



International Academy of Saginaw

Employee Policy & Procedure Handbook

WELCOME TO MEP SERVICES

Dear Friend,

I want to welcome you as an employee of MEP Services. We are happy that you have chosen to join our team.

At MEP Services, our mission is to provide high quality and efficient human resources services to public school academies and other businesses working with CS Partners. This includes payroll services, benefit services, certification and background checks, and assistance with employment problems as they arise. Our goal is to provide an efficient service to our employees, the schools and businesses we serve so that the goal of educational excellence can be achieved.

The following manual is an outline for the *framework* of the relationship between the CSP Management and its employees. I hope you will find it fair and supportive. It certainly cannot define all of what we will enjoy together. If at any time you have questions about the content of this manual, please consult our Human Resources office. If at any time you have a problem that you want my help with, please schedule a time to talk with me.

Sincerely,

Carlie Lockwood

Vice President

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ABOUT THE HANDBOOK

This handbook is intended to serve as a practical guide to MEP Services' personnel policies and practices. However, it is only a summary compiled for the convenience of teachers and staff; it is not intended to cover all topics or circumstances.

It is the general policy of CSP Management ("MEP Services") to retain its management prerogative to make all decisions in the interest of MEP Services, acting through its President, will make all decisions in its sole and exclusive discretion, including the interpretation of MEP Services' policies, plans, and practices.

MEP Services is an at-will employer. This means that the employment relationship may be terminated at any time, with or without cause or notice by the employee or MEP Services. No supervisor, manager or representative of other than the President acting on behalf of MEP Services, has the authority to enter into any agreement contrary to the at-will employment relationship and such an agreement, if entered into, must be in a writing signed by the President and the employee and must specifically modify the at-will relationship. Any prior understandings or agreements of continued employment, except a written one as described above, are superseded by this policy. MEP Services must demonstrate flexibility in the administration of policies and procedures and reserves the right to modify, rescind or deviate from those policies and procedures when such action is deemed necessary by MEP Services. Notwithstanding the foregoing, the "at-will" employment policy can only be modified as described above.

Nothing in any policy, plan, rule, employment application, employee handbook or similar communication of any type is intended to create, nor should it be construed to constitute an employment contract between and anyone or all of its employees.

Nothing in any policy, plan, rule, employment application, employee handbook, or similar communication of any type is intended to create, nor should it be construed to diminish the due process or other constitutional rights, if any, that are applicable to any person employed by MEP Services.

EQUAL OPPORTUNITY EMPLOYMENT

Nondiscrimination

MEP Services is an equal opportunity employer and abides by all applicable federal, state and local regulations regarding fair employment practices. MEP Services does not discriminate contrary to law against an employee on the basis of race, age, religion, color, sex, national origin, military status or application, disability, height, weight or marital status or on any other basis protected by state, federal, or other applicable law.

MEP Services will comply with the Genetic Information Nondiscrimination Act of 2008 (GINA) and applicable state law which prohibits discrimination in health coverage and employment based on genetic information.

Applicant or Employee Disabilities

MEP Services will comply with applicable federal and state law protecting the disabled. MEP Services will make reasonable accommodations for employees with disabilities, to allow access to facilities and employment opportunities, as required by law. An individual who believes he or she has a protected disability and is otherwise qualified under the law and who requires accommodation to perform the essential functions of his or her job should notify the Human Resources Manager.

Reasonable Accommodation for Disabilities under Michigan Law

Under Michigan law, applicants and employees have 182 days from the date they knew or should have known that an accommodation was needed, to file a written request for such accommodations. If the applicant/employee fails to do so, his/her legal rights under Michigan law may be affected. Requests for accommodations should be directed to the Human Resources Manager.

HEALTH CARE, RETIREMENT AND ADDITIONAL BENEFITS

The benefits listed in this handbook are an overview of what is presently offered. Eligibility to participate depends on the terms of the plan. The terms of the plan documents control all rights and obligations of the company and its employees. MEP Services reserves the right to add, change, modify, or eliminate any fringe benefit subject to federal and state law. See the Insurance Summary for a complete list of insurance plans provided by MEP Services.

401K Retirement Plan

Details of the plan, including contribution limits and other features, are provided for employees in the Benefit Guide available online at mepservices.com.

Insurance Eligibility

Please see the Benefit Guide available online at mepservices.com for insurance eligibility. There is a 30-day waiting period for new employees who meet the eligibility requirements listed in the Benefit Guide.

Insurance Plans

The open enrollment date for all insurance plans is July 10th through August 10th of each year. Employees can enroll or make coverage changes to their insurance coverage during open enrollment. Changes of coverage can also take place when there is a change of family status or loss of coverage elsewhere. Plan summaries and details will be provided to employees prior to open enrollment each year.

PAY RATES

All staff will receive a Base Pay rate prior to their first day of work at MEP Services. This rate will either be an hourly, daily, or salary rate depending on the position. The Base Pay is for a standard amount of hours and weeks worked per year.

Salaried employees will receive a salary worksheet prior to their first day of employment and at the beginning of each year. This worksheet is an estimate of what the employee will receive financially throughout the year.

Any wage or salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended and do not create an employment contract.

Normally, a pay increase will be set for all employees before the start of each school year.

Pay days for all staff will be the 1st and 16th of each month. If a payday falls on a holiday or weekend, your pay will be deposited on the last working day prior to the holiday or weekend. Direct deposit is mandated for all employees. If an employee chooses not to use direct deposit, they will be issued a pay card. Pay stubs can be found online, specific details are given to employees upon hire.

Employees must notify in writing within 2 weeks of the date of the check if there is a discrepancy in their paycheck.

Exempt Employees

Exempt Employees are generally assigned to management, administrative, professional, supervisory positions; including any employee employed in the capacity of academic administrative personnel or teacher in elementary or secondary schools, by the nature of their assignments, are exempt from overtime pay requirements according to the Fair Labor Standards Act. Exempt employees are paid a salary, which is not based on specific hours worked. Exempt employees are required to report use of vacation, sick/personal time in half or full day increments.

Non-Exempt

Non-exempt employees generally perform operational functions such as routine clerical duties, maintenance work, and checking and inspecting equipment; including any employee employed in the capacity of assisting teachers or administrators of elementary or secondary schools. Employees classified as non-exempt are subject to the provisions of State and Federal wage laws. Non-exempt employees are required to keep a record of hours worked each day (FLSA, 29 CFR Part 516).

Non-Exempt Salary Employees

Non-exempt, salaried employees receive the same salary from week to week. This arrangement is advantageous for the non-exempt employee to receive the same pay throughout the year regardless of his or her schedule. Overtime will be paid for hours worked over 40 hours per week.

Non-Exempt Hourly Employees

Non-exempt, hourly employees are paid an hourly base rate for actual hours worked and are eligible to receive overtime pay when authorized to work the extra hours by the school leader/supervisor.

Exempt Employee/ Salary Basis

Exempt employees that are required to be paid on a “salary basis” to be exempt may file a complaint as set forth below if they believe that their salary was not properly paid. A salary basis is regularly receiving a predetermined weekly amount (payable weekly, bi-weekly, monthly or as otherwise allowed by law) that is not subject to reduction because of variations in the quality or quantity of the work performed.

Subject to the exceptions outlined below, the employee will be paid on a salaried basis the full salary for any week in which the employee performs any work without regard to the number of days or hours worked. Exempt employees will not be paid for any workweek in which they perform no work; paid leave time has been provided for this purpose.

The exceptions are as follows:

- a. Absence from work for one or more full days for personal reasons, other than sickness or disability. If an exempt employee is absent for one and a half days for personal reasons, can deduct only for the one full-day absence; it cannot reduce salary for partial day absences. If, however, the employee has accrued but unused Leave from Work Days available in accordance with Leave from Work policy, can charge the employee’s Leave from Work Bank for partial day absences and, the employee may use Leave from Work Days, if available, for full day absences.
- b. Absences of one or more full days occasioned by sickness or disability (including work-related accidents) if the deduction is made in accordance with another policy provided by under its Leave from Work policy or disability plans which provide compensation for loss of salary occasioned by such sickness or disability (regardless of waiting periods,) will not pay any portion of the employee's salary for full-day absences for which Employee receives compensation under the plan, policy, or practice. Deductions for such full-day absences also may be made before the employee has qualified under the plan, policy or practice, and after the employee has exhausted the leave allowance there under. If, however, the employee has accrued but unused Leave from Work Days available, can require that the employee use that time for partial day absences occasioned by sickness and disability and, the employee may use Leave from Work Days, if available for full day absences before short and long term disability leave time is available.
- c. MEP Services can offset any amounts received by an employee as jury fees, witness fees, or military pay for a particular week against the salary due for that particular week without loss of the exemption.
- d. Infractions of safety rules of major significance.
- e. Unpaid disciplinary suspensions of one or more full days imposed in good faith for infractions of workplace conduct rules in accordance with written policies.
- f. MEP Services may pay a proportionate part of an employee's full salary for the time actually worked in the first and last week of employment. In such weeks, the payment of an hourly or daily equivalent of the employee's full salary for the time actually worked will meet the requirement.
- g. MEP Services is not required to pay the full salary for weeks in which an exempt Employee takes unpaid leave under the Family and Medical Leave Act.

If an employee believes that has violated this policy in any way, the employee may file a written Complaint with Human Resources. If it is determined that improper deductions have been made, the employee will be reimbursed for any improper deductions.

Overtime

Overtime will be paid at time and a half for all hours worked over 40 in one week for employees that are not considered "exempt". Professional development for non-exempt staff worked in excess of 40 hours in one week will be paid or the equivalent time off will be give during the same week. "Exempt" employees are defined as salary employees earning over \$455 per week, and that meet the exempt classifications of Administrative, Executive, Managerial, or Professional employees.

Overtime should only be worked when it is requested in advance and approved by the Supervisor or School Leader. If overtime is worked but not requested and approved in advance by the Supervisor or School Leader the employee may be disciplined and/or terminated.

Non-required social events for staff are not paid and will not add to staff hours.

Comp Time/Schedule of Working Hours

The presence or absence of each employee is of critical importance to the successful operation of (the school). Therefore, MEP Services expects all of its employees to be on time, ready to begin work at the beginning of their day, and to work the full allotted time they are assigned each day. Employees are not allowed to perform work (for pay) at home or away from the (the school) unless specifically authorized for each occurrence by their Supervisor.

Non-exempt employees are not to work before or to continue working after their scheduled hours unless specifically authorized for each occurrence by their supervisor. Non-exempt employees are not allowed to perform work while on scheduled non- paid lunch break, unless specifically assigned by the supervisor. Attendance at (the schools) sponsored functions is not compensated unless the supervisor has required you to attend work at the function and has written approval from the school leader/supervisor to provide the additional compensation. Employees violating these rules may be subject to disciplinary action up to and including, termination.

Compensatory time off may be granted to exempt positions. There is no legal requirement or obligation of MEP Services to grant compensatory time off to employees. Comp time can be earned if pre-approved by the school leader/supervisor. This time should be tracked by the employee and used within the same pay period in which it is earned in increments of 4 hours or less. The supervisor's approval of request will constitute the granting of employee's compensatory time.

Supervisors may deny the request if the use of compensatory time will "unduly disrupt" the department's operations.

BREAKS/LUNCHES

Federal law does not require lunch or breaks; however your school leader/supervisor will work within your schedule to provide necessary breaks/lunches. Breaks and lunches are unpaid and not to be counted in the 40 hour week.

EMPLOYEE CHECKS

In accordance with the Michigan General School Laws, all newly employed teachers, school administrators, and other individuals required to hold a State Board of Education certificate, permit or approval, must be fingerprinted and undergo a state and F.B.I. criminal records check through the Michigan Department of State Police.

Employment is conditional upon a proper Michigan Teaching Certificate or license with proper endorsement for the age group in which the employee is assigned and a satisfactory background check.

BENEFITS COVERAGE

It is the policy of that hourly employees that elect benefit coverage must pay their employee payroll deductions for July and August benefits by June 16 or benefit coverage will end on June 30.

Provided that you are asked to return, and choose to continue your benefits through the summer, you will have the option of prepayment through payroll deductions in April or May, but the deadline is June 16th.

Contact your Benefit Coordinator to pay payment arrangements.

In the event that you are a retirant under the Michigan Public School Employees Retirement System (MPSERS), working after you retire may affect your benefits. MEP Services advises all retirants from MPSERS to obtain information regarding working after retirement from either the Office of Retirement Services or counsel.

If you are a retirant under MPSERS, the reporting unit at which you are assigned may also be responsible for paying unfunded actuarial liability on your behalf. While MEP Services may make payments to the Academy to offset this liability, MEP Services shall not be liable to make any payments to MPSERS on your behalf based upon your employment with the Academy and/or assignment with a reporting unit. Further, MEP Services shall not be liable to you for any fees or charges incurred under MPSERS.

You also agree to reimburse, by payroll deduction, MEP Services for any fees, expenses or charges (over and above the offset payment made to the Academy discussed above) incurred by MEP Services related to your employment with the Academy or assignment to a reporting unit as a retirant under MPSERS. In addition, it is agreed that MEP Services shall not be liable to you for any loss of retirement or health benefits suffered by you as a retirant under MPSERS as a consequence of your employment with the Academy or assignment with a reporting unit.

For additional information visit the Office of Retirement Services website at www.michigan.gov/orsschools.

WORKERS COMPENSATION COVERAGE

In order to be eligible for wage loss benefits from workers compensation the injured employee would have to suffer “wage loss” for seven consecutive days (including weekends and holidays). If the employee is restricted to working four hours a day, or only has enough light duty for hours less than their normal schedule, the employee may be entitled to a partial wage loss benefit beginning on the eighth day. Wage loss can also result from working light duty at a lower rate of pay, working the same number of hours per week, but suffering wage loss due to the lower pay rate. Wage loss benefits are roughly 80 percent of your after-tax wages.

If an employee has not suffered wage loss but is required to have follow-up appointments or treatments they must schedule those before work, after work or at a reasonable time as to not disrupt the workday schedule. If they cannot schedule their appointments or treatments at a reasonable time, and they have to take time off, they must use their leave/sick/personal time for the hours missed or this time will go unpaid.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

All rights and obligations under the FMLA and this policy will be interpreted according to applicable law.

MEP Services will grant eligible employees up to 12 weeks of unpaid leave during any rolling 12month period measured backward from the first day of the employee's FMLA leave for the following reasons:

- a. because of the birth of and to care for the employee's newborn child;
- b. because a child is placed with the employee for adoption or foster care;
- c. to care for the employee's spouse, child or parent with a serious health condition; or
- d. because of an employee's own serious health condition that prevents performance of his or her job functions
- e. because of “any qualifying exigency” arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or had been notified of an impending call to active duty status, in support of a contingency operation
- f. to care for the employee’s spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member.

A serious health condition may include a condition that requires inpatient care at a hospital, hospice, or residential medical care facility, a condition that results in a period of incapacity of more than three consecutive calendar days that also involves treatment two or more times by a health care provider or, treatment by a health care provider at least once with an ongoing regimen of treatment, pregnancy or prenatal care, chronic conditions that cause incapacity or require treatment, or a long-term health condition which, if left untreated, would result in a period of incapacity of more than three days, or any other qualifying condition. Questions about whether a condition is covered should be directed to the Human Resources Manager.

The following rules apply:

Eligible Employees

To be eligible for a leave, an employee must be employed by for at least 12 months, whether or not consecutive. An employee must also have had at least 1250 hours of service during the 12 month period before the requested leave and must be employed at a worksite within 75 miles of which 50 or more employees are employed by .

Advance Notice and Medical Certification:

The employee must give 30-day advance notice of the need for leave when the leave is “foreseeable”. If not possible, the employee must give as much notice as is practicable. In addition, when the requested leave is for planned medical treatment for the employee or the spouse, son, daughter, or parent of the employee, the employee must make a reasonable effort to schedule the treatment so as not to unduly disrupt the operations of , the School or other businesses served by .

If the reason for the leave is to care for an employee's spouse, child or parent with a serious health condition, or for the employee's own serious health condition, the employee must have the health care provider complete ' Medical Certification Form and return it to the Human Resources Manager. The employee has 15 days in which to return the form. An updated form may be required to be submitted by the employee to under certain circumstances.

MEP Services is not liable under GINA when requesting medical information containing genetic information when the medical information is a request from the employee as required, authorized and permitted in compliance with the Family and Medical Leave Act (FMLA) and state law requirements.

MEP Services reserves the right to request certification by another physician specified by MEP Services at MEP Services' expense. In the case of a conflict between two physicians, , at its own expense, may obtain a third certification by a physician approved jointly by and the employee. The third physician's opinion will be binding on both and the employee.

If the absence exceeds 5 work days before an employee may return to work from a medical leave occasioned by the employee's serious health condition, the employee is required to provide a certification from his or her doctor that the employee is able to resume work, with or without accommodations.

