and can be created, monitored or deleted at the discretion of the Director of Schools or CEO.

Each user of the Paul information system is assigned his or her own login ID and password. Passwords are intended to protect the school's information from misuse by unauthorized access. Passwords also protect individual staff members from misrepresentation. Passwords may be configured to limit access to the system based on staff job responsibilities. All users are responsible for maintaining secure passwords and keeping them secret from other users. In the case of a user being locked out of accounts or forgetting passwords, the IT department may be contacted to reset or unlock those accounts provided by Paul only.

Personnel must not use any of the Paul information system equipment or attempt to access any of Paul's data without prior authorization. Access to the school's network is strictly limited to users with authorized network accounts (permissions) logging in under their own name while conducting authorized school business.

### Information and Data Security

To ensure the security of data, it is required that all staff and student data is saved or backed up to your Paul issued Google Drive accounts. This data is backed up by Google LLC and in case of fire, flood or computer failure, all data will be safe and accessible. All users must keep all usernames and passwords



secure. In the result of fire, flood or computer failure, the IT department will not be held responsible for any loss of data not backed up or saved to the staff or student's Google drive. The IT department is available to assist all with ensuring data is properly backed up or saved to Google drive.

### Intellectual Property

All data stored on Paul's equipment, computers or networks is the property of Paul Public Charter School. Additionally, all data created using, sent from and received on the school's electronic computer systems are/and will remain the property of Paul.

### Reporting Hardware and Software Issues

Paul PCS strives to provide students and staff with adequate amounts of technology equipment and software to ensure both students and faculty have sufficient resources available to meet their daily academic needs. To ensure this is possible, it is required for all faculty and staff to report immediately to the IT department via [techsupport@paulcharter.org](mailto:techsupport@paulcharter.org) of any missing, damaged, misplaced, malfunctioning or stolen hardware or software. In the case of stolen devices, please be sure to first contact your local law enforcement agency to report the device as stolen. Secondly, report the stolen device to the IT department in written form, detailing the incident accompanied by your filed police report. All damaged, misplaced, malfunctioning and missing hardware or software will be subject to a replacement fee if signed loanee is proven to be negligent.

### Technology Blackout Dates

Paul PCS will impose Chromebook blackout dates during all standardized testing windows. Chromebook blackout dates are days in which student Chromebooks and Chromebook carts will not be available for use outside of testing purposes. These dates will be indicated on the Paul Public Charter School Master calendar at the beginning of each school year. Blackout dates will also ensure that staff and students have a sufficient amount of working Chromebooks to meet the needs of Middle School and High School testing requirements. It is highly recommended to use these dates to assist in the preparation of your daily curriculum lesson plans.

### Key/Swipe Cards

Paul PCS prioritizes the safety of its students and staff. To help safeguard our campus, Paul has put in place magnetic strip technology in key areas on our premises to ensure that only authorized users have access to the building and restricted interior locations. Each teacher and staff member will receive a swipe card on their start date. All teachers and staff members are solely responsible for their key/swipe card and should never loan it to another individual, adult or student.



At no time may staff trade, sell or donate their key/swipe card while employed by Paul. If it so happens that a key card becomes lost, stolen or misplaced, the IT Department should be informed immediately. For the case of a stolen key card, please also contact your local law enforcement. To receive a replacement key card, staff must submit payment of \$25.00 to the business office. Once payment is received, a replacement key card will be issued within 24-48 hours by the IT Department.

Students may receive key cards only for medical conditions approved by a signed doctor's note and accompanied by a parental signature on the Paul PCS Key Access Card form. All student key cards will only grant students access to the elevators or doorways to the nurses office. If a student should need access into a student restricted location, approval must be submitted in writing to the IT Manager by a member of the executive team or the school nurse. The school nurse is in charge of monitoring all student key/swipe cards and must report all lost, misplaced or misused student key cards.

