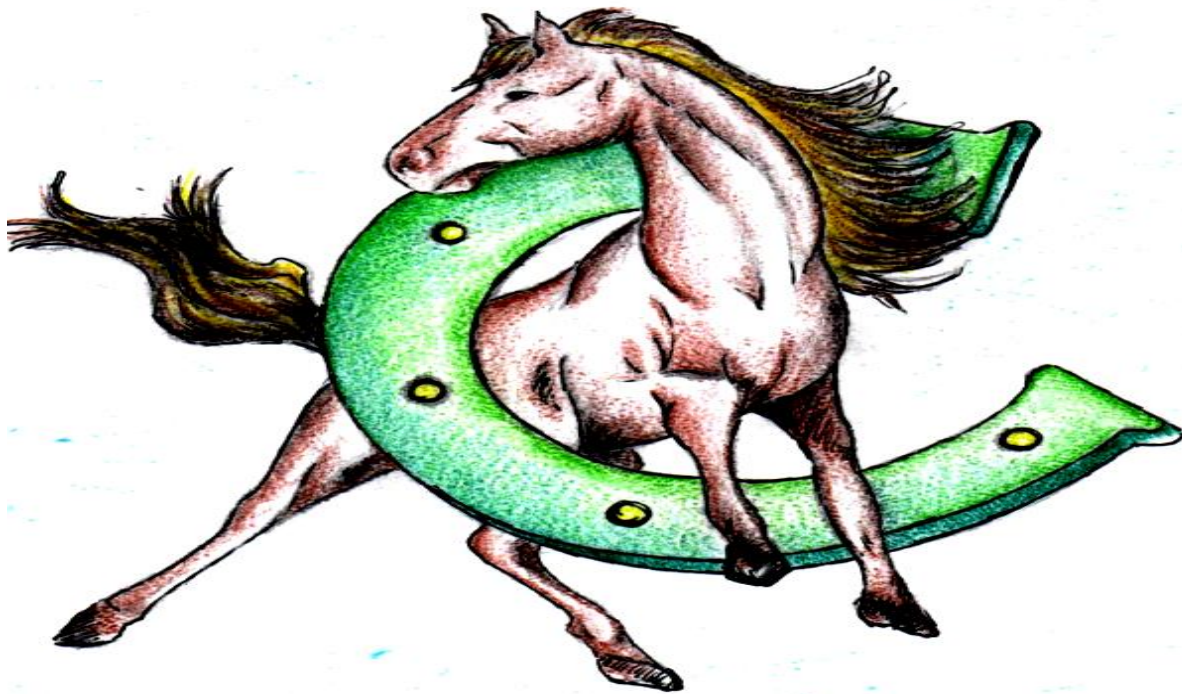




CARONDELET

LEADERSHIP ACADEMY



EMPLOYEE HANDBOOK

A Manual of
Employee Benefits &
Human Resources Policies

2018-2019

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1. INTRODUCTION

Executive Director's Welcome

Welcome to Carondelet Leadership Academy!

Thank you for joining our team! You have a great contribution to make to the education of children and we sincerely hope that you will find your employment at Carondelet Leadership Academy to be a professionally rewarding experience. We look forward to working together to create opportunities for children becoming successful lifelong learners. You have joined an organization that has established an outstanding reputation for quality. Credit for this has gone to everyone involved in this organization and we hope that you, too, will find satisfaction and take pride in your work here. As a member of Carondelet Leadership Academy team, you will be expected to contribute your talents and energies to help us realize our goal of helping make our school a “world class” educational institution in the coming years. This Employee Handbook should provide answers to most of the questions you may have about our benefit programs, policies and procedures. You are responsible for reading and understanding this Employee Handbook. If anything is unclear, please discuss the matter with your supervisor or a member of the Business Department. I extend to you my personal best wishes for your success and happiness at Carondelet Leadership Academy.

Sincerely,

Patrice Coffin, Executive Director
Carondelet Leadership Academy

The Purpose of the Employee Handbook

The Employee Handbook (sometimes called a Personnel Policy Manual and referred to as the “Manual”) is a compilation of personnel policies, practices and procedures currently in effect at Carondelet Leadership Academy (sometimes referred to as “CLA”) is designed to acquaint its employees with Carondelet Leadership Academy, to provide them with general information on work rules, benefits, disciplinary procedures and other issues related to their employment, and to help answer many of the questions that may arise in connection with employment.