Any additional documentation or requirements required by any other applicable policy are still effective for periods in which the employee is seeking paid leave or leave which extends beyond the FMLA period pursuant to that policy.

Failure of an employee to provide the requested certification may result in denial of the leave and/or denial of any pay pursuant to any policy for which the employee might otherwise be eligible during the FMLA leave.

Use of Paid Time

Employees must use paid time to which they are entitled during FMLA leave as follows: during FMLA leave for an employee's own serious health condition, or that of the employee's spouse, child, or parent, the employee must use all paid time for which he/she is eligible, including "Leave from Work" days, disability benefits, or workers' compensation benefits. The employee must use accrued but unused "Leave from Work" time during FMLA leave for this purpose for any portion of time that is unpaid either before or after other paid time (e.g. pay provided by insurance or worker's disability compensation) off is available (e.g., policy waiting periods) or is exhausted. In addition, for all other FMLA leave, the employee must use any accrued but unused "Leave from Work" time. Paid time described above will be credited against the employee's FMLA leave period.

For SABIS schools, refer to the FMLA Paid Time Guidelines in the School Specific Benefits and Policies section at the end of this Employee Handbook.

Intermittent or Reduced Schedule Leave

If the reason for a requested leave is due to the serious health condition of the employee or a spouse, child, or parent, the employee may be entitled to leave on an intermittent or reduced schedule basis. Such leaves are permitted only where medical necessity is established by written documentation subject to verification, and the employee makes every reasonable effort to schedule the treatment so as not to disrupt the operations of MEP Services, the School or other businesses served by MEP Services. MEP Services may temporarily transfer an employee who requests intermittent leave or leave on a reduced schedule to an available alternative position with equivalent pay and benefits that better accommodates recurring periods of leave than the employee's regular position. The leave may not exceed a total of 12 weeks in a 12 month period. Special rules may apply for the intermittent leave of Instructional Employees, as defined by the FMLA. These rules are described below.

Spouses Working for the Same Employer

There are a few situations in which both spouses work for MEP Services. If each spouse seeks unpaid leave to care for his/her own sick parent, because of the birth of and to care for a child, or because of the placement of a child for adoption or foster care, the combined allowable leave of each spouse is 12 weeks during any consecutive 12 month period. However, if each spouse requests an unpaid leave because of the serious health condition of a child or the other spouse, then each spouse is entitled to the full 12 weeks of leave or where applicable, the remaining portion of the employee's 12 week entitlement. In the instance of FMLA leave to care for an ill spouse who works for MEP Services, the leave would be unpaid for the "caring" spouse (except for use of "Leave from Work" time). The spouse who is ill may receive pay in accordance with any applicable disability policy or plan sponsored by the School or business served by MEP Services.

Benefits

Employees are not eligible to receive pay for any holiday during the leave period. In general, and unless otherwise stated in an applicable plan, employees do not accrue additional benefits while on unpaid leave.

If, for any period of leave, an employee receives insured and/or uninsured benefits that exceed 100% of his/her pre-leave wages, the employee agrees to reimburse the benefit provider, if applicable, the excess amount. The employee's "Leave from Work" time will be restored accordingly.

During FMLA leave, employee group health plan coverage will be maintained at the level and under conditions coverage would have been provided except for the leave. Any share of health insurance premiums that had been paid by the employee prior to commencing leave, shall be paid during the leave. If premiums are raised or lowered, the employee will be required to pay the new premium rates. If the leave is paid, the employee's share may be deducted. If unpaid, the employee may pay in one of the following ways: payment due on dates of payroll deduction, payment in advance of leave by check or deduction, payment when premiums are due.

If an employee is not able to return to work after exhaustion of his/her FMLA leave, may recover premiums it paid for maintaining group health plan coverage, to the extent the leave is unpaid, unless the reason the employee does not return to work is due to the continuation, recurrence, or onset of a serious health condition that would entitle the employee to leave, or other circumstances beyond the employee's control.

If an employee is not able to return to work or if the employee is eligible for additional leave under a policy, he/she may be eligible to participate in the group health plan coverage at his/her own expense under COBRA. MEP Services will not continue the coverage at its expense beyond the FMLA period provided by law, except as otherwise stated in MEP Services' policies.

Whether an employee is eligible to continue to participate in other insurance programs while on an FMLA leave of absence shall be determined by the terms of the applicable plan.

Restoration to Position

Subject to any applicable exceptions contained in the FMLA, upon return from an approved FMLA leave, the employee will be restored to his or her former position or equivalent position with equivalent pay, benefits, and other terms and conditions of employment. Key employees may be denied restoration if determines that restoration to employment will cause substantial and grievous economic injury to its operation. No employee returning from an FMLA leave will lose any employment benefit that the employee earned or was entitled to before going on such leave. If the employee's leave extends beyond FMLA leave, his/her employment will be terminated unless he/she is eligible and granted leave under another policy. The continued leave will be subject to those provisions.

Notwithstanding the foregoing, an employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period. See, Department of Labor regulation 825.312 (d).

Instructional Employees

Employees who are employed principally in an instructional capacity (for example, teachers, coaches and driving instructors) are subject to the following limitations with respect to FMLA leave:

a. Intermittent leave or leave on a reduced schedule

An instructional employee who applies for a foreseeable FMLA leave which would result in the employee being on leave for more than 20% of the remaining working days in the period during which the leave would extend may be required to elect between either:

- taking a leave for periods of a particular duration, not to exceed the duration of the planned medical treatment; or
- transfer temporarily to an available alternative position offered by for which the employee is qualified, which has equivalent pay and benefits, and which better accommodates the recurring periods of leave than the employee's regular position

The election described above only applies if the employee provides at least 30 days advance notice of the foreseeable leave.

If an instructional employee does not give required notice of foreseeable FMLA leave to be taken intermittently or on a reduced leave schedule, the employee may be required to: 1) take leave of a particular duration, 2) transfer temporarily to an alternative position, ;or 3) delay the taking of leave until the notice provision is met.

b. Periods near the conclusion of an academic term

An instructional employee who begins a leave more than five weeks before the end of a semester may be required to continue on leave until the end of the semester if the leave will last at least three weeks, and the return to work would occur within the last three weeks of the term.

An instructional employee who begins a leave for a purpose other than his/her own serious health condition during the five week period before the end of a semester may be required to continue on leave until the end of the semester if the leave will last more than two weeks, and the return to work would occur within the last two weeks of the semester.

An instructional employee who begins a leave for a purpose other than his/her own serious health condition during the three week period before the end of the semester and the duration of the leave is more than five working days may be required to continue on leave until the end of the semester.

Unlawful Acts by Employers:

FMLA makes it unlawful for any employer to:

- a. Interfere with, restrain, or deny the exercise of any right provided under FMLA

- b. Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement:

The U.S. Department of Labor is authorized to investigate and resolve complaints of violation. An eligible employee may bring a civil action against an employer for violations. FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For Additional Information:

The FMLA website is www.dol.gov/eas/whd/fmla. To locate your nearest Wage-Hour Office, call toll free 866-487-9243 a customer service representative is available to assist you with referral information from 8am to 5pm in your time zone.

NON-FMLA MEDICAL LEAVES

If an employee is not eligible for FMLA leave or has exhausted his/her FMLA leave, MEP Services may allow the employee a disability leave or additional disability leave for his/her own disability. The employee must submit a written request for leave to the Human Resources Manager with as much advance notice as possible. Whether non-FMLA-medical leave may be used intermittently is within the discretion of MEP Services. Except when FMLA leave applies, medical leave will usually only be permitted for absences that exceed three (3) consecutive business days.

Employees are prohibited from performing work for other business entities or engaging in self-employment during a leave of absence, unless written authorization from the President is obtained by the employee. Violation of this provision may result in termination of employment.

Pay

The leave of absence is unpaid unless the employee is eligible for "Leave from Work" days and/or insured disability policies or under workers' compensation laws. The employee must use accrued "Leave from Work" days during leave for this purpose for any portion of time that is unpaid either before or after other paid time (e.g. paid via insured benefits or worker's disability compensation) off is available (e.g., policy waiting periods) or is exhausted. If, for any period of leave, an employee receives insured and/or uninsured benefits that exceed 100% of his/her pre-leave wages, the employee agrees to reimburse the excess amount. The employee's "Leave from Work" time will be restored accordingly.

Medical Verification and Length of Leave

The length of an approved medical leave of absence for employees that are not eligible for FMLA leave or who have exhausted the leave, will depend on whether can accommodate the request for leave without undue hardship.

The need for the leave must be supported by medical documentation satisfactory to MEP Services. MEP Services reserves the right to request that the employee be examined by a physician of MEP Services' choice to determine whether the employee is disabled, i.e., unable to perform the essential functions of his/her job with (or without) an accommodation, and unable to perform any other available work for which the employee may be qualified, and the appropriate length of the leave.

If the absence exceeds 5 work days before an employee may return to work from a medical leave, the employee is required to provide a certification from his or her doctor that the employee is able to resume work with or without accommodation.

Benefits

Employees are not eligible to receive pay for any holiday during the leave period. "Leave from Work" benefits will not be accrued, but will be paid in accordance with the "Leave from Work" policy.

Whether an employee is eligible to participate in insured employee benefits while on leaves will depend on the terms of applicable plan documents and insurance contracts. The employee may be responsible for premiums for such coverage.

Return to Work

MEP Services will attempt to return the employee to his/her former position or an equivalent position, as determined by MEP Services. However, if the employee's former position is no longer available and an equivalent one is not available, MEP Services reserves the right to terminate the employee's employment.

MILITARY LEAVES

Leaves for active military service or reserve training will be granted in accordance with applicable state and federal law.

OTHER LEAVES OF ABSENCE

An employee may request, in writing, a leave of absence for other purposes not set forth in other leave policies. The request should be addressed to the Human Resource Manager for approval. MEP Services will consider such leaves on a case by case basis. Whether to grant such a leave is within MEP Services' discretion. MEP Services will consider the reason/need for the leave, the length of the employee's employment, performance standing, and anticipated operational and staffing considerations during the proposed period of leave. Accruals of "Leave from Work" and other benefits will be suspended during the leave and will resume upon return to active employment. Leave of absences are unpaid except that "Leave from Work" time must be exhausted during the leave.

When an employee is scheduled to return to work, MEP Services will attempt to return the employee to the same or a similar position, determined in MEP Services' sole discretion. Should a position not be available on an employee's return to work, the employee's employment will be terminated.

Unrequested Leaves of Absence

MEP Services may place a staff member on unrequested leave of absence when the staff member is unable to perform his/her assigned job duties in conformance with statute with or without accommodation.

If MEP Services believes the staff member is unable to perform assigned job duties, the staff member will be offered the opportunity for a meeting to discuss the issues. If the staff member refuses to attend the meeting, may order the staff member to submit to an appropriate examination by a physician designated and compensated by .

If, as a result of such examination, the staff member is found to be unable to perform assigned job duties with or without accommodation, the staff member may be placed on leave of absence for a reasonable time to heal or until he/she is about to perform assigned job duties, but only for a period not to exceed 1 year.

If staff member refuses to submit to the examination as requested and he/she has exercised his/her rights under these provisions, such refusal shall subject the staff member to disciplinary action.

All requests for examination shall be done in accordance with the Americans with Disabilities Act (ADA) as amended, the Genetic Information Nondiscrimination Act (GINA) and all applicable federal and state laws.

CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA)

If your employment terminates, or for some other reason you or your dependents become ineligible for paid health insurance coverage, you may be eligible to continue group health insurance coverage under the federal COBRA law. If eligible, you can continue group coverage for a specific time by paying the group premiums yourself. The plan administrator will provide you with information regarding your continuation rights.

JURY DUTY

In the event that an employee is called to serve for jury duty by the State, County or City in which the employee resides the employee has 2 choices:

- a. The employee may take days from his or her Leave From Work Bank and retain payment from the court system/State of Michigan for the time spent serving on a jury; or,
- b. The employee may serve on a jury as they are called and not take any time from the Leave From Work Bank. Employees choosing this option will be paid at his or her regular rate of pay (not including overtime or bonuses, if any) for up to 20 business days, provided the jury fee is endorsed over to the school as an offset toward pay.

In any case, if jury duty exceeds 20 business days, it will be unpaid, except that the salary of an exempt employee will be paid in accordance with federal and state law.

Upon completion of jury service, employees should provide the certificate received from the court clerk for supervisory verification.

The employee will, in all cases, be required to fill out and turn in the proper "Leave form Work Form" form to notify the Business Office, regardless of which option is chosen, in order to document the number of days of missed work. This will also verify how many days the employee was paid for jury duty.

PHYSICAL EXAMINATION

MEP Services reserves the right to require any employee or candidate, after a conditional offer of employment, to submit to an examination in order to determine the physical and/or mental capacity to perform assigned duties. Reports of such examinations will be discussed with the employee. Such reports will be maintained in a separate confidential personnel file in accordance with Americans with Disabilities Act (ADA) as amended, the Genetic Information Nondiscrimination Act (GINA) and all applicable federal and state laws.

MEP Services will assume uninsured fees for required examinations.

KEEP PERSONNEL FILE CURRENT

If an employee changes his or her name, address, telephone number, marital or dependent status, or the person he or she wishes to be notified in the event of an emergency, he or she must immediately notify the Human Resource Department at MEP Services. This information is important for any Employer mailing, insurance records, tax forms and emergencies. The information on file in the Employer's office shall be considered conclusive for all notices to employees.

Any employee may request to view their personnel file. When employees review their personnel file and its contents, they and the file must remain at the MEP Services office. Copies of documents can be made, but the originals are property of MEP Services and must be left in personnel file. Employees are not permitted to look at other employee files.

CRIMINAL CONVICTIONS

It is the policy of MEP Services that if any employee who is employed in any capacity, or has applied for a position, or has had an initial criminal history check, or is regularly or continuously working under contract at any school managed by MEP Services, shall report to the School Leader or MEP Services that he or she has been charged with a crime, within 3 business days after being arraigned for the crime. When the School Leader is informed, he/she will then inform MEP Services.

If the employee does not report the charge or conviction, the employee may be terminated from employment.

ACCIDENT AND INJURY REPORTING

The Employer is always concerned with the health and safety of its employees. The Employer expects and insists that every employee exercises common safety practices, and follows all safety regulations that may be set forth by the State for any division.

It is the employee's responsibility to report any accident or injury when it occurs by filling out an "Incident Report" and turning it in to the Business Office. Any time that an employee is involved in an accident or injury, he or she is to immediately report the incident to his or her supervisor. Failure by an employee to follow these procedures may result in loss of benefits and/or disciplinary action.

It is the Employer's goal that: (1) safety hazards be eliminated from all jobs; (2) unsafe acts or conditions be detected, reported, and corrected; and (3) safety consciousness be instilled in all employees.

PRIVACY POLICY- SOCIAL SECURITY NUMBERS

MEP Services keeps all records containing employee social security numbers confidential. These records are maintained in employee personnel files, which are kept in a locked filing cabinet. Access to personnel files is limited to management and supervisory personnel of MEP Services on a need to know basis. MEP Services prohibits the unlawful disclosure and/or use of employee social security numbers. Personnel file documents containing employee social security numbers are retained throughout employment and for a period of six years following the end of employment. Following the retention period, documents containing social security numbers will be shredded and disposed of. Any employee that violates this policy will be subject to disciplinary action, up to and including termination.

CONFIDENTIALITY

In the course of your employment with MEP Services you may have access to confidential or proprietary information. This information includes employee files, background check results, medical records, billing data, and all other protected health information, as well as information related to business function including its management, business plan, billing, collections, human resources, payroll, research, technology and information systems. You are expected to respect and maintain the confidentiality of such records and information in strictest confidence for the sole and exclusive benefit of MEP Services. As such, all employees are required to read, understand, and sign the "Employee Confidentiality Agreement" and return it to before your start date.

EMPLOYMENT VERIFICATION

Any inquiries which are received, either by telephone or in writing, regarding a present or past employee are to be referred to MEP Services.

Under the Federal Privacy Act, MEP Services is obliged to preserve the privacy of an employee. MEP Services will state only that a person is (was) employed by MEP Services, the dates of employment, employee's title or position and wage or salary.

MEDIA RELEASES

Positive relationships with the media are developed and maintained by providing accurate and helpful information to reporters in a timely manner. To ensure that information provided to the media is accurate, comprehensive, and complete, and to ensure that reporters have appropriate access to the best sources of information, a protocol for providing information to the media has been established and outlined in this policy. The School Leader serves as the primary spokesperson for the Academy on all matters of the schools interest.