### Chromebook/Laptop/iPad Cart Assignments

Paul PCS aims to provide all classes with the number of devices needed to meet each student's needs. Currently, Paul has a limited number of Chromebook carts and devices to provide for our scholars for both schools. Due to the limited number of devices, Paul will prioritize the assignment of Chromebook carts to the core curriculum classes for the duration of the school year. Each content lead will be assigned a set number of Chromebook and laptop carts to checkout and share amongst the teachers within their content. It is vital that the content lead ensure that all teachers of their content, uphold the standard of upkeep for all Chromebooks, laptops and iPads assigned with their carts. Any teacher who has signed to be responsible for a cart, he or she must ensure the following.

- Students do not take the Chromebooks, laptops or iPads home
- The Chromebook, laptop or iPad must not be placed in a student's locker
- All Chromebooks, laptops and iPads must be locked in their carts at the end of each day
- The cart must be locked with the provided key when not in use
- If a key is not provided, staff must ensure that classroom doors are locked when the cart is not in use
- No liquid may be placed on top of the cart at any time
- If a device from the cart is removed from the room, it is the staff member's responsibility to promptly return the device to the cart or to the IT department by the end of the school day
- No devices from the carts should be taken by a student to the cafeteria or lunchroom
- If a device is damaged or non-functional, staff agrees to promptly notify the IT department
- The teacher will perform an audit of the cart at the beginning and end of each school day
- If a device should go missing from an assigned cart, staff must report the missing device to the IT department as soon as it is noted.



To help ensure the upkeep of carts, the IT department will provide monthly audit reports to all content leads and teachers responsible for carts. If it is determined that the assigned teacher of a Chromebook, laptop or iPad cart is not maintaining the upkeep of the cart or devices assigned to the cart, they may have the cart with devices revoked and may be charged for any missing or damaged carts/devices if proven to have been negligent. In the event that the school has not appointed a content lead, the IT department will prioritize the check out of carts to teachers of core content for the remainder of the year. This assignment by the IT department does not guarantee 24/7 access to the cart, but will give priority and hold that teacher responsible of the cart when in their possession.

### Chromebook Carts

For SY19-20 Paul PCS will have a total of 35 Chromebook carts available. Paul Middle School has an allocated total of 14 Chromebook carts and Paul International High School has 21 Chromebook carts. Both schools have designated number of carts that are shared amongst grade level curriculums in order of priority. Below outlines the allocated number of Chromebook carts for all curriculums per schools.

#### Middle School:

- Math - 3
- Science - 3
- English - 3
- Social Studies - 1
- Read/Math 180 - 2
- ESL - 1
- Sped - 1

#### High School:

- Math - 4
- Science - 4
- English - 4
- Social Studies - 4
- Read/Math 180 - 2
- ESL - ½
- Sped - ½
- Seminar 11 - 1
- Seminar 12 - 1

At the start of the school year, school leaders will assign carts to the academic deans, who will sign out and own the responsibility of distributing amongst their curriculum team. Team leads will also ensure that all carts and Chromebooks are well maintained in accordance with the Operations Manual. The IT department has a set number of carts available to checkout for elective courses and those who are not



able to receive from team leads. All request for carts from the IT department are to be submitted via email with at least two days notice. The IT team will perform monthly audits of all carts to ensure all carts and devices are accounted for and maintained in accordance to the Operations Manual.

The IT department strongly recommends that all teachers follow the said procedures to help ensure all devices are accounted for.