This Manual does not purport to include every conceivable situation; it is merely meant as a guideline, and unless laws prescribe otherwise, common sense shall prevail. Further, federal, state, and/or local laws will take precedence over Carondelet Leadership Academy policies, where applicable. This Manual is a summary of Company policies, presented here only as a matter of information.

Carondelet Leadership Academy reserves the right to change, withdraw, apply or amend any of its policies or benefits, including those covered in this Manual at any time. CLA may notify you of such changes via e-mail, or via a printed memo, notice, amendment to or reprinting of this Manual, but may in its discretion make such changes at any time, with or without notice and without a written revision of this Manual.

This Manual applies to faculty and staff at Carondelet Leadership Academy. In addition, certain individuals who are not employees of CLA but who nevertheless work on premises, such as independent contractors and employees of the local school district or board of education, are also expected to comply with the terms and conditions of this handbook to the extent that the handbook sets standards of conduct for individuals who work on premises. Unless otherwise indicated, a benefit, policy, program, or procedure applies or is available to ALL employees.

Following the policies described in this Manual is considered a condition of continuous employment. However, neither this Manual nor any other Carondelet Leadership Academy document (except an executed employment contract), confers any contractual right, either express or implied, to remain in CLA employ, nor does it guarantee any fixed terms and conditions of your employment. Except as otherwise provided in an executed contract of employment, your employment is not for any specific time and may be terminated at will, with or without cause and without prior notice, by Carondelet Leadership Academy, or you may resign for any reason at any time. No supervisor or other representative of CLA (except the Executive Director) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. Furthermore, no supervisor, manager, or other representative of Carondelet Leadership Academy has the authority to make any verbal promises, commitments or statements of any kind regarding CLA policies, procedures or any other issues that are legally binding.

All employees are responsible for reading, understanding, and complying with the provisions of this Manual, the purpose of which is to provide its employees with a work environment that is constructive to both personal and professional growth.

Mission Statement

Our mission at Carondelet Leadership Academy is to prepare young men and women with a solid foundation of basic academic and social skills which will ensure success, both at the secondary school level and for future participation in post-secondary education and/or the workplace.

We seek to accomplish our mission through creating an educational institution with a rigorous curriculum, high-quality teachers, and a school culture that encourages and respects students; treats and rewards teachers as professionals; and welcomes parent involvement.

Our vision is for the Leadership Academy to be known for its ability to transform the lives of students.

Open Communications Policy

Carondelet Leadership Academy strongly encourages employee participation in decisions affecting them and their daily professional responsibilities. We truly believe that our greatest strength lies in our employees and our ability to work together. To this end, we encourage all employees to engage in open communications about all aspects of our organization. Employees are encouraged to openly discuss with their supervisor any problems or suggestions so that appropriate action may be taken. If the supervisor cannot be of assistance, the Principal or the Executive Director are available for consultation and guidance. Carondelet Leadership Academy is interested in all of our employees' success and happiness. We, therefore, welcome the opportunity to help employees whenever feasible.

2. EMPLOYMENT

Employment Application

Carondelet Leadership Academy relies upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

At-Will Employment

Carondelet Leadership Academy does not offer tenured or guaranteed employment. Employment is at-will and an employee may be terminated by Carondelet Leadership Academy at any time, subject to the individual employment agreement. There is no reasonable expectancy of employment without having received a Letter of Appointment.

Status

Employees are classified as either exempt or non-exempt for pay administration purposes, as determined by the federal Fair Labor Standards Act (FLSA) as follows:

Exempt: Employees who are not required to be paid overtime, in accordance with the applicable federal wage and hour laws, for work performed over 40 hours in a work week. Executives, management, supervisory, professional, sales and administrative employees, whose positions meet FLSA standards are typically exempt.

Non-exempt: Employees who are required to be paid overtime at the rate of time and one half their regular pay rate for all hours worked over 40 hours in a work week in accordance with the applicable federal wage and hour laws. Employees classified as non-exempt generally work in non-supervisory, non-professional or non-administrative capacities. Overtime work, however, is prohibited without specific supervisor authorization.

In addition, Company classifies its employees and other workers as follows:

Full-time Regular: Employees who are hired to work a minimum of 30 hours per week on a regular basis. Such full-time employees are eligible for benefits after applicable requirements for length of service have been met.

Part-time Regular: Employees who are hired to work less than 40 hours per week on a regular basis. Part-time regular employees will receive any legally mandated benefits but are not eligible for any other benefit program.