If a contact is made by the media, the employee should:

- Request the name of the caller, the telephone number where the person can be reached and the name of the media represented.
- The employee should inform the media representative that an appropriate School representative will return the call.
- The employee should immediately advise the School Leader of any such call at once.
- An employee should never release a telephone number of any employee.
- No member of the press should be allowed access into the School without the express approval of the School Board.
- The School Leader is in charge of advising the School Board.

FITNESS FOR DUTY

The Employer has a vital interest in maintaining a safe and healthful environment for all of its employees, students and guests. Consequently, employees must be fit for duty, and must refrain from behavior that threatens fitness for duty.

The Employer may require, at its own expense, an employee to submit to such tests and examinations, including alcohol testing, and/or to be examined by the Employer's appointed physician, clinic, hospital, psychologist, or other professional, to determine if the employee is fit for duty when such examination / tests are job-related and consistent with business necessity.

In addition to the employee authorizing the Employer's appointed physician, clinic, hospital, psychologist, or other professional, to conduct such tests and examinations, the employee shall sign such documents and medical release forms which are necessary in order to secure from the employee's physician, clinic, hospital, psychologist, or other professional, copies of all of his or her pertinent medical records.

Refusal to submit to, or failure to cooperate in, any of the foregoing examinations/tests may result in discipline, up to and including, discharge.

DRUG AND ALCOHOL TESTING POLICY

MEP Services is committed to providing a safe, healthy, working and learning environment for employees and students. It recognizes the dangers that the use of alcohol and/or drugs have on the

safety of employees and students served by , the School or other -served businesses and performance of employees. MEP Services has adopted this policy that applies to all employees, whether regular, full or part-time, per diem or temporary, to promote an alcohol and drug-free workplace.

The following actions are prohibited: MEP Services prohibits the use, sale, possession, manufacture, distribution, purchase or dispensing of drugs or alcohol or being under the influence of drugs and/or alcohol while on MEP Services' and/or School property, in a School vehicle, or a School sponsored event, or while engaged in job-related activities for MEP Services, the School or other businesses served by MEP Services.

Definitions/Guidelines

- a. Prescription drugs or over-the-counter medicines: Nothing in this policy precludes the appropriate use of legally prescribed medication. Any employee taking prescription drugs or over-the-counter medication should notify his/her supervisor if he/she feels that the use may pose a safety risk to themselves or others while taking any such medication. will treat the disclosure as confidential medical information and if applicable, as a request for an accommodation of a disability.
- b. For purposes of this policy, the term "drug" means:
 - Controlled substances (as defined in 21 U.S.C.A. §802) which cannot be legally obtained; and
 - Prescribed drugs whose prescription is no longer valid; or
 - Prescribed drugs used contrary to the prescription.
- c. Property: property as defined in this policy includes all land and buildings owned, leased, or used by , or in which employees work, as well as vehicles used during work hours, or any property or vehicles or location while employee is working or performing any or School sponsored activity.
- d. Safety Sensitive: A position where, in ' discretion, a single mistake by such an employee could create an immediate threat of serious harm to students or fellow employees or that may expose the employee or others to a higher degree of danger than the average position (i.e. School Leaders, assistant School Leaders, teachers, teacher aides, substitute teachers, school secretaries, custodians etc.).
- e. Refusal to Take a Test: Any employee or applicant may be deemed to have refused to take a test if the employee or applicant fails to report to a designated location within one hour of a request. Refusal to submit also means to tamper with the test, engage in any activity with the intent to alter the outcome of the test, or to refuse to sign any applicable forms for testing. Due to extenuating circumstances Human Resources, in its discretion can extend the time within which to report.
- f. Inspection: To prevent controlled substances, drugs or alcohol from being brought on to the School premises, may at its discretion when reasonable suspicion exists, inspect any locker, package, purse, briefcase, personal bag, desk, vehicle or other personal belongings brought on to , School, or -served business premises in connection with the investigation of a violation of this policy.

Any employee, who is arrested, indicted or convicted of a drug or alcohol violation while on School property or while performing job-related functions, must report this information to Human Resources no later than five (5) days after such arrest, indictment, or conviction.

Testing for the Presence of Drugs and/or Alcohol

To detect the presence of illegal drugs, controlled substances, and/or alcohol used improperly, MEP Services will direct employees to submit to a drug and/or alcohol test at a designated testing laboratory under the circumstances listed below. The testing laboratory will test for the presence of alcohol and/or a list of drugs. All initial positive drug screens will be confirmed by a second test and a Medical Review Officer (“MRO”) of the laboratory will review such results to, among other things, screen out legally prescribed and used drugs. This review may include, among other things, the MRO conducting an interview with the employee, a review of the employee’s medical history and medical records to determine if the positive result was caused by legally prescribed medication; requiring a re-test of the original specimen, and verifying that the laboratory report and the specimen are correct. It is mandatory for employees to participate and assist, as necessary, in the MRO review process. The MRO’s screening process is confidential and legally prescribed and used drugs will not be disclosed to unless in the MRO’s medical opinion, the use may pose a direct threat to the health or safety of the employee or others.

The testing laboratory will establish levels for the positive presence of drugs. A positive drug and/or alcohol test will constitute being under the influence. The MRO will maintain the records and will only disclose the results and any other information it deems necessary to .

Testing will occur in the following situations:

- a. Employees may be tested for the presence of drugs or alcohol on when there is reasonable suspicion that an employee is under the influence of drugs while at work. All employees are subject to this type of testing. A determination that reasonable suspicion exists will be based upon specific, contemporaneous, articulable observation concerning the appearance, behavior, and speech of the employee, including:
 - Observed use, possession, or sale of illegal drugs and/or use, possession, sale, or abuse of alcohol and/or the illegal use or sale of prescription drugs.
 - Apparent physical state of impairment of motor functions.
 - Marked changes in personal behavior not attributable to other factors.
 - Employee involvement in or contribution to an accident where the use of alcohol or drugs is reasonably suspected or employee involvement in a pattern of repetitive accidents, whether or not they involve actual or potential injury.
 - Violations of criminal drug law statutes involving the use of illegal drugs, alcohol, or prescription drugs and/or violations of drug statutes.
- b. When circumstances arise that in MEP Services ’ discretion warrant the necessity to test an employee in a safety sensitive position, or group of employees in safety sensitive positions, in order to ensure the immediate and/or ongoing safety of the School’s students and other employees.

Disciplinary action may be taken, up to and including termination, if the following policy violations occur:

- a. When an employee uses, possesses, manufactures, distributes, stores, dispenses, or sells alcohol or drugs while at work, or on School property, or during work hours or while doing business.
- b. When an employee is under the influence of alcohol or drugs while on MEP Services, School or - served business property or during work hours.
- c. When an employee tests positive for the presence of alcohol or drugs after being requested to take a test for the circumstances set forth above.
- d. Refusal to submit to, or efforts to tamper with, an alcohol or drug test for the circumstances set forth above, will result in disciplinary action, up to and including termination.
- e. When an employee is convicted under any criminal drug statute for a violation occurring on the job and/or in certain cases, off the job.

If an employee tests positive for drugs and/or alcohol and decides in its sole discretion, that there are extenuating circumstances not to terminate the employment relationship, employment may only be continued under the terms of a continued employment agreement.

All information obtained during the course of assessment and testing of employees for substance abuse shall be treated as confidential medical information and will be disclosed only to a member/s of management with a legitimate reason for the information.

MEP Services may interpret, change, rescind or supplement this policy in whole or in part at any time. Nothing in this policy alters the at-will employment relationship

PROHIBITION OF SMOKING

MEP Services employees shall not use, advertise, or promote any tobacco products on Academy property, in an Academy bus or vehicle or an Academy sponsored event or in the vicinity of Academy property where they can be seen by students or parents. MEP Services employees shall not use, advertise or promote tobacco products when they are involved with students, parents or when supervising student activities whether on or off Academy property.

The use of tobacco includes the smoking of electronic, “vapor” or other substitutes of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

CODE OF CONDUCT

Each employee is required to conduct him/herself quietly, efficiently, and in a professional manner at all times. All relevant facts and circumstances will be considered in determining the level of discipline imposed, and no case shall serve as precedent for any other case. Moreover, the Employer reserves the right to seek prosecution for violation of criminal law.

Violation of any of the following rules is serious enough to warrant disciplinary action, up to and including, discharge. These rules are not all-inclusive, and the Employer reserves the right to discipline employees for act or omissions that are not listed below:

- a. Verbal, physical, psychological abuse and/or mistreatment of a student, parent, guardian, guest, or co-worker.
- b. Refusal to carry out work assignments, or insubordination.
- c. Excessive absenteeism and/or tardiness.
- d. Working or reporting for work under the influence of alcohol or unlawful drugs, and/or bringing or possessing alcohol or unlawful drugs on the premises of the Employer.
- e. Falsification or misuse of, or omission on, Employer forms, records or reports, including time sheets and employment applications.
- f. Violation of Employer's policies or procedures.
- g. Theft, misappropriation, removal or misuse of property belonging to the Employer, an employee, student, supplier, vendor, or guest of the Employer. The Employer reserves the right to inspect all desks, lockers and other areas of its premises, and to inspect all packages, etc. brought onto its premises.
- h. Failure to return from authorized leave of absence or vacation at the designated time.
- i. Violation of Employer's policies prohibits discrimination and harassment.
- j. Possession of weapons, firearms or explosives on the premises of the Employer.
- k. Unsatisfactory work performance.
- l. Disclosure or misuse of confidential information.
- m. Failure to maintain proper grooming, dress, cleanliness, or hygiene.
- n. Smoking anywhere on school grounds, in the presence of students or parents, or indoors at staff training off the school property.
- o. Sleeping, loitering, or loafing on the job.
- p. Tampering with the time-keeping system or misrepresenting time worked.
- q. Unauthorized use of the Employer's telephone.
- r. Gambling on the Employer's time or premises.

OTHER WORK

Employees are prohibited from performing work for other business entities or engaging in self-employment during a leave of absence, unless written authorization from the President is obtained by the employee. Violation of this provision may result in termination of employment.

Employees will not be permitted to perform work for other business entities or engage in self-employment that in any way negatively affects that employee's ability to perform his/her job responsibilities for .

MEP Services shall require all staff assigned to the Academy to comply with an outside employment/outside contracting policy as may be required by the Academy or the Authorizer. Staff (including teachers) assigned to the Academy are prohibited from using Academy facilities, resources,

and materials for non-Academy purposes. Outside employment and outside contract services by staff (including teachers) during Academy working hours are prohibited. Outside employment and outside contracting with any entity or person under contract with or providing services or material to the Academy may be prohibited as permitted by applicable law.

DRESS AND APPEARANCE STANDARDS

Neatness and cleanliness are requirements of MEP Services, Inc. The Employer reserves the right to determine the proper appearance and attire for each position.

SOLICITATION AND DISTRIBUTION

Other than solicitation or distribution relative to Employer-sponsored events or activities, employees are prohibited from engaging in oral or written solicitation for any cause or any purpose during working time, and distribution of any literature of any kind is prohibited during working time or in work areas. No solicitation includes solicitation of commercial ventures. Third parties are not permitted to solicit on school grounds.

Working time includes the actual working time of both the employee doing the solicitation or distribution and the employee to whom it is directed.

PROHIBITION AGAINST BULLYING AND HARASSMENT

Bullying and harassment, including sexual harassment, of students and employees will not be tolerated in accordance with the policy set below.

Anti-Bullying Policy

Under state law, bullying is defined as any written, verbal or physical act or electronic communication that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- a. Substantially interfering with educational opportunities, benefits or programs.
- b. Adversely affecting the ability of a student to participate in or benefit from the Academy's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress.
- c. Having an actual and substantial detrimental effect on a student's physical or mental health.
- d. Causing substantial disruption in, or substantial interference with, the orderly operation of the Academy.

Bullying is equally prohibited without regard to its subject matter or motivating animus.

It is the policy of the Academy to provide a safe educational environment for all of its students in compliance with the law. Bullying is strictly prohibited. All students are protected under this policy while on Academy property, in an Academy vehicle, at any Academy-sponsored event, or while using an

Academy owned and/or operated telecommunications service provider or Academy owned and/or operated telecommunication access devices.

The School Leader shall be responsible for establishing procedures for the effective implementation of this policy.

Any student who believes he/she has been or is the victim of bullying shall immediately report the situation to the School Leader. The student may also report the situation to a teacher or counselor who will be responsible for notifying the School Leader. Any complaints against the School Leader should be filed directly with MEP Services.

A report may be filed with the School Leader by the victim of bullying, a witness or anyone who has credible information about the incident. A written or oral report is considered an official means of reporting. An anonymous report can be filed and will be investigated, but formal disciplinary action will not be based solely on the basis of an anonymous report.

A staff member, school volunteer, student, or parent/guardian who promptly reports in good faith an act of bullying to the School Leader and who makes that report in compliance with these procedures is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident.

The School Leader shall report the occurrence of a bullying incident to the parents or legal guardians of all students involved. The notification shall be via e-mail, telephone, personal conference and/or in writing and all notifications shall be documented. All parent notifications shall be done consistent with student privacy rights under FERPA regulations.

The School Leader is responsible for determining whether an alleged act constitutes a violation of the Board's policy. Once a complaint has been received, the School Leader shall conduct a prompt, thorough, and impartial investigation of each alleged incident. The investigation is to be completed within three school days after a report or complaint is made if at all possible.

Student misconduct that falls under the Academy's anti-bullying policy may trigger responsibilities under federal antidiscrimination laws. Please refer to the harassment section for further information.

Interviews with the alleged victim, perpetrator, and witnesses should be conducted privately and separately. All interviews should be documented and kept confidential. The School Leader will look at the totality of the circumstances and evaluate facts, including but not limited to:

- a. Description of the incident- nature of the behavior and the context of the alleged incident
- b. How often the conduct occurred
- c. Any past incidents or continuing pattern of behavior
- d. The relationship between the parties
- e. Characteristics of the parties involved, i.e., age, grade, etc.
- f. The bullying definition

The Academy prohibits retaliation or false accusations against a target of bullying, a witness or another person with reliable information regarding an act of bullying. Retaliation and submitting an intentionally false report may result in disciplinary action ranging from positive behavioral interventions up to and including suspension or expulsion.

All administrators, faculty, staff, parents, volunteers, and students are expected not to tolerate bullying and to demonstrate behavior that is respectful and civil. The staff should encourage students:

- a. Not to be part of the problem
- b. Not to pass the rumor or derogatory message
- c. To walk away from these acts when they see them
- d. To constructively attempt to stop them
- e. To report them to the designated authority, and
- f. To reach out in friendship to the target

Since bystander support of bullying can encourage these behaviors, the Academy prohibits both active and passive support for acts of harassment or bullying.

The staff should encourage students to support students who walk away from these acts when they see them, constructively attempt to stop them, or report them to the designated authority.

The failure of staff members to report and/or take reasonable steps to prevent harassment and bullying, physical assault, or threats of imminent harm by another in the Academy may result in discipline, up to and including discharge of employment.

Harassment

The label used to describe the incident (i.e., bullying, hazing, and teasing) does not determine how the Academy is obligated to respond. The nature of the conduct itself must be assessed for civil rights implications.

Harassing behavior includes, but is not limited to, conduct reasonably perceived as being motivated by any actual or perceived differentiating characteristic such as an individual's race, color, national origin, sex, disability or religion. Harassing conduct may take many forms, including, but not limited to, verbal acts and name calling; graphic and written statements, which may include the use of cell phones or the Internet; or other conduct that may be physically threatening, harmful or humiliating.

Harassment does not have to include intent to harm, be directed at a specific target or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive or persistent as to interfere with or limit a student's ability to participate in or benefit from the services, activities or opportunities offered by a school.

Once the Academy knows or reasonably should know of possible harassment, it must take immediate and appropriate action to investigate or otherwise determine what occurred. The specific steps taken in the investigations will vary depending on the nature of the allegations, the source of the complaint, the

age of the students involved, the size and administrative structure of the Academy and other factors. The inquiry should be prompt, thorough and impartial.

If harassment has occurred, the Academy must take prompt and effective steps reasonably calculated to end the harassment, eliminate the hostile environment and prevent its recurrence. These duties are the Academy's responsibility even if the misconduct is also covered by an anti-bullying policy and regardless of whether the student makes a complaint, asks the Academy to take action or identifies the harassment as a form of discrimination.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct or communication of a sexual nature when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or advancement of a student's education or participation in school programs or activities, or
- b. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or
- c. Such conduct or communication has the purpose or effect of substantially interfering with an individual's employment or creating an intimidating, hostile or offensive educational or employment environment.

Sexual harassment includes, but is not limited to, the following:

- a. Physical assaults (e.g., intentional physical conduct that is sexual in nature, such as touching, pinching, or brushing against another individual's body);
- b. Unwelcome sexual advances, comments, requests for sex, sexual activities concerning one's employment or advancement, regardless of whether they are accompanied by promises or threats concerning one's grades, safety, job or performance of duties;
- c. Sexual displays or publications such as calendars, screen savers, sexual jokes, posters, cartoons, verbal or written harassment or abuse, or graffiti; and
- d. Other verbal or physical conduct of a sexual nature which has the purpose or effect of interfering with an individual's work or academic performance, or creating an intimidating, hostile or offensive work environment.