1. Always count the devices before & after the carts are checked in and out to teachers.
2. Be sure the cart is locked when not in use.
3. If the cart key is not available, be sure to lock room door when not it room.
4. Ten minutes before the end of class, collect all devices from students
5. Check to ensure all devices are plugged in for charging
6. Perform a count of the devices at the end or beginning of each class
7. Report any missing devices to IT immediately
8. Never remove charger from the carts.
9. Ensure all Chromebooks, laptops, or iPads are locked and stored in carts at the end of each day

### Audio/Video Systems

Paul PCS has professional A/V systems installed in the auditorium, cafeteria and gymnasium to provide quality sound and video for school-based events as well as to support staff needs. These systems must not be operated at any time by students unless they are accompanied by an adult. Faculty and staff who wish to use the systems may request access and support from the IT department. These systems come equipped with remotes, wired mics, wireless mics, lapel mics and lavalier mics which are all available for checkout from the IT department. As members of the Paul community, it is the responsibility of all to ensure that all A/V equipment are treated with care. Once faculty or staff has checked out any A/V equipment, it is expected that they:

- Only use A/V equipment in the requested space
- Return all equipment promptly to the IT department after the completion of event
- Handle all equipment with care
- Contact the IT department if unsure of functionality of equipment
- Promptly report to the IT department any malfunctions

Please note, if faculty or staff fails to return A/V equipment, they are subject to a monetary fee if proven to be negligent.

### Space Reservations and Calendars

There are several community spaces available for Paul staff and students to use. To ensure these spaces are fairly shared amongst the community, Paul has a reservation process that is completed by sending



an email to [techsupport@paulcharter.org](mailto:techsupport@paulcharter.org) . All reservations will be booked on a first come first serve basis. Students who wish to reserve a space must have their reservation submitted by a teacher or staff member on their behalf. Any teacher or staff member who submits a space reservation request on behalf of a student(s), automatically agree to supervise or provide supervision for all students in the requested space. The following space reservations are handled by the IT department and are available for view only on the following sites:

- Gymnasium..... [www.paulcharter.org/gym](http://www.paulcharter.org/gym)
- Auditorium ..... [www.paulcharter.org/auditorium](http://www.paulcharter.org/auditorium)
- Cafeteria..... [www.paulcharter.org/cafe](http://www.paulcharter.org/cafe)
- HS Media Center ..... [www.paulcharter.org/hsmediacenter](http://www.paulcharter.org/hsmediacenter)
- MS Media Center..... [www.paulcharter.org/mscafe](http://www.paulcharter.org/mscafe)
- Field.....[www.paulcharter.org/field](http://www.paulcharter.org/field)

All request for reservations are required one week in advance notice. Please note that all major school events and testing dates may void all previous submitted reservations. All space reservations placed by staff on behalf of external guests, must be submitted one week in advance and approved by the Director of Operations before being deemed valid. It is mandatory by all staff to specify in all reservations request, if their requested space will be used by external guest. Failure to note the use of Paul’s spaces by outside guest, can result in the denial and revocation of the reserved space. The IT Manager maintains sole responsibility for all reservation calendars.

### Headphone Use

Due to curriculum requirements of selected courses, specialized software and headphone sets will be assigned by the Assistant Director of Academics & Programming. The teachers of these designated courses are required to sign and agree to be responsible of the special software and headphones. The IT department will house additional headphone sets for temporary class use. Teachers are to ensure that all software and headphones sets are well maintained by:

- Ensuring that students treat them with care and use headphones correctly
- Accounting for all devices at all times
- Ensuring that sets do not leave the assigned classroom or get loaned to students/other staff
- Reporting all damages, malfunctions, and misplacement to the IT department promptly

Please note that all headphones sets will be included in the monthly IT device audit to ensure all devices are well maintained and accounted for.

### Testing

Paul Public Charter School is mandated by the District of Columbia to administer the yearly PARCC



standardized test to evaluate the performance and progress of our scholars in specific subject areas. In addition to the PARCC state exam, Paul will conduct mandatory quarterly school wide exams to help monitor the progress and preparation of our scholars for the PARCC exam. Due to the high level of importance of these exams, it is the duty and top priority of the IT department to ensure that both schools have an adequate number of devices to serve all students completing all tests administered. With the limited number of devices available to both schools, the IT department has the authority and right to pull any Chromebooks, laptops, desktops, iPads and carts to meet the technology needs of both schools during testing. During all testing periods, it is highly recommended that all teachers prepare a back up lesson plan that does not include the use of computers in the event of unavailable Chromebook or laptop carts.