Temporary: Temporary employees are those engaged to work either part-time or full-time, but have been hired with the understanding that their employment will be terminated no later than upon their completion of a specific assignment. Note that a temporary employee may be

offered and may accept a new temporary assignment with CLA and thus still retain temporary status.

Independent Contractors: Consultants, freelancers or independent contractors are **not** employees of CLA. The distinction between employees and independent contractors is important because employees may be entitled to participate in CLA's benefits programs, while independent contractors are not. In addition, CLA is not required to withhold income taxes, withhold and pay Social Security and Medicare taxes or pay unemployment tax on payments made to an independent contractor.

Criminal History and Educational History

As a condition of their employment, all employees are required to pass a background check as prescribed by law.

Employees are required to provide official transcripts or submit to an educational verification search to verify units earned/degree received or in-service hours. These requirements must be completed prior to beginning employment, and the information must be submitted to the Business Department. To the extent permitted by law, Carondelet Leadership Academy may require that these costs be borne by the employee.

Immigration Law Compliance

Carondelet Leadership Academy complies with the Immigration Reform and Control Act of 1986 by employing only United States citizens and non-citizens who are authorized to work in the United States.

As a condition of employment, all employees are asked on their first day of employment to provide original documents verifying their right to work in the United States and to sign a verification form required by federal law (INS Form I-9). If an individual cannot verify his/her right to work within three days of hire, Carondelet Leadership Academy will terminate his/her employment.

Personnel Files

Carondelet Leadership Academy keeps personnel files on each of its employees. These files are confidential in nature, and are managed by CLA. They will not be copied or be removed from the premises unless there is a legitimate business or legal reason to do so.

All employees may view his or her personnel file by contacting the Business Department during normal business hours. No employee may alter or remove any document in his or her personnel file.

Conflict of Interest and Outside Employment

Carondelet Leadership Academy employees are obligated to always act in the best interest of the organization. This obligation requires that any employee, in the performance of their duties, seek only the furtherance of CLA mission. At all times, employees are prohibited from using their job title, the organization's name or property, for private profit or benefit.

- The officers, employees, or agents of Carondelet Leadership Academy should neither solicit nor accept gratuities, favors, or anything of monetary value from contractors/vendors. This is not intended to preclude bona-fide Agency fund raising-activities.
- No officer, employee, or agent of CLA shall participate in the selection, award, or administration of a purchase or contract with a vendor where, to his/her knowledge, any of the following has a financial interest in that purchase or contract:
 - The officer, employee, or agent;
 - Any member of their immediate family;
 - Their partner;
 - An organization in which any of the above is an officer, director, or employee;
 - A person or organization with whom any of the above individuals is negotiating or has any arrangement concerning prospective employment.
- Disclosure - any possible conflict of interest shall be disclosed by the person or persons concerned.
- Board Action - when a conflict of interest is relevant to a matter requiring action by Carondelet Leadership Academy, the interested person(s) shall call it to the attention of CLA and said person(s) shall not vote on the matter. In addition, the person(s) shall not participate in the final deliberation or decision regarding the matter under consideration and shall retire from the room during any work on behalf of or by Carondelet Leadership Academy.

When there is a doubt as to whether a conflict exists, the matter shall be resolved by a determination of Carondelet Leadership Academy's Principal and/or Executive Director excluding the person(s) concerning whose situation has caused the doubt to arise.

- Record of conflict - a written record shall reflect that the conflict of interest was disclosed and the interested person(s) was (were) not present during the final determination.
- This policy statement is not intended to apply to gifts and or similar entertainment of nominal value that clearly are in keeping with good business ethics and do not obligate the recipient.
- A financial interest is not necessarily a per se conflict of interest. A person who has a financial interest may have a conflict of interest only if the appropriate authority at CLA determines that a conflict of interest exists.

Whistleblower Policy

If any Carondelet Leadership Academy employee reasonably believes that some policy, practice, or activity of CLA is in violation of law, a written complaint must be filed by that employee with the Executive Director or the General Counsel for Carondelet Leadership Academy.

It is the intent of CLA to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. Employees are expected to bring any alleged unlawful activity, policy, or practice to the attention of the above referenced management and provide them with a reasonable opportunity to investigate and correct the alleged unlawful activity. Carondelet Leadership Academy will not retaliate against an employee who in good faith, has made a protest or raised a complaint against some practice of CLA, or of another individual or entity with whom CLA has a business relationship, on the basis of a reasonable belief that the practice is in violation of a law, or a clear mandate of public policy.