No staff member or student in the Academy shall be subjected to any form of harassment, including sexual harassment, on Academy premises, on an Academy bus or vehicle or at any Academy sponsored event or activity.

TECHNOLOGY AND INTERNET USE

Internet, Networks and Computers

All computers, local and wireless networks, telephone systems, electronic mail systems, and voice mail systems on the Academy's property is property of the Academy and shall only be used for educational and business purposes.

The use of the Internet is a privilege, not a right. The Academy is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of Academy operations. Safeguards have to be established to ensure that the Academy's investment in both hardware and software is achieving the benefits of technology and inhibiting negative side effects.

To access e-mail and/or the Internet, employees must agree to the Network and Internet Acceptable Use guidelines contained in this section.

Employees will receive an account number or password only after returning the acknowledgment in this handbook. Employees will not allow other individuals to use their accounts or other individual's accounts.

The Academy will inform MEP Services of any violations of this policy.

The assignment of a password does not guarantee confidentiality. The Academy reserves the right to monitor access and review all electronic and voice mail messages, computer files, Internet files, including web pages and usage logs, data bases and any other electronic transmissions. The Academy reserves the right to examine all data stored in the machines and/or network to make sure that all users are in compliance with these regulations. Any flash drive used at the Academy must also be free of inappropriate content.

The Academy shall monitor on-line activity of staff and students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors in accordance with the Children's Internet Protection Act (CIPA).

Employees who happen to find materials deemed inappropriate while using the Internet shall refrain from downloading this material; immediately leave the Internet site; shall not identify or share the location of this material; and will immediately report the incident to the Academy Administration. Transfer of certain kinds of material is illegal and punishable by fine or jail sentence.

Inappropriate Internet and network use is not limited to the following:

- a. using offensive or inappropriate language or language that would promote violence or hatred;
- b. revealing one's (or other's) personal address, phone number or credit card information;
- c. harassing anyone by sending uninvited communication;
- d. sending or accessing electronic information from accounts that do not belong to you without the owner's authorization;

- e. accessing unauthorized or inappropriate areas of the network and changing or interfering with information found in the network;
- f. accessing areas blocked by the Academy's firewall without authorization;
- g. soliciting or distributing e-mail for non-educational or non-business purposes;
- h. misrepresenting oneself or others;
- i. making unauthorized copies of software or information, such as software pirating;
- j. printing of materials excessively;
- k. downloading and/or installing unauthorized software, including games, on Academy computers without specific permission from Administration;
- l. accessing, uploading, downloading, distributing, or transmitting pornographic, obscene, sexually explicit, or threatening material or other materials harmful to minors;
- m. violating federal copyright laws or otherwise using the property of another individual or organization without permission. All work must be original work. Copy and pasted material may only be used as a resource when properly cited;
- n. violating any local, state or federal statute; and
- o. accessing personal social networking sites, such as but not limited to Facebook, Twitter, MySpace, YouTube, etc., without specific permission from the Administration

Employees are prohibited from sending offensive, discriminatory, or harassing electronic or voice mail messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

Employees shall not access personally identifiable student information from an unsecured location or over an unsecured network. Employees shall ensure that all such student information is protected from any unauthorized viewing, including parents, volunteers, or anyone that does not have a legitimate educational purpose in viewing that information.

Computer equipment provided by the Academy, including but not limited to network servers, desktop computers, thin clients and laptop computers, are the property of the Academy. The Academy guidelines as set in the Computer/Cell Phone Use Agreement apply to the use of all Academy computer equipment at all times whether inside or outside of Academy property.

Computer equipment, such as but not limited to monitors, terminals, keyboards, mice, etc., for use on Academy premises are Academy property and any mistreatment or damage will be considered destruction of property or vandalism. In addition, local and wireless networks, Internet connections and/or data and exchange serves are Academy property and shall only be used for educational and business purposes.

Any major problems, such as lock-ups, component failures, system malfunctions, errors resulting in lock-ups or slowdown, or any other unusual occurrences shall be reported to the Academy technical support immediately. Employees should not attempt to correct these problems without the knowledge of tech support.

Employees may not copy software on any Academy computer and may not bring software from outside sources for use on Academy equipment without the prior approval of the network administrator. The installation of additional software on Academy owned computers must be pre-approved by the network administrator and only in accordance with licensing agreements and copyright regulations.

The Academy condemns the illegal distribution of software, music and videos, known as pirating. Software pirating is a federal offense punishable by fine or imprisonment. Employees engaged in software pirating shall have their computer confiscated.

The Academy will not be liable for the actions of anyone using the Internet through its connection. Employees shall assume full liability, legal, financial or otherwise for their actions. Employees release and agree to defend, indemnify and hold harmless the Academy, its Board members and agents from and against any such claims, demands, suits, damages, liability, costs, and expenses (including reasonable attorney fees).

In addition, the Academy takes no responsibility for any information or materials that are transferred through the Internet.

All information contained on the Academy's system is to be considered confidential and proprietary and should not be distributed outside of the Academy unless approval is obtained from the Administration.

Network Etiquette

Network etiquette, "Netiquette", is a set of social standards which facilitate communication over networks. Always consider the following practices before sending electronic mail (e-mail) whether within Academy networks or over the Internet:

- a. E-mail access is provided for educational and business purposes.
- b. Always use business-like, clear and concise language; think of your business email as though it was on our business letterhead and you'll never go wrong
- c. Only use Academy-provided or authorized mail systems.
- d. Avoid using patterned backgrounds and fancy fonts; these make emails more difficult to read.
- e. Do not expect e-mail to be private.
- f. Copy your supervisor on all correspondence.
- g. Know how to use proper email functions; being a Cc: on an email usually means that no action is required from your end; Using "Return Receipt" excessively might be viewed as intrusive; Avoid the Bcc: field, varying email platforms handle replies to Bcc: differently.
- h. Assume the highest level of formality with new email contacts until the relationship dictates otherwise.
- i. Always use utmost care, sufficient discretion, and security when sending confidential and proprietary business information by e-mail. Respect federal copyright laws when sending proprietary information.
- j. Never send an e-mail under someone else's name.
- k. Log off your e-mail or institute a password to protect your workstation.

- l. If you change any e-mail before forwarding, clearly indicate every change. If re-posting a personal message, ask permission before posting. The message may be shortened, but give proper attribution to the original recipient.
- m. Type "DO NOT FORWARD" on e-mail if you do not want it forwarded, and don't forward e-mail marked "DO NOT FORWARD."
- n. Check all mail subjects before responding to a message. You might not have been the primary recipient.
- o. Be sure to include all relevant details and information necessary to understand your message. Generalities can oftentimes cause confusion.
- p. Use proper punctuation and spell check. Do not use all upper case which it is understood as shouting. Smileys may be used but only sparingly.
- q. Never use e-mail to harass, intimidate or insult another. Avoid emotionally charged emails, if your email does not appear courteous, think about it before sending. Controversial and political matters are better off discusses in person or via phone. Never use profanity, or other inappropriate language. Do not send discourteous, offensive, or inflammatory email.
- r. Read your email out loud to ensure the tone is what you desire.
- s. The subject heading should reflect the content of the message.
- t. Include contact information at the end of the message.
- u. Do not forward chain letters.
- v. Do not send bulk or mass broadband e-mail messages.
- w. Don't read misdirected e-mail; return it to the sender.
- x. When sending an attachment by e-mail, identify software and versions.
- y. Be aware of the size of the message being sent, including attachments, which may make the message so large that it cannot be delivered.
- z. It is helpful to change the settings in Outlook to delay the sending of emails. This should avoid sending emails without attachments, edits, etc...
- aa. Inappropriate use of e-mail should be reported immediately to the Academy.

Wireless Communication Devices

Wireless communication devices (WCD's) are devices that emit an audible signal, vibrate, display a message, or send or receive a communication to the possessor. WCDs include, but are not limited to the following: cellular phones, pagers/beepers, personal digital assistants (PDA's), e-readers, iPods, BlackBerry's/smart phones, Wi-Fi enabled access devices, video broadcasting devices and laptops.

Use of WCD's can create a distraction, disruption or interfere with the educational environment. The Academy reserves the right to limit or prohibit the use of WCD's in regards, but not limited to instant messaging, texting, blogging or social networking on Academy property, in an Academy bus or at an Academy sponsored event. Personal social media use is prohibited during regular business hours without pre-approval from administration.

Employees are personally and solely responsible for the care and security of personal WCDs. The Academy does not assume responsibility for the theft or damage to WCDs brought onto its property, or the unauthorized use of such devices.

Employees are prohibited from using WCD's to capture, record or transmit audio and/or video of any staff member, students or other person without express prior permission.

WCDs, cameras, video cameras or any equipment that has video and/or camera capability may not be activated or used at any time where a reasonable expectation of privacy exists, such as locker rooms, restrooms, classrooms, and any other area where staff and students may change clothes.

Employees are prohibited from using WCDs in any way that might reasonably create in the mind of another person the impression of being threatened, humiliated, harassed, embarrassed or intimidated. The transmission of sexually explicit messages including "sexting" is prohibited.

Employees are prohibited from using WCDs to transmit test information or any other information in a manner constituting fraud, theft, academic dishonesty or violating the employee and /or student code of conduct.

Possession of a WCD is a privilege, not a right. Violation of WCD employee and Academy guidelines will result in disciplinary action and may result in the confiscation of the WCD. If the violation involves an illegal activity, the Academy Administration will refer the activity to law enforcement officials.

Licenses

MEP Services purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, MEP Services does not have the right to reproduce such software for use on more than one computer. MEP Services users may only use software on local area networks or on multiple computers according to the software license agreement. MEP Services prohibits the illegal duplication or downloading of software and its related documentation. Use of electronic devices to copy and/or transmit any documents, software, or other information protected by the copyright laws is prohibited. The installation or use of computer games or any other unauthorized software is a violation of policy and will not be permitted. Any questions regarding the use of the system or software should be addressed to Tech Support.

Electronic Communication with Students

Academy staff must not communicate with students through telephones, cell phones, email, texting, blogs, chat rooms, personal social networking sites, and Skype. Such private communication isn't secure, can be easily misconstrued, and is considered inappropriate. Electronic communication with students is limited to Academy Sponsored Social Media Sites, discussed in detail below.

SOCIAL MEDIA USE

The Academy encourages staff to explore responsibly and to further the development of relationship building via the Internet; however, the Academy requires that all staff follow its Social Media Use Policy.

Social Media is defined as any form of online publication or presence that allows interactive communication, not limited to social networks, Internet websites, Internet forums, and wikis. Examples of social media include, but are not limited to, Facebook, Twitter, YouTube, Google+, and Flickr.

Academy sponsored social media is academy-related social media activity that is either teacher- based (e.g., establishing a classroom Facebook page or website), or academy-based (e.g., an academy Facebook page). Personal social media use is non work-related social media activity (e.g., staff establishing a Facebook page or a Twitter account for his/her personal use). Personal social media use is prohibited during regular business hours without pre-approval from administration.

MEP Services and the Academy fully respects the legal rights of Academy staff under applicable state and federal laws, including under the National Labor Relations Act, to engage in concerted and protected activity.

In general, communications and activities conducted on your own time is your own affair. However, activities in or outside of work that affect your Academy job performance, the performance of others, or the business interests of the Academy are a proper focus for Academy policy. Academy sponsored social media sites should be designed to address instructional, educational, or Academy- related extra-curricular matters.

Staff should obtain approval from the school's school leader before setting up an academic social media presence; the school leader must approve all social media accounts within the academy.

To the extent possible and based on the social media site being used, the school leader or designee should be given separate administrator rights providing access to the academy sponsored social media accounts established by staff. Although staff is not required to hand over their Academy sponsored social media user name and password to school leaders and their designees, it is highly recommended.

If an academy sponsored social media site undergoes a significant change (for example, a Facebook page being used to share questions about assignments will now be used to share ideas with a class at another school), consider revised parental notification.

Staff must ensure that all links on academy sponsored social media sites are functional, up-to-date and linked correctly to their school pages; pages should be checked regularly to ensure that all tabs and links connect to active content. Staff is responsible for direction and control over content.

Staff should not link their own personal pages or student's personal pages on an external academic site.

Academy staff is prohibited from electronically transmitting any personally identifiable image of a student(s), including video, photographs, streaming video, etc. via e-mail, text message, or through the

use of social media and/or online networking media, unless such transmission has been made as part of a pre-approved curricular matter of co-curricular/extracurricular event or activity such as a school-sponsored publication or production.

Please be aware that violation of this policy may result in disciplinary action up to and including termination.

Separate Email Accounts

Any staff member who decides to engage in academic social media activity should maintain separate academic and personal email addresses. As such, staff should not use their personal email address for academic social media activities.

Legal Liabilities

You are legally responsible for your commentary published on the Internet. Individuals can be held personally liable for any statements posted on the Internet deemed to be defamatory, obscene (not profanity, but rather the legal definition of “obscene”), proprietary, or libelous (whether pertaining to Academy, individuals, or any other Academy). For these reasons, staff should exercise caution with regards to exaggeration, colorful language, guesswork, obscenity, copyrighted materials, legal conclusions, and derogatory remarks or characterizations. Outside parties can, and likely will, pursue legal action against you individually for postings.

Posting as an Individual

You must identify yourself – name and, when relevant, role at the Academy – when you discuss the Academy or Academy-related matters. You must write in the first person and make it clear that you are speaking for yourself and not on behalf of the Academy. Academy sponsored social media sites should include language identifying the sites as such to differentiate from personal sites. For example, the academic site can identify the school, department, or particular grade as using the site.

You must also use a disclaimer such as: “The postings on this site are my own and don’t necessarily represent the Academy’s positions, strategies, or opinions.” However, this standard disclaimer does not by itself exempt Academy teachers and administrators from responsibility when blogging. Staff must consider whether any personal thoughts published may be misunderstood as expressing Academy positions.

Staff may not use the Academy name to endorse or promote any product, opinion, cause, or political candidate. Representation of personal opinions as endorsed by the Academy, its Board of Directors, CS Partners or MEP Services is strictly prohibited. When the Academy wishes to communicate publicly as an Academy, it has well established means to do so. Only those officially designated by the Academy have the authorization to speak on behalf of Academy.

Public Communications

Again, you are personally responsible for the content you publish on blogs, wikis or any other form of user-generated media. It is important to remember that most publishing to the Internet is public. You should operate on the assumption that all actions, communications, and data can be seen, heard, and recorded by anyone, including the service provider – which may, and often does not, have any obligation to protect your communications or information. Be mindful that all of your actions will be public and may be visible for a long time.

Ensure your profile and related content is consistent with how you wish to present yourself with colleagues and clients. If you have joined the Academy recently, be sure to update your social profiles to reflect the Academy's policies.

Privacy

It is inappropriate to disclose or use any proprietary information, such as the development of know-how, products and technology, and the use of logos and/or trademarks for commercial use – or any personally identifiable information of any student, parent, staff member, volunteer or any other person associated with the Academy and/or CS Partners and MEP Services.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), further guards the confidentiality and access to certain educational records. Student records are only available to students and their parents, eligible students, and designated school officials and designated school personnel, who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. Any information falling under FERPA must be kept appropriately secured at all times and should not be viewed or transferred in an unsecured manner. Staff shall adhere to the requirements of FERPA at all times.

Academy policy is not to comment on rumors in any way. You should merely say, “No comment” to rumors.

Any press inquiries received should be referred to the School Leader for guidance. You should also contact the School Leader for clarification on whether specific information has been publicly disclosed before you post anything on the Internet about it.

Academic Social Media Site Monitoring

The school leader or designee will monitor and provide feedback regarding academy sponsored social media on a regular basis to protect the school community. Therefore, staff using academy sponsored social media has no expectation of privacy with regard to their use of such media. If questionable communications or behavior is discovered on academy sponsored social media sites, appropriate authorities will be contacted for assistance.

The school leader or designee reserves the right to remove postings or disable a page on academy sponsored social media sites that do not adhere to the law or regulations or do not align with these

Guidelines and other academic board policies and procedures. Should staff come across any inappropriate posting by a third party on the academy sponsored social media site, please notify the school leader/designee before removing it or blocking the user.

Inappropriate Behavior by Others

As outlined in the Academy's handbooks, the Academy strives to create a workplace that is free from discrimination or harassment, and Academy takes steps to remedy any problems. However, Academy cannot control and is not responsible for activity transpired on Internet spaces not sponsored or controlled by Academy. If you are conducting business on the Internet in conjunction with your work at the Academy and you encounter behavior that would not be acceptable to the Academy, you should exit the Internet space and report abuse to the service provider. Further, if you encounter an inappropriate situation on the Internet that you believe is work-related, you should bring this to the attention of the School Leader of the Academy.