### Hardware/Software Available

We are invested in providing technology into the hands of our scholars to ensure they are well rounded in the evolving world of technology. Not only are we invested in our scholars but our staff as well. Paul aim to provide faculty and staff with the technology deemed necessary to support them within their line of work. Provided below is a list containing most of the technologies and software available to faculty or staff.

1. Laptops
2. Chromebooks
3. Desktops
4. iPads
5. Kindle Fires
6. Digital Projectors
7. Document Cameras
8. Overhead Projectors
9. DVD & Blu Ray players
10. Microsoft Office 365
11. Google Suite
12. Symantec AntiVirus
13. Adobe Creative Suite
14. Active Panels
15. Promethean Boards
16. Wireless Presenters
17. Class assigned Laser Printer
18. Class assigned wireless access points

### Equipment Penalty Fees

Paul strives to ensure that technology is available for our faculty, staff and students. With our push in providing technology, we must also understand that technology costs. In providing technology for our



staff and students, it is expected that all staff treat technology with care in accordance to the Operations Manual. If there should ever be a case in which a checked out device is damaged, lost, stolen or not returned, Paul PCS business department has the right to impose a penalty fee if that staff member has proven to be negligent in the result of damage, loss, theft or non-returned device(s) assigned to them. Below lists the associated penalty fees per device.

1. Windows Dell Laptops - \$150 (Older than 3 years \$50)
2. Chromebooks - \$75
3. Chargers - \$10
4. Document Cameras - ( $\frac{1}{3}$  of the original price)
5. iPads - \$50
6. Wireless or wired Microphones - \$30
7. Projectors - \$100
8. Projector Remotes - \$10
9. Laptop/Chromebook Cart Key - \$10
10. Laptop/Chromebook Cart Padlock - \$30
11. Macbooks - ( $\frac{1}{3}$  of the original price)
12. EV Monitor Speakers - ( $\frac{1}{3}$  of the original price)

## Google Drive

All teachers, staff and students of Paul Public Charter School will be equipped with access to their own personal Google Drive storage. Google Drive is an online file storage platform that provides synchronization services developed by Google. With Google Drive, Paul employees and students are equipped with well over 500 gigabytes of storage space per user. Google Drive is compatible across multiple platforms such as Windows, Mac OS, iOS, Android and many more. It also provides you with easy options to create, collaborate and share documents. With this being, the Paul PCS IT department requires that all teachers, staff and students use Google Drive as their primary source for data storage.



## Athletics/Extended Day

### Field and Outdoor Space Management

Maintenance and upkeep of the fields and grounds is the responsibility of the Custodial Team. Teams and groups using the fields are expected to treat the field with care, including picking up all trash, equipment, and other materials after each practice/event. If a team or group is found in violation of this expectation, their use privileges may be suspended or revoked at any time. Students should never be left unattended on any fields.

All other maintenance, including planting, tree trimming, and grass cutting is managed by an external contractor. Requests or suggestions to grounds maintenance should be made to the Facilities team or Operations Coordinator, as appropriate.

### Locker Room Standards

- It is the responsibility of the Athletic Director, Coaching, and Teaching Staff to keep locker rooms cleaned after each use
- Scholars must remove all personal belongings from lockers and locker rooms upon completion of practices/classes
- Any inappropriate use of locker rooms (ie in the locker rooms outside of designated hours) may result in a suspension from their use

### Laundry Room Use and Standards

The laundry room has many chemicals, machinery, and building assets that can be dangerous if not handled with care. Help us keep the laundry room clean, safe, and functional for all staff by adhering to the following.