Carondelet Leadership Academy will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body, any activity, policy or practice of CLA that the employee reasonably believes is in violation of a law, or of accounting irregularities, or is in violation of a clear mandate of public policy concerning health, safety, welfare, or protection of the environment.

Work Product Ownership

Carondelet Leadership Academy retains legal ownership of the product of all employees' work. No work product created while employed by Carondelet Leadership Academy can be claimed, construed, or presented as property of the individual, even after employment by Carondelet Leadership Academy has been terminated or the relevant project completed. This includes written and electronic documents, audio and video recordings, system code, and also any concepts, ideas, or other intellectual property developed for CLA, regardless of whether the intellectual property is actually used by CLA. Although it is acceptable for employees to display and/or discuss a portion or the whole of certain work product as an example in certain situations (*e.g.*, on a resume), employees should bear in mind that information classified as confidential must remain so even after the end of employment, and that supplying certain other entities with certain types of information may constitute a conflict of interest. In any event, it must always be made clear that work product is the sole and exclusive property of Carondelet Leadership Academy.

Public Relations

The success of Carondelet Leadership Academy depends upon the quality of the relationships between CLA, its employees, students, parents and the general public. The public impression of Carondelet Leadership Academy and its interest in it will be formed, in part, by CLA employees.

The more goodwill an employee promotes, the more employees, students, parents and the general public will respect and appreciate the employee, Carondelet Leadership Academy, and its services. Below are several things employees can do to help leave people with a good impression of Carondelet Leadership Academy, and contribute to CLA's continued success:

- Communicate with parents regularly.
- Act competently and deal with others in a courteous and respectful manner.
- Communicate pleasantly and respectfully with other employees at all times.
- Follow up on requests and questions promptly, provide businesslike replies to inquiries and requests, and perform all duties in an orderly manner. Respond to e-mail and voice mail within 24 hours during the workweek.
- Take great pride in their work and enjoy doing their very best.

Faculty Meetings

Faculty meetings will be held every Wednesday from approximately 3:45 – 4:30 p.m. Attendance at regularly scheduled faculty meetings shall be considered a part of the teacher's contract and commitment to CLA. When registering for courses to further your education, please consider this requirement.

Employment Termination

Carondelet Leadership Academy and its employees share a working relationship defined as employment-at-will. Simply stated, employment-at-will means that in the absence of a specific written agreement any employee is free to resign at any time; and CLA reserves the right to terminate its employment for any reason (which does not violate any applicable law) with or without prior notice.

The most common circumstances under which employment at Carondelet Leadership Academy will be terminated are as follow:

- Job abandonment: employees of Carondelet Leadership Academy that are absent for more than three (3) consecutive days without notifying their direct supervisor or the Principal are considered to have voluntarily abandoned their employment with CLA. The effective date of termination will be the last day the employee performed services.
- Resignation: to promote the efficiency of CLA operations, Carondelet Leadership Academy requires that written notice of resignation be directed to the Principal or the Executive Director.
- Termination: termination may result from any of the following: (1) layoffs, which include the elimination of an employee's job function or headcount reduction due to cost reduction or funding shortfall and (2) involuntary dismissal, which may include poor performance reviews or failure to adhere to the teaching/learning philosophy of Carondelet Leadership Academy, or the demonstration of an unacceptable attitude in the workplace.

Carondelet Leadership Academy requires that employees return all documents, files, computer equipment, tools, keys and other CLA-owned property on or before the last day of work. Failure to return all property of Carondelet Leadership Academy may result in a forfeiture of any money due or owing to the employee.

3. EMPLOYMENT POLICIES AND PROCEDURES

Equal Employment Opportunity Policy

Carondelet Leadership Academy is committed to provide equal employment opportunities to all employees without regard, or consideration for an individual's race, color, ancestry, religion, sex, sexual orientation or perceived sexual orientation, age, national origin, citizenship status, veteran status, mental or physical disability, familial status, genetic information or an individual's membership in any other class or category protected by applicable federal, state or local law.

Missouri law also prohibits discrimination against employees and applicants based on ancestry and HIV or AIDS status. We will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state or local law.