Terms of Use

Many Internet pages and/or blogs require participants to agree to the company's terms of service. These terms are typically aimed at protecting the Internet service provider's control over all aspects of the service and the content and data generated on its web pages. Thus, your ability to use a space within that Internet service provider's control likely is not guaranteed.

In signing up to participate on such web pages, you should fully understand the terms and conditions to which you are agreeing as a member of that community. You should also recognize that, unless otherwise specifically directed by the administration of the Academy, you are signing those terms and conditions as an individual. You are responsible for all aspects of your participation on the Internet; the Academy is not.

Copyright and Fair Use

For Academy's protection, as well as your own, you must abide by the laws governing copyright and fair use of copyrighted material owned by others. Therefore, the author of the web page must not use copyrighted material without permission. If you have secured permission to use copyrighted material, be sure to include a statement of copyright when appropriate and indicate that you have secured permission. You should never quote more than short excerpts of someone else's work and, always make an attribution to the page and author. Similarly, any logos or trademarks of the Academy and/or CS Partners and MEP Services cannot be used without written consent.

Warranty

By posting content, you warrant and represent that you either own or otherwise control all of the rights to that content, including, without limitation, all the rights necessary for you to provide, post, upload, input or submit the content, or that your use of the content is a protected fair use. You agree that you will not knowingly and with intent to defraud provide material and misleading false information. You represent and warrant also that the content you supply does not violate this policy, and that you will

indemnify and hold the Academy, MEP Services and CS Partners harmless for any and all claims resulting from content you supply.

NEPOTISM POLICY

The employment of relatives can cause problems including but not limited to charges of favoritism, conflicts of interest, family discord, management conflicts and other disruptions that may work to the disadvantage of the Academy.

For purposes of this policy the term “relative” shall include the following relationships- relationships established by blood, marriage or legal action. Examples include the employee’s spouse, mother, father, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, stepparent, stepchild, aunt, uncle, nephew, niece, grandparent, grandson or cousin. The term also includes domestic partners- a person with whom the employee’s life is interdependent and shares a common residence. It also includes a daughter or son of an employee’s domestic partner.

In addition, staff shall disclose whether potential and/or current vendors and contractors of the Academy are owned, operated and/or employ relatives as defined above.

The intent of this policy is to prohibit relatives from engaging in the areas of hiring, performance evaluation, compensation adjustment, promotion, discipline and termination of relatives as defined above. The School Leader is responsible for ensuring that circumstances do not arise in which the appearance or possibility of favoritism exist.

No relatives as defined above will be allowed to work together if it creates a disruption or potential disruption in the work environment, creates an actual or perceived conflict of interest or is prohibited by state or federal law. This policy shall not supplant the application of conflict of interest laws.

Related persons currently employed at the Academy and persons wishing to be considered for employment by the Academy shall immediately disclose family relationships as defined above with Academy employees, students and Board members.

It is the responsibility of every employee to identify any potential or existing relationships as defined above and bring it to MEP Services’ attention. Employees who fail to disclose such relationships may be subject to disciplinary action up to and including termination of employment.

If the relationship is determined to fall within this policy, the Vice President of Human Resources in consultation with the School Leader will attempt to resolve the situation by identifying through the transfer of the employee to a new position or identifying another solution which will correct the conflict. If a solution is not feasible, the Vice President of Human Resources in consultation with the School Leader shall determine which employee must resign in order to resolve the situation.

MEP Services reserves the right to take such actions as may be necessary to achieve the intent of this policy. Situations covered under this policy will be addressed on a case by case basis and MEP Services reserves the right to vary from the guidelines in this policy as may be necessary.

CONSENSUAL RELATIONSHIPS POLICY

When individuals enter into a consensual social relationship at work, there is a potential for a conflict of interest, favoritism and exploitation. In order to protect the integrity of the work environment and minimize disruptions to the educational environment, staff working at the Academy is required to notify MEP Services of such a relationship. Staff working at the Academy is also required to sign the Consensual Relationship Agreement which outlines that:

1. The individuals have received, read and understood MEP Services sexual harassment policy (see page [25](#)) and agrees to adhere to all of its terms.
2. The relationship is entirely voluntary and consensual.
3. The relationship will not have a negative impact on their work.
4. The individuals will not engage in any public displays of affection or other behavior that might create a hostile work environment for others or that might make others uncomfortable.
5. The individuals will act professionally toward each other at all times, even after the relationship has ended (if it ends).
6. The individuals will not participate in any decision-making processes that could affect each other's pay, promotional opportunities, performance reviews, hours, shifts or career, while in this relationship, and after the relationship ends (if it ends). The individuals also understand that the inability to resolve oversight or supervisory issues may lead to changes in organizational structure.
7. That the individuals will inform MEP Services immediately if the relationship ends, or if the conduct or advances of the other person are no longer welcomed.
8. The individuals agree that, if the relationship ends, they will respect the other person's decision to end the relationship; not retaliate against the other person; engage in any unprofessional or inappropriate efforts to resume the relationship; or engage in any other conduct toward the other person that could violate the harassment or sexual harassment policy.
9. The individuals understand that, after the relationship ends (if it ends), one of them may choose to date others in the workplace, and that they will not react with jealousy or spite or in any matter that is less than professional.

GIFTS

School Board policy prohibits school staff from accepting any gift representing more than a token of appreciation. Gifts of large value are understood to be gifts to the school or classroom as a whole in support of a teacher or staff member and become the property of the school.

EQUIPMENT

Permission must be gained from an appropriate supervisor before any school equipment may be removed from school grounds. Faculty and staff shall not use school equipment for personal or financial gain. School owned equipment shall not be taken from the premises for personal use.

Specifically,

- a. Use of school supplies, materials, or copies for personal use is prohibited.
- b. Doing personal work for yourself or anyone during regular school working hours outside of your lunch time is prohibited.
- c. Use of school equipment for personal use is prohibited.

TELEPHONE

- a. Personal telephone calls – local and toll free calls only. Please get permission before making any long distance calls.
- b. Visitors – Visitor calls can be directed to the telephone in the school office during the school day. Visitors making long distance calls should be directed to use a calling card or reverse long distance charges.

PERSONAL PROPERTY

The Academy is not responsible for any loss or damage that occurs to an employee's personal property that is brought onto the Academy's premises. Employees should take precautions to protect their own personal items from theft, loss or damage.

THEFT OR LOSS

Please report the loss or theft of any property directly to the main office.

CONDUCT WITH STUDENTS

Academy staff shall not send students on personal errands nor require students to perform work or services that may be harmful to their health.

In general, Academy staff will not transport students in private vehicles. Academy staff whose children also attend the Academy will notify the administration of arrangements involving the use of private vehicles, such as car pool arrangements.

Academy staff shall not associate with students in a manner that may give the appearance of impropriety. Examples include, but are not limited to, the creation or participation in any situation or activity that could be considered abusive or sexually suggestive or involve harmful substances such as alcohol, tobacco or illegal drugs. Any sexual or other inappropriate conduct with a student by any staff will subject the offender to potential criminal prosecution and/or disciplinary action up to and including termination.

If a student approaches Academy staff to seek advice or to ask questions regarding a personal problem related to, but not limited to sexual behavior, substance abuse, mental or physical health, and/or family relationships, Academy staff may attempt to assist the student by facilitating contact with certified or licensed individual who specialize in assessment, diagnosis and treatment of the student's situation. Academy staff must also notify the administration.

Under no circumstances should Academy staff, unless properly licensed and authorized to do so, attempt to counsel, assess, diagnose or treat the student's problem or behavior, nor should Academy staff inappropriately disclose personally identifiable information concerning the student to a third person, who is not authorized by law.

SUPPORTING STUDENT BEHAVIOR

The Use of Seclusion, and Restraint

An emergency seclusion or restraint must be used only during behavior that requires immediate intervention and only if it's essential. Such behavior is behavior that poses:

- a. An imminent risk to the safety of an individual student; or
- b. An imminent risk to the safety of others;
- c. And in the case of an emergency restraint, the restraint is governed by the Corporal Punishment Act.

Emergency seclusion or restraint may not be used in place of less restrictive interventions. It shall be conducted in manner that is safe, appropriate, proportionate and sensitive to the student's severity of the behavior, chronological and developmental age, physical size, gender, physical condition, medical condition, psychiatric condition, and personal history, including history of physical and sexual abuse.

While using seclusion or restraint, the Academy must involve appropriately trained key identified personnel to protect the care, welfare, dignity and safety of the student. The staff must continually observe the student in seclusion for any indications of physical distress and seek medical assistance if there is a concern. The staff must document these observations.

Seclusion

Seclusion is the confinement of a student in a room or other space from which the student is physically prevented from leaving and which provides for continuous adult observation of the student. It is a last resort emergency safety intervention that provides an opportunity for the student to regain self-control. A room or area used for seclusion must:

- a. Not be locked;
- b. Not prevent the student from exiting the area should staff become incapacitated or leave that area; and
- c. Provide for adequate space, lighting, ventilation, viewing, and the safety of the student.

Seclusion is inappropriate for students who are self-injurious or suicidal.

Time and Duration- Emergency seclusion should not be used any longer than necessary to allow a student to regain control of his/her behavior, but generally:

- a. Elementary students- no longer than 15 minutes (but never on preschool children)
- b. Middle and High School Students- no longer than 20 minutes

If the emergency seclusion lasts longer than the suggested maximum, the following are required:

- a. Additional support (for example: change staff, obtain assistance of a nurse); and
- b. Complete documentation explaining the extension beyond suggested max time.

A timeout is a behavior intervention in which a student, for a limited and specified time, is placed in an environment where access to positive reinforcement is unavailable. Timeout should not be confused with seclusion; in a timeout setting a student's movement is not physically restricted. Timeout lies within the continuum of procedures that helps students self-regulate and control their behavior:

- a. Planned ignoring is the systematic withdrawal of social attention for a predetermined time period upon the onset of mild levels of problem behavior;
- b. Withdrawal of Materials that the student is using when inappropriate behavior occurs;
- c. Contingent Observation occurs when the student remains in a position to observe the group without participating or receiving reinforcement for a specified period of time;
- d. Exclusionary timeout occurs when the student is removed, within the same classroom or to a nearby location under adult supervision, in response to behavior that requires immediate and direct cessation.

Restraint

There are three types of restraint:

- a. Physical restraint involves direct contact that prevents or significantly restricts a student's movement. It is a last resort emergency safety intervention that provides the student the opportunity to regain self-control. Staff may, within the scope of employment, use *reasonable force** necessary to maintain control for the purpose of providing an environment conducive to safety and learning as permitted in one or more of the following situations. This policy does not forbid actions taken to:
 - To quell a disturbance that threatens physical injury to any person (for example: break up a fight);
 - Obtain possession of a weapon or other dangerous object upon or within the control of the student;
 - Brief holding of an adult in order to calm or comfort;
 - The minimum contact necessary to physically escort a student from one area to another;
 - Assisting a student in completing a task/response if the student does not resist or resistance is minimal in intensity or duration;

- Restrain or remove a student whose behavior is interfering with the orderly exercise and performance of Academy functions within Academy premises or at an Academy related activity, if that student has refused to comply with a request to refrain from further disruptive acts;
- Self-defend, or defend others
- To prevent a student from inflicting harm on him/herself;
- To protect property
- To hold a student for a brief time in order to prevent an impulsive behavior that threatens the student's immediate safety. (For example: running in front of a car)

**In determining reasonable force, deference shall be given to good-faith judgments made by that person. A person who willfully or through gross negligence violates the reasonable use of physical force may be disciplined by the Academy.*

- b. Chemical restraint is the administration of medication for the purpose of restraint. Chemical restraint does not apply to medication prescribed by and administered in accordance with the directions of a physician
- c. Mechanical restraint means the use of any device or material attachment to or adjacent to a student's body that restricts normal freedom or movement and which cannot be easily removed by a student. Mechanical restraint does not include:
 - An adaptive or protective device recommended by a physician or therapist (when it is used as recommended);
 - Safety equipment used by the general student population as intended (for example: seat belts, safety harness on school transportation).

Time and Duration- Restraint should not be used:

- a. Any longer than necessary to allow students to regain control of their behavior; and
- b. Generally no longer than ten minutes.

If an emergency restraint lasts longer than ten minutes, the following are required:

- a. Additional support (for example change staff, introduce a nurse or specialist); and
- b. Documentation to explain the extension beyond the time limit.

The following practices are prohibited under all circumstances, including during emergency situations:

- a. Corporal punishment;
- b. The deprivation of basic needs;
- c. Anything constituting child abuse;
- d. Seclusion of preschool children;
- e. The intentional application of any noxious substance or stimuli which results in physical pain or extreme discomfort;

- f. Mechanical restraint;
- g. Chemical restraint;
- h. Any restraint which negatively impacts breathing;
- i. Any prone restraint, defined as the restraint of a person faced downwards. Any Academy staff member who is using a prone restraint as a result of responding to an emergency situation must take immediate steps to end the prone restraint.

Prohibition of Corporal Punishment

Although students may require disciplinary action in various forms, the Academy does not condone the use of unreasonable force and fear as an appropriate procedure in student discipline. Staff should not find it necessary to resort to physical force or violence to compel disobedience. If all other means fail, staff members should remove the student from the classroom or Academy through suspension or expulsion procedures.

Corporal punishment is prohibited at all times. If any staff member deliberately inflicts, or causes to be inflicted, physical pain by hitting, paddling, spanking, slapping, or makes use of any other kind of physical force as a means of disciplining a student, he or she may be subject to discipline by the Board and the Academy, and criminal charges. This prohibition also applies to volunteers, third party vendors, and contractors.

Corporal punishment does not include physical pain caused by reasonable physical activities associated with athletic training.

CHILD PROTECTION LAW

The Michigan Child Protection Law (Public Act 238 of 1975, as amended: MCL 722.621 et seq.) mandates that certain professionals report their suspicions of child abuse or neglect to Children's Protective Services (CPS) at the Department of Human Services (DHS).

Mandated reporters in schools include:

- a. Psychologists
- b. Social workers
- c. School administrators
- d. School counselors
- e. Teachers

Mandated reporters are required to make an immediate oral report to CPS. The oral report can be made by calling (855) 444-3911. The individual who had contact with the child must complete the call and provide as much information regarding the following:

- a. name of the child
- b. age of child
- c. description of abuse or neglect

- d. names and address of child's parents/guardians
- e. the person with whom the child resides
- f. other information available to the reporting person that might establish the cause of the abuse or neglect, and the manner in which the abuse or neglect occurred

The reporting person is also required to file a written report within 72 hours. The written report form is DSS-3200.

The Academy is not required to determine whether abuse or neglect has actually occurred. Investigation and appropriate action are the responsibility of Children's Protective Services.

The following procedure should be followed when reporting child abuse or neglect:

- a. Staff who suspects child abuse or neglect of a student will contact the School Leader or his or her designee regarding their concerns, either prior to or after their reporting the suspected abuse. If administration is not available, proceed with filing the report.
- b. A DSS 3200 form is available in the School Office.
- c. The staff member who suspects abuse can request assistance in filing the oral or written report. However, just reporting your suspicions to another staff member or a member of the administration does not relieve your responsibility to report the suspected abuse/neglect. All reports should be a first-hand account of the suspicions.
- d. A copy of the written DSS 3200 report should be kept on file at the Academy with the School Leader or his/her designee to support and document your filing. Having a copy of the report will also assist the school when, or if, a school visit is made by a DSS worker.

An abuse/neglect report is confidential. The identity of the reporter should be kept confidential as well, subject to disclosure only by court order or consent.

No one can or should interfere with an effort to file a report of abuse/neglect filed by a mandatory reporter.

There is no liability for making a legitimate report if later proven unsubstantiated as long as made in good faith.

For additional resources, including potential indicators of child abuse and/or neglect, visit http://www.michigan.gov/dhs/0,4562,7-124-7119_50648_44443---,00.html.

MEDICATIONS AND/OR TREATMENT OF STUDENTS

Whenever possible, medications and/or treatments should be administered outside of the school day. However, the Academy recognizes the need to administer medications and/or treatments while the students attend school.

Medications and/or treatments must be administered in compliance with existing state and federal laws in a safe and effective manner.

The administration of prescribed medication and/or medically-prescribed treatments to a student during Academy hours will be permitted only when failure to do so would jeopardize the health of the student, or the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

The definition of "medication" is prescription, non-prescription and herbal medications, preparations, and/or remedies, and includes those taken by mouth, by inhaler, those that are injectable, and those applied as drops to eyes, nose, or medications applied to the skin. This policy also applies to any medically-prescribed "treatments". "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training.