- Door must remain locked at all times
- No scholars allowed in the laundry room
- Remove all clothes from machines within 1 hour
- Do not put clothes on top of machines
- Do not leave athletic wear in the laundry room
- Put trash in the trash can
- Report any repairs to facilities immediately



## Security

### Front Desk Coverage

The Front Desk Schedule is as follows:

Time	What	Who
7:45am	Arrival, doors open	Arrival team
8:10am	Students are tardy	Attendance Counselor
9:30am	Normal hours	Receptionist
1:00pm	Receptionist Lunch	Main Office Manager
2:00pm	Normal hours	Receptionist
3:35pm	Dismissal	Receptionist + Dismissal team
5:15pm	Extended Day dismissal	Receptionist
6:00pm	Building closes for guests	Receptionist

### Rear Door Coverage

Paul PCS and the Security team will provide coverage for the rear new-building door on days that students are in the building. The coverage schedule will be managed by the Security Coordinator, as will the relationship with the temporary staff vendor. When Temporary Security support is not available, coverage will be provided by the Paul PCS Security team, arranged by the Security Coordinator. Coverage will be as follows

Time	What	Who
7:45a	Arrival, doors open	No coverage, or school-based post provided; Temp Security Officer supporting HS Arrival
8:15a	Normal hours	Temp Security Officer



12:00p	Temp Security Lunch	Paul Security Team Member
12:30p	Normal hours	Temp Security Officer
3:35p	Dismissal	No coverage, or school-based post provided; Temp Security Officer supporting Dismissal at Ga Ave.
4:15p	Normal hours	Paul Security Team Member
5:00p	Rear door closes for guests	Paul Security Team Member locks up

### Evacuation Maps and Procedures

Per Fire Code regulations, each classroom is equipped with an evacuation map and emergency response booklet. Quarterly, rosters should be printed and placed in the folder behind the evacuation map. All emergency response protocols can be found in the emergency response plan, housed in the Business Office. Any questions or concerns regarding staff and student safety should be directed to school leaders and the Director of Operations for consideration.

In case of a fire or other emergency situation requiring evacuation of the building, the security team will assist staff in clearing the building. Once the building is clear, the security team will assist staff and students in finding and remaining in a location a safe distance from the building. Security will also stop traffic for safe passage from the building during evacuation and back to the building once it is deemed safe for re-entry.

### Flooding and Building Emergencies

Any damages, particularly extreme damages that cause flooding, leaks, or otherwise, should be reported to the facilities team immediately via email or text message. Security staff may be asked to assist in securing these hazardous areas with additional monitoring or signage.

### Morning Arrival

The building opens for staff at 6:30am and the front doors open at 7:45am for scholars. Scholars enter the building in a single file line moving towards the x-ray machine. Scholars should place all belongings in their bag before reaching the x-ray machine. Scholars should put all bags and belongings through the x-ray machine so that security can monitor for any weapons, medication, or other objects deemed as a threat. If a scholar is found with a weapon they will be taken to a room for investigation and security will



contact a member of the school leadership and executive team. If a scholar is found with medication security will take the medication to the nurse's office for further investigation.

### Dismissal Procedures

All students should leave the building by 3:45, unless they are participating in Extended Day or Athletics activities. Any student stay after school for these activities must be accompanied by an adult at all times. At 5:30 the building should be beginning to clear for complete evacuation by 6:00 PM. The only exception to this timeline is after school special events, which should be previously noted to the team for proper set up by IT and Facilities, and proper support from the Security team. Any student found in the building without reason will be escorted from the premises and may be subject to consequences as deemed appropriate by school leaders.

Extended Day and Athletics students may not leave and re-enter the building. If a student wishes to re-enter the building after dismissal, they must be met and escorted to their location by an adult supervisor.

### Safe Passage

After school, particularly in warm weather months, staff may be asked to assist with student dismissal by monitoring common student routes near the school building. School leaders will communicate posts with all staff, and Operations staff will be available to assist when additional support is needed. This presence helps scholars keep a safe route home, and increases the positive reputation of Paul PCS with residents around the building. Security staff may also walk scholars as far as Georgia Avenue and the main bus stop to monitor kids getting on the bus, and to make sure scholars are not disrupting the community.