Non-prescription (over the counter) medications are those that are sold directly to the consumer without a prescription from a physician or health care professional. Non-prescription medications may include, but are not limited to, acetaminophen, ibuprofen, cough syrups, antihistamines, etc.

Before any medication or treatment may be administered to any student during Academy hours, the Academy requires that the student's parent/guardian give the Academy written permission and a request to administer medication(s) and/or treatment(s) to their child.

The Academy requires all elementary age students to have written parental permission and physician approval for any medication and/or treatment as defined in paragraph 4.

The Academy may choose to allow students enrolled in secondary education to possess and self-administer non-prescription (over the counter) medications as defined in paragraph 5 with written permission granted by a parent or guardian, without additional instructions from a physician.

Any non-prescription (over the counter) medication self-possessed by a student must be labeled by a pharmacy or pharmaceutical company and include the dosage and frequency of administration.

An Academy administrator may discontinue the student's right to self-administer and self-possess prescription (over the counter) medications if there is misuse by the student. The denial shall follow a consultation with the parent/guardian.

Any student (both elementary and secondary education) who requires prescription medications must have written instructions from a physician (authorization for administration of medication form), which include the name of the student, name of the medication, dosage of the medication, route of administration, and time any prescription medication and/or treatment, along with the parent/guardian's written permission. The prescription medication must remain at the Academy office at all times.

Students with disabilities who have an Individualized Educational Program (IEP) or Section 504 Plan are included under the procedures that govern the administration of medications.

Parent/Guardian Responsibilities

Parent or guardian must complete and sign an authorization for administration of medication form for each medication and/or treatment. The form shall be renewed every school year.

Student's physician must complete and sign the authorization for administration of medication and/or treatment form. Written instructions from a physician shall include the student's name, name of the medication, dosage of the medication, route of administration, and time any prescription medication and/or treatment is to be administered.

Parent or guardian must bring medication in original container to Academy office. Parent/guardian must obtain medication refills when needed.

Unsupervised use of an inhaler is allowed when authorized by a physician and permission granted by a parent or guardian. These students must notify their teacher each time they use the inhaler so that frequent use can be notified to the parents/guardians. It is recommended that an extra inhaler be kept in the Academy office.

Parent or guardian must pick up unused medication at the end of the school year, or the School Leader or designee will discard medication following state protocol. Disposal by the Academy shall be recorded on the medication log and initialed by a second adult.

Academy Staff Responsibility

Staff must wash hands before and after administering medications.

All medication must be kept in the labeled container as prepared by the pharmacy or pharmaceutical company with the student's name, medication name, dosage, and frequency of administration.

All controlled substance medications shall be counted and recorded upon receipt from the parent/guardian. The medication shall be re-counted, monthly or bi-weekly and the count reconciled with the medication log. A controlled substance medication is a drug regulated by the Federal Controlled Substances Act, including opiates, depressants, stimulants and hallucinogens. For a complete and updated list of federally controlled substance please refer to <http://www.deadiversion.usdoj.gov/schedules/index.html#list>.

A log of medication administration must be kept at the Academy. The individual student's medication log will be filed in the student's record at the end of the school year. The individual medication log will be kept for a year after the student's graduation from high school.

The medication log will contain the student's name and the name and dosage of the medication. The individual giving the medication shall record the date and time of administration. The log will be witnessed and signed by a second adult.

If an error is made in recording, the individual who administered the medication shall cross out, initial the error, and make the correction in the log.

Medications must be administered by one adult in the presence of a second adult, except where the adult administering the medication is a licensed registered professional nurse (as described by the Michigan Revised School Code, Section 380.1178), or when an emergency threatens the life or health of the student.

Expiration dates should be checked at least twice each school year. All medications should be assessed half way through the year for expiration dates. Parents should be notified if medication has expired.

Staff must observe the student as he/she takes the medication. Allergic reaction and other side effects can occur even after the student has taken the medication before. If any rash, dizziness, cough or breathing difficulty occurs, do not administer another dose. The parents should be called immediately. If the student suffers a severe reaction or increased breathing difficulty, call 911.

Medication shall be stored in a secure location that is kept locked. Emergency medications may be stored in a readily available area for ease of administration.

When it is necessary for a student to have medication administered while on an Academy field trip or off site activity, the individual designated to administer the medication must carry the medication in the original container; and record the necessary information on the medication log upon returning to the Academy.

Any errors made in the administration of medications shall be reported to the School Leader immediately, and a written report completed and entered in the student's school record. The School Leader is responsible for reporting the medication error to the student's parents/guardians immediately.

Medical Action Plan

Prior to the beginning of the school year, parents/guardians are responsible to inform the Academy in writing of any medical issues that may require intervention during the school day.

Examples of medical issues may include but are not limited to life-threatening allergies (i.e., the need for an epinephrine auto injector, i.e., EpiPen®), diabetes, epilepsy, asthma or any condition of a serious nature affecting the health of the student.

When a parent/guardian has alerted the Academy of a medical issue, Academy staff must contact student's parents/guardians and physician to discuss:

- a. severity of the medical condition;
- b. what symptoms accompany the condition;
- c. what medications is the student taking to manage medical condition;
- d. student's age and maturity in handling his/her medical condition;
- e. appropriate staff response to student's symptoms;
- f. when staff should contact 911;
- g. confirm student's classroom placement (i.e., nut free table vs. nut free classroom)

- h. physician suggestions in treating the medical condition
- i. any limitations or accommodations (if any) suggested for recess, physical education, field trips, etc.

The parent/guardian will have to complete a release of information form from student's physician to allow Academy staff to obtain information from the physician.

Academy, parents/guardians and physician will participate in developing a medical action plan. The medical action plan must be completed and signed by the student's physician and parents/guardians. The Academy may contact a licensed registered professional nurse to assist Academy in assessing a particular situation warrants creating a medical action plan.

The Academy, parents/guardians and physician can work together to modify the medical action plan. Any final changes/modifications to the medical action plan must be approved by the student's physician.

All appropriate Academy staff, including teacher support staff, are trained in the use of epinephrine auto injectors, such as EpiPen®, for the use in the treatment of allergic reactions, and inhaler use for the treatment of asthma.

Procedures for Training Academy Staff in Administration of Medications to Students:

All individuals designated to administer medication are encouraged to receive in-service training on all policies and procedures regarding this policy.

Individuals, except licensed registered professional nurses, who are responsible for administering any medications that must be given by injection, by nebulizer or administered vaginally, rectally or into the bladder must receive one-on-one training by a licensed health professional.

Documentation that Academy personnel have completed in-service training shall be maintained by the Academy and made available, upon request, to a student's parent/guardian, physician, or licensed registered professional nurse.

BLOODBORNE PATHOGEN EXPOSURE CONTROL

The school board has developed a Bloodborne Pathogen Exposure Control Plan to limit and/or prevent the risk of occupational exposure to blood and other infectious body fluids and the transmission of bloodborne disease. All human blood and other potentially infectious materials are considered to be infectious for Human Immunodeficiency Virus (HIV) and Hepatitis B virus (HBV) and will be treated as if infectious, i.e. with universal precautions. This exposure plan is mandatory for all employees.

Definitions

- a. Blood - Human blood, including components and products
- b. Exposure Incident - means a specific eye, mouth, non-intact skin, inoculation, or injection contact with blood or other potentially infectious materials that result from the performance of job duties.

- c. Other Potentially Infectious Materials - semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, pericardial fluid, amniotic fluid, concentrated HIV and HBV viruses, and saliva in dental settings.
- d. Regulated Waste - means any liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.
- e. Universal Precautions - refers to a method of infection control in which all human blood and other potentially infectious materials are treated as if known to be infectious for HIV and HBV. It does not apply to feces, nasal secretions, sputum, sweat, tears, urine, or vomit unless they contain visible blood.

Responsibilities

Administrators will ensure the procedures of this plan are followed. This includes:

- a. Making sure a copy of the plan is available to workers;
- b. Enforcing compliance with the plan;
- c. Ensuring new employees are trained; and
- d. Performing follow-ups on incident exposures.

Staff will perform duties as established in this plan and as trained.

Requirements

a. General

Personnel may face the risk of exposure to human blood during performance of their duties. Blood or blood-contaminated needles, or containers may be encountered.

Although the only documented occupational risks of HIV and HBV infection are associated with injection, inoculation (including contamination of broken skin) or mucous membrane exposure to blood and other potentially infectious body fluids, as a precaution to University workers, when differentiation between fluid types is difficult, all body substances should be treated as if contaminated with human blood containing the HIV or HBV.

b. Controls

Wear protective gloves if exposure to blood contaminated body substances is remotely probable. Anytime gloves are worn, remove the gloves prior to touching anything else and use an antiseptic cleaner until hands can be washed with soap and water. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational exposure.

c. Decontamination and Disposal

- Sharps - Do not use sharp objects if an alternative is available. Take precautions to prevent injuries from these objects. Never pick up broken glass without mechanical assistance (e.g. forceps). Keep puncture-resistant containers nearby.
- Hand washing - Hands and other skin surfaces should be washed as soon as possible if contaminated. Always wash hands after removing gloves.
- Cleaning spills - Wearing gloves and other protective equipment as needed for splashing, promptly clean the spill. Absorb excess material with disposable towel then disinfect the area with 1:100 house hold bleach to water solution.

d. Post-Exposure Evaluation

Immediately following any exposure incident (specific eye, mouth, non-intact skin, or injection or inoculation with blood or other potentially infectious materials that results from the performance of job duties) a follow-up medical examination will be made available to the individual. This follow-up includes an offer to collect a blood sample from the exposed worker immediately following the incident and subsequent periodic samples later for HIV testing. The incident will be reported to the supervisor who will investigate. They will document the circumstances and measures to prevent recurrence. The source's blood will be tested if possible.

COMMUNICABLE DISEASES

The Board and staff shall work cooperatively with the local County Department of Health to enforce and adhere to current Michigan law pertaining to the prevention, control, and containment of communicable diseases in schools.

Students are required to be in compliance with the immunization schedule. The building School Leader is required under law to exclude students from school attendance who are not in compliance with the immunizations required under Michigan law. School personnel shall cooperate with public health personnel in completing and coordinating all immunization data, waivers and exclusions, including the necessary form to provide for preventable communicable disease control.

Protocol for communicable diseases known to spread by casual contact

The School Leader or his/her designee has the authority to exclude a student or staff member from school when reliable evidence or information from a qualified source confirms that person of having a communicable disease or infection that is known to be spread by any form of casual contact and is considered a health threat to the school population. Such a student or staff member shall be excluded until their physician approves school attendance or the condition is no longer considered contagious. All reportable communicable diseases shall be referred to the local County Department of Public Health.

Protocol for communicable diseases known not to be spread by casual contact

When a medical risk has been identified and a public health officer informs the Academy that reliable evidence or information from a qualified source such as individual's parent, physician, or public health officer confirms that a student or staff member is known to have a communicable disease or infection that is known not to be spread by casual contact, i.e. A.I.D.S., Hepatitis B and other like diseases, the decision as to whether the affected person will remain in the school setting shall be addressed on a

case-by-case basis following approved protocol. A case-by-case review is necessary to ensure that decisions are based upon sound, reasonable medical judgments and not on unwarranted fears or suspicions.

When a student, parent, or staff member discloses having a communicable disease not known to be spread by casual contact:

- a. Any school employee that receives information from a reliable and qualified source that a student/staff member has a disease known not to be spread by casual contact shall inform only the School Leader/Board.
- b. Upon receiving such information, the School Leader/Board will contact the parents, guardian or staff member to receive permission to release the individual medical information to the review panel.
- c. If permission is not received and the Board determines that there is a need to assemble the panel to protect the health and safety of others, the School Leader/Board President will convene the panel without parental/staff member permission.

Membership of the Review Panel is as follows:

- a. The physician treating the individual.
- b. A health official designated by the Washtenaw Department of Public Health who is familiar with the disease.
- c. A child/employee advocate approved by the infected person or parent/guardian.
- d. A school representative familiar with the child's behavior in the school setting or the employee's work situation as identified by the Board.
- e. Either the parents/guardians of the child, student if over 18, employee, or their representative.
- f. A district administrator.
- g. The Board will assign a stenographer to record the proceedings.
- h. The Board will designate the chair of the panel. The chair is responsible for assuring a due process hearing that is fair and just. The chair shall ensure an impartial hearing for all interests concerned.
- i. The Board will be present during the testimony process but will be excused when the panel is deliberating towards the "Proposal for Decision".
- j. The chair of the review panel will designate the panel member who will write the "Proposal for Decision."

If the above individual with a disease or infection not spread by casual contact is a student who has been determined to be handicapped pursuant to the administrative rules for special education, or is suspected of being physically or otherwise health impaired, the protocol for special education students shall be followed.

Mandatory screening of communicable diseases that are known not to be spread by casual contact is not warranted as a condition for school entry, for employment, or continued employment.

Irrespective of the disease presence, routine procedures shall be posted and used and adequate sanitation facilities and equipment shall be available for handling blood or body fluids within the school setting. All district personnel shall be trained in the proper procedures for handling blood and body fluids and should adhere to these procedures.

All persons privileged with any medical information that pertains to students or staff members shall be required to treat all proceedings, discussions, and documents as confidential information. Before any medical information identifying individual students or employees, is shared with anyone, the parent or guardian of the student or the affected staff member's permission shall be contacted. If permission is not received and the Board determined that a medical risk exists, a Need To Know review may be established.

Instructions on the principal modes by which communicable diseases, including but not limited to, A.I.D.S., are spread and the best methods for the restriction and prevention of these diseases shall be taught to students and staff members.

AIDS

Decisions regarding the type of educational and care setting for HTLV-III/LAV-infected children shall be based on the behavior, neurological development, and physical condition of the child and the expected type of interaction with others in that setting. These decisions are best made using the team approach including the child's physician, public health personnel, the child's parent or guardian, and the personnel associated with the proposed care of educational setting. In each case, risks and benefits to both the infected child and to others in the setting shall be weighed.

Tuberculosis

A statement of freedom from communicable tuberculosis (TB) is no longer required by state law as a condition for employment.

Hepatitis B

Hepatitis B vaccination is available upon request.

SCHOOL FIELD TRIPS

Staff may be asked to organize and attend field trips for students. Staff will need to supervise the students during the entire field trip and keep the safety of the students in mind at all times. Staff will be responsible for following school policy during the field trip. Field trips will not be mandatory and employees attending these trips will not receive additional pay for the additional duties.

Reimbursement for expenses incurred during field trips will need to be obtained through the fund raising efforts of the class unless prior arrangements are made. All staff attending the field trip must travel on the bus with students.

DISCIPLINARY ACTION

Suspected misconduct by any employee will be processed according to requirements of due process laws, employee contracts, and master agreements.

RESIGNATION FROM EMPLOYMENT

All staff is required to faithfully fulfill the obligations as listed in their salary worksheet until their agreement has been dissolved. When an employee wishes to resign from their position with MEP Services, it is required that they give written notice to their School Leader and to MEP Services. All staff is required to give a resignation notice of at least 10 working days when they separate from employment. This time period allows the school to begin the replacement process in order to allow for a smooth transition for our staff and students. The School Leader has the option of allowing them to work out this time or to set their last day of work within the 10 day period. If this policy is not followed by the employee, MEP Services will not pay out any time from the employee's leave from work bank or vacation days if applicable. A letter of reference will not be given if the employee does not offer the required notice upon resignation. The school may request the resigning employee to defer the effective date of resignation until a suitable replacement is found or to enable completion of ongoing projects or assignments.

TERMINATION OF EMPLOYMENT

MEP Services requests that all employees who terminate their employment, for any reason, give a two week written notice (resignation letter) to their HR Specialist. Failure to do so will result in no leave days paid.

The terminating employee is responsible for returning all Academy property such as, but not limited to, equipment, work materials, keys, identification cards, and tools. Should an employee fail to return property of the academy, the value of these items will be deducted from the employee's final pay. Final pay will be a live check mailed to the employee's homes.

UNEMPLOYMENT ELIGIBILITY

Employees, who are not specifically identified as 12 month employees, are hired with the understanding that their work year follows the school calendar. These employees are not eligible for unemployment during the summer months.

COMPLAINT PROCEDURE

In order to preserve an environment based on courtesy, respect and responsibility, any requests, suggestions, or complaints concerning staff, curriculum, or operations of the Academy should be filed according to the following procedure:

- a. Anyone wishing to present a request, suggestion or complaint shall discuss this matter with the instructor or staff member that has direct responsibility of the matter. If the discussion revolves

around a particular incident, the complainant must initiate this process within 7 days of the incident.