### Former Employees

Immediately upon severance from the organization, a former employee is considered a visitor and should therefore comply with all visitor procedures. This is for legal / liability purposes, as well as for security reasons. The terms that lead to an employee's departure are nuanced and often private / confidential, thus private issues that led to an employee's otherwise amicable departure may prevent them from returning to our campus. Rationale does not need to be provided to anyone but the former employee for why a former staff member may or may not return to the premises.

Former staff members seeking to come onto campus for any reason must be approved by the Talent or Operations departments. Queries from a former employee should be directed to either Director; additionally if a current employee seeks to bring a former employee onto campus, they must seek the approval of the Operations or Talent Director. If a former employee suggests that they have made an



appointment approved by the Ops or Talent departments, no staff member or student should permit them onto campus until receiving explicit confirmation from either Director or designee. In that instance, a former employee will be checked in and escorted appropriately, in adherence with our visitor policy. If approval is not confirmed, one should ask the former employee to leave the premises and to contact one of the Directors until further notice. If the visitor is not responsive or compliant support should be sought immediately from security.

### X-Ray Machines

When operating the x-ray machine, staff should monitor the computer screen while the student places his or her bag inside the machine. If the monitor shows something that may be a weapon, drugs, or other contraband, the x-ray machine should be stopped for further staff review. A second staff member should check the bag manually, and if something is found in the bag the incident should be reported to Deans and Principals, in addition to the Security Coordinator. The student should be taken to another location to complete the investigation. Security officers, Deans, and Student Advocates are all fully trained to operate all security equipment.

### Metal Detectors

Once the student places their bag in the x-ray machine, they will walk through the metal detector. If the alarm sounds when the student walks through, staff will remove the student to another location and conduct a search using security wands. If staff finds a weapon, drugs, or other contraband, the student should be removed to another location until an investigation is completed. The staff should report the incident to Deans, Principals and their supervisor.

### Visitors check in

All visitors that enter the building will go through a normal security check when entering the school building. Visitors entering the building will place all items inside the x ray machine. Items include bags, purses, jewelry, belts, earrings, watches, rings, phones or any metal items in their possession. Visitors will then walk through the metal detector. If the metal detector alarms when the visitor walks through, a security officer will ask the visitor or visitors to remove more items before conducting a second pass through metal detector. If the second pass is unsuccessful, security officer will wand the visitor or visitors.

If a security officer notice unapproved item or items on the screen of the x-ray machine, the security officer will remove unapproved item or items from the bag. All unapproved item or items will be kept at the security desk until visitor or visitors exit the building



Any school events sanctioned outside of security hours require the same security screens as regular admittance.

### Entry system

When visitor or visitors enter the building and pass through the security check. All visitors will sign in through the entry system located in the main lobby by the front desk and main lobby by the back desk. Visitor or visitors will sign in through the entry system and a visitors pass will be printed out. All visitors must wear visitors pass while in the building.

### Weapons

Any weapons or disallowed items found on a visitor will be taken by a security officer and will be held security desk. Once the visitor or visitors exits the building security will give unapproved item or items back to visitor or visitors when exiting the building. Lighters are considered an unapproved item.

### Student/Weapons

If a student is found with a weapon or any unapproved item or items in his or her possession during the regular security check, the security officer will hold unapproved item or items and notify the security coordinator, dean of students and/or principal. The dean or principal will remove student from area for further questioning. The weapon or unapproved item or items will be given to security coordinator to be put in a secure location until next steps are determined. Under no circumstances will a member of the security team give a weapon, or unapproved items deemed as a weapon back to a student.