- b. If the issue deals with a violation of laws or with Academy-wide policies, the School Leader is the appropriate staff member.
- c. If the School Leader is the accused perpetrator of harassment or other violation of law, then the complaint should be sent directly to CS Partners. However, if CS Partners determines that the issues/complaint do not fall into that category, then the complainant will be required to first address their issues/complaint with the School Leader. This procedure requires that the School Leader have an opportunity to resolve any issues/complaint that are not considered harassment or are illegal in nature prior to the involvement of CS Partners.
- d. If the aggrieved person is not adequately satisfied with the results of that discussion, that person has 7 days to submit their complaint in writing to the School Leader.
- e. The School Leader will conduct their own investigation of the incident by speaking to all relevant parties and try to resolve the issue through discussions with those people. After completion of that investigation, the School Leader will give a decision to the complainant and the reasons for that decision.
- f. If the original discussion was with the School Leader, and the concern was not adequately resolved by the School Leader, then the complainant must submit their concern in writing to CS Partners' office using the CS Partner's complaint form no later than one month after the School Leader's decision is given to the complainant.
- g. Upon receiving the written complaint, CS Partners shall investigate the incident/conduct. In determining whether the alleged conduct violates any policy or procedure, the totality of the circumstances will be investigated and reviewed. Appropriate action will then be taken. A response will be given to the complainant if requested.
- h. Only signed, written complaints are investigated. Anonymous complaints are not.
- i. If the complainant is not satisfied with CS Partners' response, the complainant may present the concerns before the Board of Directors in accordance with the Public Participation procedures.
- j. Parents cannot request limited staff interaction when the situation warrants the staff member to be involved in his/her professional role.
- k. In order to complete a full and fair investigation, CS Partners cannot guarantee the confidentiality of a complainant.
- l. Anyone utilizing this procedure will not suffer any form of reprisal. All claims of retaliation will be investigated. Any retaliatory activity may result in discipline, up to and including, discharge.

Penalty

An act found by to violate this policy will result in disciplinary action, up to and including immediate dismissal.

Non-Retaliation

We believe that it is every employee's obligation to report complaints or incidents of possible discrimination or harassment. No employee will be retaliated against by for complaining under this

policy. An employee who believes that he or she has been retaliated against in violation of this policy should follow the complaint procedure outlined above.

Non-Employee

If you believe that you or another employee has been the subject of sexual or other unlawful harassment as defined in this policy by a non-employee, such as a student, independent contractor or vendor, during work time or in relation to your work, it is mandatory that you contact the Human Resources Manager or the Vice President for Administration immediately for an interview. An investigation of the complaint will be undertaken as stated above.

If MEP Services, after appropriate investigation, finds that a non-employee has engaged in conduct toward an employee that violates this policy during work time or in relation to the employee's work, appropriate action will be taken.

ACKNOWLEDGEMENT

I hereby acknowledge that I have received one copy of the MEP Services Employee Handbook and agree to read and study its contents, including the Prohibition of Unlawful Discrimination and Harassment Policy. I understand that the contents of this Handbook govern, in part, the terms and conditions of my employment.

In consideration of my employment I agree and understand that my employment, compensation, and benefits can be terminated with or without cause, and with or without notice, at any time, at either my option or at the option of MEP Services , it being mutually understood and agreed that my relationship with MEP Services is one of employment-at-will, and no representative of CSP Management other than the President, has any authority to enter into any agreement for employment for any period of time or to make any agreement contrary to the foregoing, and any such agreement must be in writing and signed by both the President and myself.

I also understand that this Handbook supersedes all previous Handbooks, oral or written representations, policies and procedures, and may be amended, rescinded, or deviated from at the sole discretion of, except that the at-will employment relationship may only be modified as described above.

In addition, all fringe benefits (including bonuses) that I receive as a result of my employment may be modified by MEP Services and do not vest by reason of employment or otherwise. All employment benefits are subject to the terms and conditions of the applicable insurance policies and/or plan documents.

Employee Signature

Date

Employee Name (Print)

PLEASE RETURN THIS PAGE TO THE ADMINISTRATION OFFICE.

**HR Specialist
869 South Old 23 Suite 500
Brighton, MI 48114**

SABIS SCHOOLS
SCHOOL SPECIFIC BENEFITS & POLICIES

TIME OFF

Your attendance is extremely important to the success of this organization. Regular attendance is mandatory in order to provide an outstanding education at a reasonable cost and help all students achieve their full potential. Every employee is expected to be at work on time for the full duration of their work day.

All time off from work is subject to the approval of the School Director. The School Director, in conjunction with your supervisor, will decide whether to approve paid time and/or whether unpaid time may be acceptable. The regular workday is defined by the School Director. Employees are required to work a schedule consistent with their position.

Approval to change the regular workday schedule must meet the needs of the organization and be approved in writing in advance by the Employer.

If you cannot report to work as scheduled, you must provide notification as identified by the School Director, complete the Leave/Absence Request form, and obtain the proper approvals. If you cannot provide the proper notification yourself, you must have someone do it for you. Notification by or to a fellow employee is not considered proper notice.

In general, it is the employee's responsibility to:

- Request leave time and provide documentation as required;
- Submit leave time requests in advance;
- Submit a certification of health care provider for certain medical absences identified by the employer.

The following identify guidelines and expectations with regard to various types of leave time.

Applicability

All employees covered by these policies who are absent are to enter their absence in AESOP for all absences, which is matched with applicable timesheets and Leave/Absence Request Forms.

- Absences entered in AESOP and/or on timesheets that cannot be matched with an approved Leave/Absence Request Form will be recorded as unpaid time off taken for personal reasons and an appropriate deduction from pay will be scheduled for the next available paycheck.

Excessive absences, or lateness and excessive patterns of absences or lateness may lead to disciplinary action, up to and including termination.

A substitute may be employed to cover an absent employee's work.

All paid time off for all staff members are applied in either half or full day increments. If the length of an absence is 4 hours or less, 4 hours of paid time will be deducted (a half day); and if the length of an absence is more than 4 hours and up to 8 hours, 8 hours of paid time (a full day) will be deducted. All available paid sick and/or personal time will be utilized to cover absences as applicable per the sick and

or personal time policies. In cases where paid leave time is not available or not applicable, the time absent will deducted from the employee’s pay per the FLSA Exempt and Non-Exempt Guidelines.

Temporary and/or seasonal employees receive pay for time worked. These employees are not considered to have *regularly-scheduled* work hours.

Attendance Records

All available vacation, sick and personal time must be used in the manner identified in these time off policies before time without pay may be requested by employees. Paid time off will be applied only if the employee has enough paid time available to cover each request. Exempt employees who request a full day off and do not have a full day of paid time available are required to take the requested day as time off without pay should the day off be approved.

For those who do not have any accrued paid time that is approved for use or the School Director has determined the absence to be ineligible under the leave policies, the employee will be deemed to have taken time off for personal reasons and an appropriate deduction in pay may occur. Pay deductions for hourly employees will be made at the per-hour rate of pay in as little as quarter hour increments. For exempt employees, any pay deductions will be an amount equivalent to one day’s pay for each full day absent (subject to any FLSA requirements applicable to exempt employees).

Non-exempt employees indicate time not worked on their time sheets in increments of one-quarter of an hour *and* complete a Leave/ Absence Request Form. Exempt employees must complete a Leave/ Absence Request Form.

VACATION

This organization provides a vacation program for all calendar year/12 month employees who are regularly scheduled to work 25 hours or more per week. The approval of requested vacation is at the discretion of the School Director. Many employees work an academic year schedule which includes time off during school vacation weeks and during the summer. Therefore, additional vacation time is not associated with these work schedules.

Accrual of Vacation Time

The organization will identify the employee’s vacation group and step and may change the employee’s group and/or step at his/her own discretion. Vacation is accrued while employees are on paid leave status, including sick leave, vacation, and workers' compensation leave except as otherwise noted in various policies or as required by laws or regulations. Vacation generally does not accrue when employees are on unpaid leave.

Vacation time accrues in groups, steps and years of service as follows:

		ANNUALIZED VACATION ACCRUAL		
		<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
Group	Positions in Group	0 through completion of 3 years of qualifying	Beginning of 4th year through completion of	Beginning of 10th year + of qualifying service

		service	9 years of qualifying service	
I	All calendar year positions not in Group II	Accrues 6.67 hours per month (equivalent to 10 days annually)	Accrues 10 hours per month (equivalent to 15 days annually)	Accrues 13.34 hours per month (equivalent to 20 days annually)
II	Assistant/Deputy Director Academic Quality Controller Business Manager IT Manager – Full Time Student Life Coordinator Student Management Coordinator Special Education Academic Coordinator School Director	Accrues 10 hours per month (equivalent to 15 days annually)	Accrues 13.34 hours per month (equivalent to 20 days annually)	Accrues 16.67 hours per month (equivalent to 25 days annually)

Calendar year staff members working 25-39 hours per week accrue vacation time at the rate of .5 days per month of service up to 6 days in a calendar year. For example, an employee regularly scheduled to work 30 hours per week, so on average a 6-hour day, would accrue 3 hours of vacation time per month up to 36 hours of vacation time in a calendar year.

Qualifying service is a month on pay status at 50% time or more. Service need not be continuous to be counted. Periods of leave with pay, military leave with pay, and leave without pay because of a work-incurred injury or illness, are included in the determination of the length of qualifying service. (For example, an employee on 50% pay status for 12 months earns one-half year of qualifying service.)

Using Vacation

Employees are expected to submit vacation time requests for approval in writing via the Leave/Absence Request form at least ten (10) days in advance. The School Director has the discretion to approve vacation time with less than ten (10) days advance notice in documented extenuating circumstances. In any case, the employee must submit a request to use vacation in sufficient time to allow time to plan workloads accordingly if the time request is deemed to be appropriate.

School Directors may request single Vacation days on a Friday to take up to a 3-day weekend when school is in session, subject to prior approval by their direct supervisor according to this policy.

The organization may permit an employee who has been employed for one year or more to "borrow" vacation time to a maximum of 50% of the employee's annualized vacation accrual rate if particular circumstances warrant it. This is subject to this vacation policy and to the approval of the organization. Should a terminating employee have a "negative balance" of vacation time as a result of borrowing forward, the final paycheck will reflect this "negative balance" as "time not worked", and the employee's final paycheck will be adjusted accordingly.

Supervisors are expected to provide opportunities for employees to take vacations each year and at times that will create the least inconvenience to the normal operation of the School. Vacation should normally be taken in the year in which it is accrued. Specific arrangements are subject to approval and scheduling compatible with the organization's requirements, and should give appropriate consideration to employee preferences. If an employee has not scheduled vacation, he/she may be required to use accrued vacation time prior to the end of the year in which it was accrued or prior to August 31.

When a paid holiday falls during a scheduled vacation, it is not counted as a vacation day.

Any employee that becomes ill during a scheduled vacation cannot change a vacation day to a sick day; scheduled vacation days count as vacation even if an employee would ordinarily take a sick day.

Carryover of Vacation Accrual

Other than the School Director, employees may carry over any unused accrued vacation time into the next year (as determined as of August 31 each year) at the rate of one-half of the employee's annualized accrual rate (for example, an employee who accrues vacation at the rate of 20 days in a one-year period may carry forward up to 10 days of unused accrued vacation leave into the next year). Vacation time renews on September 1st of each year.

The School Director may carry over any unused accrued Vacation time into the next year (as determined as of August 31st each year) at the rate of the School Director's annual accrual rate. Any accrued Vacation time in excess of the School Director's annual accrual rate will be lost each year on September 1st. Vacation time renews on September 1st of each year.

In keeping with the purpose of vacation, employees are not paid in lieu of using accrued vacation time except for pay out of unused vacation time at the end of employment pursuant to these policies. Any accrued vacation time will be paid at the rate of pay in effect at the time of termination in the last paycheck. Pay out of accrued vacation time does not extend any benefit coverage beyond the last day work. A vacation pay out may occur for a transfer to a position with academic year benefits or transfer to a position with regularly scheduled hours of less than 25 hours per week.

Recording

Vacation days will consist of the same number of hours per day for which the calendar employee is regularly scheduled to work. Full-time employees' regularly scheduled hours will be considered to be eight (8) hours per day (40 hours per week). Employees who begin employment on or before the 15th of the month, or who terminate on or after the 16th of the month, will be considered to have completed a month of service that first, or last, month.

Vacation time is tracked in half (4 hours) or full (8 hours) day increments for record-keeping purposes. Vacation accrues on a monthly basis at the end of each month of active service. Employees who terminate on or after the 16th of the month, will receive credit for that last month of employment.

Should a terminating employee have a “negative balance” of vacation time as a result of using more Vacation time than has been accrued, the final paycheck will reflect this “negative balance” as “time not worked”, and the employee’s final paycheck will be adjusted accordingly.

Vacation time taken does not count toward hours actually worked in a work week for non-exempt employees.

Use of Vacation Time for Sick Time Purposes

If you want to use accrued vacation time to cover sick time for which you have no paid sick time available, you must submit a request in writing to the School Director via the Leave/Absence Request Form, indicating how much of your vacation time you are requesting.

Payment of Unused Vacation Time Upon Termination

In the event an employee resigns, and upon the receipt of at least two weeks’ notice, Human Resources will pay in a lump sum payment an amount equal to the individual’s daily rate times the number of unused accrued vacation leave days as of the termination date. If less than two weeks’ notice is provided, the employee shall not be paid for unused accrued vacation leave days unless mandated by law.

Employees may not add unused vacation days to their last day actually worked or use preapproved vacation days in order to postpone their termination date, whether to accumulate more vacation time, prolong insurance benefits, or for any other purpose.

Any unaccrued vacation that was paid in advance is subject to deduction from the final check.

PERSONAL TIME

Occasionally you may need a brief period of time during your work schedule to attend to personal matters. Other than medical emergencies, employees are expected to plan ahead.

Personal time may be used by the employee to be absent from work in order to participate in activities and emergencies of a personal nature which require the employee to be away from the job and cannot be scheduled other than during the employee’s working day. Professional discretion is encouraged when applying for personal time. These are not extra days off work.

Eligibility

Teachers and employees following the academic year calendar regularly scheduled to work 25 hours or more per week may take up to the equivalent of two (2) paid personal days during the academic year. Paid personal time shall be prorated for teachers and employees following the academic year calendar who start employment after the beginning of an academic year or who terminate employment in the middle of an academic year.

Calendar year employees regularly scheduled to work 25 hours or more per week may take up to the equivalent of three (3) paid personal days during each year of employment. Paid personal time shall be prorated for employees who start employment after September 1st or who terminate employment. Personal time renews on September 1st of each year.

Authorization

The following are examples of absences which may be approved for personal leave:

- a. Routine medical/dental checkups and appointments.
- b. Religious Observance. It is intended that the needs of the school take precedence over the needs of the employee although personal time for religious observance shall be granted on the days and hours required as long as school functions may properly continue.
- c. The following types of personal business that would normally be conducted during working hours: legal affairs, weddings, funerals (other than those identified in the Bereavement section of this Addendum), moving to new residence, closing on a house, pre-induction or pre-enlistment examinations for military service.
- d. Absence caused by events (except personal illness or disability) beyond the control of the employee. This includes commuting difficulties, emergencies in the home of the employee, etc.
- e. Absences for which use of Personal Time is mandated by a federal, state, or local law.

Examples of absences which cannot be approved for personal leave include, but are not limited to:

- a. Absence for the purpose of outside employment or profit;
- b. Personal recreation or social activities (this includes, but is not limited to reunions, family trips, wedding preparations, honeymoons, arrival of out-of-town guests, school breaks that are not closed days, the day before or after a holiday, unsupported family or personal business);
- c. Inclement weather and its effect on commuter transportation;
- d. Seeking other employment.

The basic reasons for denying use of personal leave are the inability of the Director to spare the employee, the employee's reason for use of personal leave does not come within the intent of this Personal Time policy, or the employee is requesting use of paid personal time which would not be approved for personal leave under this policy. Employees must give an explanation when requesting available paid personal time that is sufficient to allow a determination that the requested use is allowable under this policy.

The organization reserves the right to deny use of personal leave where absence is determined by the organization to be ineligible for use of personal leave and to make a pay deduction for days the organization is not convinced are eligible for personal leave.

Misrepresentation of personal leave will result in a pay deduction, as well as other disciplinary actions the organization may deem appropriate, up to and including termination.

Any pay deductions for non-exempt employees will be made at the per-hour rate of pay. For exempt employees, any pay deductions will be an amount equivalent to one day's pay for each day absent subject to FLSA requirements applicable to exempt employees.

Employees are expected to submit personal time requests for approval in writing via the Leave/Absence Request form at least ten (10) days in advance. The School Director has the discretion to approve personal time with less than ten (10) days advance notice in documented extenuating circumstances.

Recording

Paid personal days will consist of the same number of hours per day for which the employee is regularly scheduled to work. Full-time employees' regularly scheduled hours will be considered to be eight (8) hours per day (40 hours per week).

Paid personal time is paid at regular base wage rates, and must be requested by the employee by completion of a written Leave/Absence Request Form.

Personal time taken does not count toward hours actually worked in a work week for non-exempt employees.

Personal days are not accumulated or carried over to another year. Personal time is a privilege for current employees and is not converted to cash payments under any circumstances including termination.

Use of Personal Time for Sick Purposes

If you want to use your available personal time to cover sick time for which you have no paid sick time available, you must submit a request in writing to the School Director via the Leave/Absence Request form, indicating how much of your available personal time you are requesting.

SICK TIME

The purpose of this policy is to provide paid sick time for employees eligible under this policy in accordance with benefit offerings and as set forth below. The sick time benefit is designed to protect employees from loss of income when *illness or a medical condition* prevents the employee from working.

Eligibility

All employees following the calendar year who are regularly scheduled to work 25 hours or more per week shall accumulate one sick day with pay credit per month of service not to exceed 12 working days in each year of service. All employees working the academic year schedule who are regularly scheduled to work 25 or more hours per week shall accumulate one sick day with pay credit per month of service that is completed during the months of September through May not to exceed 9 working days in each year of service.

The organization shall maintain the sick day credits not utilized to an amount not to exceed the equivalent of 120 days.

Using Sick Time

Employees are expected to give notification of absence due to illness or medical condition that prevents the employee from working as early as possible on or before the first day of absence. Employees are also expected to schedule appointments with their medical or dental professionals so that the

organization's business is not unduly interrupted. If such notification is not made, such absence may, at the discretion of the organization, be applied to absence without pay.

With approval, paid sick time may be utilized by employees only under the following circumstances:

- When they are unable to perform their duties due to their own illness or injury;
- When through exposure to contagious disease the presence of the employee at his/her work location would jeopardize the health of others;
- When appointment with licensed medical or dental professionals cannot reasonably be scheduled outside of normal working hours for purposes of medical treatment or diagnosis of an existing medical or dental condition;
- Under certain circumstances, to care for an immediate family member. If the time off is for a serious health condition or to care for a family member with a serious health condition, such absence may be covered under provisions of the Family and Medical Leave Act (FMLA). See the FMLA policy earlier in this handbook.

Certification of Health Care Provider

A certification of health care provider identifying the need for sick time and/or clearance for return to work may be required from the employee for any absence for which use of sick time is requested. Employees must submit a certification of health care provider for absences for which use of sick time is requested that require the employee's absence of more than three (3) days. A fitness for duty may be required prior to returning to work in cases of the employee's own illness or injury. A certification of health care provider must be submitted for any usage of sick leave on the day before or after a holiday or scheduled vacation time. Should a certification of health care provider not be produced, the time taken will be considered leave without pay, in accordance with federal and state wage laws.

The employee must respond to a request for a certification of health care provider within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of paid leave and the leave must be designated as unpaid leave. Medical certification may be provided by using the Certification of Health Care Provider form. The School Director has the discretion to approve sick time without certification of health care provider in documented extenuating circumstances.

Recording

Sick time days will consist of the same number of hours per day the employee is regularly scheduled to work. Full-time employees' regularly scheduled hours will be considered to be eight (8) hours per day (40 hours per week). Employees who begin employment on or before the 15th of the month, or who terminate on or after the 16th of the month, will be considered to have completed a month of service that first, or last, month.

Sick time taken does not count toward hours actually worked in a work week for non-exempt employees.

If it is apparent that an employee's illness or disability may extend beyond 3 days, employees must complete an Extended Leave packet and follow all instructions per the Extended Leave policy. Sick time is a privilege for current employees and is not converted to cash payments under any circumstances

including termination. Sick time not taken shall not be maintained by the organization for an employee who has had a break in service and then returns to eligible service, except in the case of an approved leave of absence.

If an employee is rehired into a position for which sick time is available, any sick time that was maintained and not used at the time of termination from the prior position is not a benefit available upon reinstatement.

If an employee has no paid sick time, such absence may be charged at the discretion of the School Director to time off without pay, or to available vacation or personal time that you apply in writing on a Leave/Absence Request form to use pursuant to those policies.

No employee shall be entitled to time off with pay due to illness in excess of the available sick, vacation and personal time. Sick time that becomes available following a return to duty after time off without pay shall not be applied against such leave or absence.

The HR/Business Office shall regularly review reports of sick time usage by employees. The HR/Business Office may require further evidence that such sick time comes within the provisions of these policies; and if, upon examination of such evidence, the HR/Business Office is of the opinion that said sick leave is not in accordance with these policies, the HR/Business Office shall so notify the School Director. Upon receipt of such notice, said sick time may be changed from sick time to time off without pay, vacation time or personal time.

Any unaccrued sick time that was paid in advance is subject to deduction from the final check.

SICK LEAVE DONATION

The School Director has provided the opportunity to its employees to donate sick leave days to other employees who, due to an extraordinary or severe illness or injury, have exhausted paid vacation, sick and/or personal time. Refer to the Sick Leave Donation policy documents and the Human Resources department for further information.

Donations of sick leave amounts made by teachers under the Sick Leave Donation policy do not disqualify otherwise eligible teachers from participating in the Attendance Bonus.

FMLA PAID TIME GUIDELINES

BIRTH OR CARE OF NEWBORN CHILD OR ADOPTION OR FOSTER CARE PLACEMENT OF CHILD		SERIOUS HEALTH CONDITION
Employee who is physically giving birth	All Employees	All Employees
Pregnancy	Bonding Leave	For self or to care for immediate family member as defined by FMLA guidelines
Accrued sick time will be used for an	A maximum of six weeks of accrued sick time will	Accrued sick time will be used for an employee who qualifies for FMLA for a

<p>employee who qualifies for FMLA if she is sick during her pregnancy or to recover after childbirth.</p> <p>If paid sick time is exhausted before the end of a qualified FMLA leave then accrued personal days followed by accrued vacation days will be used for the remainder of the leave.</p> <p>When available paid leave is exhausted, then the balance of the leave will be taken as unpaid.</p> <p>All paid leave under this policy will run concurrently with FMLA and any other federal or state required leaves.</p>	<p>be used for an employee on Bonding Leave.</p> <p>If paid sick time is exhausted before the end of the six-week period then accrued personal days followed by accrued vacation days will be used for the remainder of the Bonding Leave.</p> <p>The maximum amount of accrued paid leave benefits an employee may use under Bonding Leave is 30 days.</p> <p>When available paid leave is exhausted, then the balance of the leave will be taken as unpaid.</p> <p>All paid leave under this policy will run concurrently with FMLA and any other federal or state required leaves.</p>	<p>Serious Health Condition.</p> <p>If paid sick time is exhausted before the end of a qualified FMLA leave then accrued personal days followed by accrued vacation days will be used for the remainder of the leave.</p> <p>When available paid leave is exhausted, then the balance of the leave will be taken as unpaid.</p> <p>All paid leave under this policy will run concurrently with FMLA and any other federal or state required leaves.</p>
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BEREAVEMENT

Upon the death of an immediate family member, as defined in this section, regular full-time and part-time employees who worked at least 25 or more hours a week, may be eligible to request up to three days paid time off from work for Bereavement.

Definition

For purposes of this policy, immediate family members include spouse, parents, child, grandchild, grandparent, sibling or their in-law or step relative counterparts, legal dependents and relatives residing in the employee’s home.

Procedures

Employees may request additional time off, which may be approved at the discretion of the School Director. The terms shall be set by the Director. Use of paid time to cover this additional time of must adhere to the vacation, personal, and/or sick time policies.

The Director reserves the right to request verification of attendance at a funeral.

Employees may request time off to attend the funeral of other relatives or close friends. Prior approval by the employee's supervisor and the School Director is required. The requested time may be granted without pay at the discretion of the School Director. However, paid personal time, if available, may be utilized to attend the funeral of other relatives or close friends. Paid bereavement is not available for these requests.

Recording

Bereavement days will consist of the same number of hours per day the employee regularly works. Full-time employees' regularly scheduled hours will be considered to be eight (8) hours per day.

Bereavement time taken does not count toward hours actually worked in a work week for non-exempt employees.

Bereavement days are not accumulated or carried over to another year. Paid bereavement is a privilege for current employees and is not converted to cash payments under any circumstances including termination.

HOLIDAYS

It is the policy of the organization that paid holidays will be designated each year for non-exempt employees regularly scheduled to work 25 or more hours per week. The organization typically observes the following holidays:

New Year's Day (January 1)
Martin Luther King Day (typically 3rd Monday in January)
President's Day (typically 3rd Monday in February)
Good Friday (depends on the year)
Memorial Day (typically last Monday in May)
Independence Day (July 4)
Labor Day (typically 1st Monday in September)
Thanksgiving Day (typically 4th Thursday in November)
Christmas Eve Day (December 24)
Christmas Day (December 25)

The holiday is observed on the day designated on the organization's calendar. When a holiday falls on a Saturday, it will normally be observed on the preceding Friday. When a holiday falls on a Sunday, it will normally be observed on the following Monday.

Other holidays may be observed as required by federal or state law.

Eligibility

All non-exempt employees regularly scheduled to work 25 or more hours per week are eligible to receive pay for the holidays identified above as paid holidays. To be eligible for holiday pay, the non-exempt employee must work (or be on approved leave of absence with pay), the full scheduled workday both immediately before and immediately after the holiday.

Exempt employees receive their regular pay when the School Director closes to observe a holiday. It is the expectation of the School Director that exempt employees will fulfill their position responsibilities. Exempt employees are responsible for ensuring their schedules and work patterns meet the needs of the position. Exempt employees required to work on a holiday shall not receive any additional compensation for the holiday.

Conditions Determining Eligibility for Paid Holiday

Employees who would otherwise be eligible, but who are on a leave of absence without pay will not be entitled to pay for the recognized holiday unless required by law or insurance contract.

Non-exempt employees who are on paid vacation time pursuant to the vacation policy during a recognized holiday will have the day treated as a paid holiday.

Recording

Holiday pay for eligible non-exempt employees will consist of the same number of hours per day the employee is regularly scheduled to work. Full-time employees' regularly scheduled hours will be considered to be eight (8) hours per day (40 hours per week).

Holiday pay does not count toward hours actually worked in a work week for non-exempt employees.

RELIGIOUS OBSERVANCE

Employees who provide a minimum ten (10) days prior notice may take up to two days off per year for observation of religious holidays. The School Director has the discretion to approve religious observance time off with less than ten (10) days advance notice in documented extenuating circumstances. These days off shall be without pay; however, an employee may be required to utilize personal time for the days off, if the employee is eligible and the paid time is available.

SCHOOL CLOSURE

In the event the school is closed because of weather conditions or power outages, an announcement will be made on local radio and/or TV Channels.

If the school is officially closed, those staff members who have scheduled in advance and have written supervisory approval for Vacation, Personal, or Sick time on the same day as a School Closure day will be allowed to change their approved Vacation, Personal, or Sick time to coincide with the rest of the facility for School Closure time.

The following details how employee's pay will be handled during School Closure days which fall on a regularly scheduled work day:

Exempt 10 & 12 month employees: Per FLSA guidelines, exempt employees will not incur a loss in pay for days the Academy is closed due to a School Closure. These days may be required to be made up.

Non-Exempt 10 & 12 month employees: Non-exempt employees regularly scheduled to work 25 or more hours per week will not incur a loss in pay for days the Academy is closed due to a School Closure. There may be a maximum number of days covered for these reasons. These days may be required to be made up.

School Closure days are a privilege for current employees and will not be converted to cash payments under any circumstances including termination.

ATTENDANCE, PUNCTUALITY, AND DEPENDABILITY

Because this organization depends heavily upon its employees, it is important that employees attend work as scheduled. Dependability, attendance, punctuality, and a commitment to do the job right are essential at all times. As such, employees are expected at work on all scheduled work days and during all scheduled work hours and to report to work on time. Moreover, an employee will notify his/her supervisor and/or the School Director as far in advance as possible, but not later than one hour before his/her scheduled starting time if he/she expects to be late or absent. This policy applies for each day of his/her absence. An employee who fails to contact his/her immediate supervisor or the School Director may be considered to have voluntarily resigned. A careful record of absenteeism and tardiness is kept by the employee's supervisor and can become part of the employee's personnel record. To the extent permitted by law, absenteeism and tardiness lessen an employee's chances for advancement and may result in termination.

There are also responsibilities and requirements that staff members must adhere to when coming and going from campus.

The security of the school facility and the student body is the responsibility of each staff member. Staff members should use the front door when leaving and entering the building during school business hours, which are identified by the School Director. If you are at the school after business hours, you should leave the building with a security escort or use the "buddy" system. However, if you are in the school building after the time when there is a security escort available, you need to be aware that you are doing so at your own risk. Exterior doors are locked during the school day to prevent entrance from outside the building. Staff members should NEVER prop open these exterior doors during the school day. Any signs of inappropriate entry, forced entry, damage to the facility or theft or destruction of the school owned material or equipment should be reported to an administrator, security personnel, and/or the police as soon as it is discovered.

All staff members are expected to be in the building and at work during the hours that have been identified by your supervisor and/or the School Director.

Staff members may be required by your supervisor and/or the School Director to sign in and sign out at a specific location in the building on a daily basis. This is for safety and liability reasons. Signing in and out for a co-worker is not acceptable. Staff members are expected to sign in and sign out accurately. This will include signing in and signing out when leaving the building in the middle of the day for lunch.

All staff members are expected to abide by the notification and documentation procedures outlined in the employee handbook regarding the various leave policies.

We all want the students we serve to achieve the best possible results from attending school and our customers to receive out excellence in performing our roles and duties. In order to make that happen,

we all need to be responsible for our attendance, punctuality, safety, security, and modeling of our behaviors to the students, staff, parents, and community.

ATTENDANCE BONUS (REGULARLY-SCHEDULED TEACHERS)

With the exception of absences due to a School Director-sponsored absence (for example: a professional development course for which the Employer is paying), if a maximum of two (2) absences occur, regularly-scheduled teachers receive a \$350 bonus; if a maximum of three (3) absences occur, the bonus is \$250; if a maximum of four (4) absences occur, the bonus is \$100. **An absence may be less than one day and include paid or unpaid absences .**

Regularly-scheduled teachers must start regularly-scheduled employment during an academic year prior to March 1st in order to be eligible to receive an attendance bonus. The attendance bonus is prorated for regularly-scheduled teachers who start prior to March 1st of an academic year.

Attendance bonuses are calculated as of June 30th each year and will be prorated for those eligible teachers who start their employment after the beginning of the academic year upon which the bonus is calculated. The bonus is paid on the November 16th paycheck of the following academic year on the condition that the teacher is still employed.

APPEARANCE

This organization expects employees to maintain a neat, well groomed appearance at all times. Employees should avoid extremes in dress. Jeans or shorts may not be worn on days classes are in session.

Cleaning, maintenance and food personnel shall be appropriately dressed for the position.

Male employees shall be clean-shaven or have a neatly trimmed beard or mustache. Male employees may not wear earrings.

The Director requires the above-listed attire on a daily basis except on special occasions, such as “non-uniform” days or casual days (these days will be announced). On those days, employees will be allowed to work in casual dress. However, if business needs of the day warrant it, the employee is required to dress in appropriate attire even if it is a designated special occasion day. No matter what dress policy is followed, employees’ clothing should always be neat and clean. Employees are expected to practice good grooming and good hygiene.

Acceptable forms of casual dress may include the following: slacks, casual pants, and jeans in good condition. Unacceptable clothing at all times includes: tank tops, bare midriffs, see-through or low-cut clothing, halters, strapless dresses or dresses with spaghetti straps, t-shirts, cut-offs, leggings, sweats, gym clothing, beach wear, ripped or worn clothing, visible body piercing (other than earrings in the ears for women only), and visible body tattoos.

Employees who report to work in unacceptable dress may be required to go home and change into acceptable clothing. Repeat offenders may be subject to discipline, up to and including termination. The Director reserves the right to change or cancel its dress policy at any time, with or without notice.

PERFORMANCE MANAGEMENT AND COMPENSATION PROGRAMS

Performance management is an on-going process by Administration that occurs formally and informally throughout the year. Generally, employees should receive a performance review annually. A copy of the evaluation form used by the Employer will be given to all new employees requesting it. The evaluation may include a rating with explanation of the employee's quantity and quality of work performed and her/his ability to do the following: Make sound decisions, solve problems, work with others, be a self-starter, coordinate activities, adapt, and conform to written and unwritten policies and procedures.

During the evaluation conference, the School Director or supervisor will share with the employee her/his written evaluation of the employee's performance to date. The written evaluation is signed by the supervising administrator and the employee. The employee's signature is an acknowledgment of the fact that the evaluation occurred and does not necessarily constitute agreement with the evaluation. The employee has the right to respond in writing to evaluation reports prepared by the supervisor.

School Administrators may conduct unannounced observations of classrooms and other work stations.