### CCTV Monitoring

One member of the security team will monitor the CCTV from the back desk at all times. If this dispatcher sees something on a camera, they will radio the nearest officer to the situation. Once the situation is clear the security officer will radio dispatch to clear the area. The dispatcher will log the information on a log sheet.

### Sick or Injured Student/Staff

If a student is sick or injured, they will be taken to the nurse's office or the main office. If Paul staff are unable to make a diagnosis or contact a family member, an ambulance will be called. If EMTs determine after examination that the student must be taken to a hospital, a member of the security team will ride in the back in the ambulance with the student. Security will not leave the hospital until the parents of the sick or injured student arrive. If, for any reason, a member of the security team is unable to accompany the student, a school counselor or social worker (as designated by school based leadership) will ride in the ambulance. Security will not ride in the ambulance if a staff member is ill or injured.



## Damaged Property

While on patrol, if a security officer notices any damage to property they should report the incident to their supervisor and to facilities. The facilities team is responsible for reporting costs of damage to the Business Office so that the family of a child who intentionally caused property damage can be charged appropriately.

## Disorderly Visitors

If a parent or a visitor becomes disorderly, a member of the security team will respond to try to calm the person down and ensure the safety of Paul PCS staff and students. If the parent or visitor persists, security will ask the person to leave the property. The security team can engage MPD 4th District officers at their discretion for any unruly visitors.

## Fights

Security officers are trained to break up fights and altercations between students. Each summer Security, Deans, Student advocates and other school-based leadership will receive physical restraint training. This training teaches specific methods for breaking up fights without hurting the adult or the student. If a fight breaks out, the nearest security officer should use the physical restraint method. Once students are separated, the security officer should report the incident to a Dean and or Principal. All altercations require immediate follow up with school teams and student families.

## Inclement Weather

The facilities team handles all building safety in instances of inclement weather, but the security team can and will assist. This may include placing signs or caution tape, blocking dangerous areas, and other measures of preventing student or staff entry to unsafe areas.

## CPR/Physical Restraint Training

All security officers should have updated CPR and Physical restraint training certifications. These trainings can be provided by Paul PCS and are valid for 2 years.

## Locker Checks

Security officers can and will search lockers as needed at any time of the school day. Each summer, the security team will reset all lockers with new combinations for the upcoming school year. Once the reset



is completed, the security team will issue the locker sheet to Deans or Principals so that lockers can be distributed to students at the start of the school year. Any weapons, drugs, or other prohibited items found in a locker during the search will be reported to the Security Coordinator, who will inform the Dean and, in some cases, Principal.

### Perimeter Checks

Security officers will do outside perimeter checks two to three times each day to ensure the safety and security of the school grounds. Perimeter checks start from the front or the back of the school and go all the way around making sure students are not hiding any paraphernalia in the bushes and other areas around the school. Gloves should be worn during these Perimeter checks. Any items found during a check should be reported to the Security Coordinator and to a Dean or Principal.

### Avenue Checks

Security officers will walk with the students after school to Georgia Avenue where the main bus stops are located. Security staff will monitor student behavior while waiting for the bus. If an incident occurs on the way to or at the bus stop, the security officer should radio for additional security team support.



## Miscellaneous

### End of Year Closeout and Compendium

At the close of each school year, all Paul staff must complete a compendium to ensure that materials are returned and classrooms/offices are appropriately cleaned. The compendium document may change by year, but each year all appropriate signatures must be collected and payments made by the final deadline. The Operations Coordinator will collect all compendiums and give final approval for a teacher to close-out the school year

#### Classroom Reassignment

Everything in each classroom must be boxed and labeled as instructed in the compendium document. Facilities staff will not sign the compendium for teacher close out without all cabinets, shelves, desks, and other storage units being emptied. Boxes that are not labeled as instructed will not be approved. Any damages to a classroom or its accompanying furniture must be flagged during close out. These steps ensure that, should a staff member's room be changed over the summer, everyone has access to the same high-quality facilities at the start of each year.

### Summer School

Paul PCS offers summer school courses to scholars needing credit recovery. Summer school staffing is at the discretion of the Talent team and School leaders, based on credit recovery needs. Summer school dates and hours are drafted before the end of each school year, in collaboration with Executive and School based leadership teams. As twelve-month staff, Operations team members are available for support throughout the summer.

### External Groups and MOUs

Event requests are required 14 days in advance to [slegel@paulcharter.org](mailto:slegel@paulcharter.org). The Operations Coordinator will check school schedules and event calendars to evaluate if the date is available. If the date IS available:

1. Director of Operations is notified of event request for approval.
2. MOU is drafted and sent to external group for update/review.
3. When signed MOU is received, Security, IT, Facilities, and Business teams will be notified of newly scheduled event.
4. One week prior to event date, any A/V, equipment, or security needs will be confirmed.
5. Proof of Insurance and other required documentation/payment will be collected and filed in the Business Office.



6. If a Paul Public Charter School event is scheduled for the date/time previously confirmed, notice must be given and a new date offered at least 48 hours in advance.
7. All communications regarding external event use should go through or include the Operations Coordinator.
8. Operations Coordinator will confirm with Security, IT, and Facilities teams 48 hours in advance for any scheduling/set up needs.
9. Operations Coordinator will confirm with Business Office 7 days in advance for deposit payments received, and one week after event for final payments received.

If the date requested is NOT available, other dates will be offered and the same process will be followed if/when a date is confirmed.

### Look Ahead Calendar

The Operations Department maintains a weekly “Look Ahead” calendar that school and network staff should update and use for planning purposes. This tool assists in getting the Operations team the information they need to best support the planning of events, trips, and other needs. If an event is not listed in the Look Ahead calendar, any orders or needs cannot be guaranteed. Updates to the Look Ahead calendar are due by the 3<sup>rd</sup> Friday of the month before the Look Ahead month (ie May updates are due in the 3<sup>rd</sup> Friday of April).

### Snow Days and School Closures

In the event that school must be closed due to weather or other circumstances, the Executive team and the Director of Operations will make the call before 5:00 AM the day of the closure and notify essential staff as soon as the decision is made. The IT team will update the Paul PCS website ([paulcharter.org](http://paulcharter.org)) with the closure information. The Operations Coordinator will update all local news channels with the closure information. Login information to these sites is found in the Operations Google drive and should not be shared with any students. A limited number of staff can/should access this information for the security of the school. Some staff may still be required to report to the building even if school has been cancelled, and the expectation for Operations team members is to be available and working online if at all possible during school closure dates.

### After Hours Support

A member of the Operations team is available in the building daily on school days from 6 am until 6 pm. During athletic or other after hours events, a security team member will always be available in the building. Any Operations requests should be made during school hours, and after hours support cannot be guaranteed. In case of emergency, the Director of Operations should be contacted via text message immediately for resolution.



## Operations Manual Updates

The Operations Manual will be reviewed and updated yearly, unless there is an urgent need to update sooner. The Operations team should note any updates or additions throughout the year that need to be incorporated in the next iteration. The Operations team will also develop and maintain an internal manual for Operations specific protocols, which can be made available to other staff members with requests to and approval by the Director of Operations.

## Standards of Responsiveness

Any emails should be responded to or handled within 48 hours of receipt. The Facilities and IT inboxes should be monitored regularly for response within 24 hours, whenever possible. All school-based requests will be prioritized in the order they are received.

Text message requests should be addressed as soon as they are received, and text messaging should be used for Operations matters only.

## Daylight Savings Time

In the Fall and Spring, the following adjustments will be made by IT and Facilities staff to accommodate Daylight Savings Time changes. These changes will be made the night prior to Daylight Savings Time, or before 6 AM the morning of Daylight Savings.

- Facilities staff will adjust the time on all wall clocks (classrooms, offices, and hallways) by one hour
- IT staff will adjust the building access card time by one hour