Carondelet Leadership Academy is committed to ensuring that:

- All recruiting, hiring, training, promotion, compensation and other employment related programs are provided fairly to all persons on an equal opportunity basis;
- Employment decisions are based on the principles of equal opportunity. All personnel actions such as compensation, benefits, transfers, training, and participation in social and recreational programs are administered without regard to any characteristics protected by State or Federal law; and
- Employees and applicants will not be subjected to harassment, intimidation, threats, retaliation, coercion or discrimination because they have exercised any right protected by law.

The Principal and the Executive Director serve as our Equal Opportunity Coordinators and have overall responsibility for assuring compliance with this policy. All employees are responsible for supporting the concept of equal opportunity and assisting CLA in meeting its objectives.

Accommodations

Disability Accommodations

CLA complies with the Americans with Disabilities Act and applicable state and local laws providing for nondiscrimination in employment against qualified individuals with disabilities. Carondelet Leadership Academy will not discriminate against any individual with a disability who is otherwise qualified for employment. Reasonable accommodation will be provided to individuals with a known physical or mental disability if such accommodation would not impose an undue hardship on CLA and would enable the individual to apply for or perform the essential functions of the position in question. Any qualified employee or applicant with a disability who requires a reasonable accommodation in order to perform the essential functions of his or her job should notify his or her supervisor or contact CLA's Business

Department and request such an accommodation. Carondelet Leadership Academy will then identify possible accommodations, if any, that will help to eliminate the limitation or barrier. If the accommodation is reasonable, will not impose an undue hardship and neither the employee nor the accommodation would pose a direct threat to the health and/or safety of the individual or others, CLA will make the accommodation. The individual is encouraged to fully cooperate with CLA in seeking and evaluating alternatives and accommodations. Carondelet Leadership Academy may require medical verification of both the disability and the need for accommodation. For further information, please contact the Business Manager.

Religious Accommodations

Carondelet Leadership Academy will attempt to make reasonable accommodations for employee observance of religious holidays and sincerely held religious beliefs unless doing so would cause an undue hardship on confluent operations. If you desire a religious accommodation, you are required to make the request in writing to your supervisor as far in advance as possible.

Breast Feeding

Since breast feeding has been shown to be a beneficial form of infant nutrition, and because employees whom are breastfeeding require on-going support at their worksite or station to be able to provide milk for their babies and still efficiently perform their duties, Carondelet Leadership Academy subscribes to and endorses the following Breastfeeding Policy substantively and procedurally as follows:

1. Employees shall be provided a place to breastfeed or express their milk. An employee lactation room is provided as a private and sanitary place for breastfeeding employees to express their milk during work hours. This room provides an electrical outlet, comfortable chair, and nearby access to running water. Employees may, of course, use their private office area for breastfeeding or milk expression if they prefer.
2. A refrigerator will be made available for safe storage of expressed breast milk. Employees may use their own cooler packs to store expressed breast milk, or may store milk in a designated refrigerator/freezer. Employees should provide their own containers, clearly labeled with name and date. Those using the refrigerator are responsible for keeping it sanitary and secure.
3. Employees shall be provided flexible breaks to accommodate breastfeeding or milk expression. A breastfeeding employee shall be provided a flexible time schedule for breastfeeding or pumping to provide breast milk for her child. The scheduled time should not exceed normal time allowed for lunch and breaks. For breastfeeding time which exceeds the normal lunch and breaks, sick/annual leave time must be used, or the employee may adjust their time accordingly to make up time used for breastfeeding.
4. Staff are expected to provide support for breastfeeding employees. Realizing the importance of breastfeeding to the infant and the mother, and staff should provide an atmosphere of support for employees who breastfeed.
5. Breastfeeding promotion information will be displayed. Carondelet Leadership Academy will provide information on breastfeeding to all pregnant and

breastfeeding employees. In addition, positive promotion of breastfeeding will be set forth in and at in-house communications with staff.

6. Employee orientation will include information about the Carondelet Leadership Academy's breastfeeding policy. CLA's breastfeeding policy will be communicated to current staff. New employees will be informed about CLA policy as set forth within the employee handbook.

Any and all questions concerning this policy and its compliance with federal and state laws should be directed to the Business Department at Carondelet Leadership Academy.

Probationary Work Period

All newly hired or rehired employees shall be hired subject to the successful completion of a temporary/probationary work period. That work period shall last up to 45 school days during which the employee's supervisor shall determine whether the employee is able to successfully meet the standards and/or expectations of the job for which the employee is hired.

By way of example, but not limitation, the supervisor shall consider the following criteria in determining whether or not the employee should be hired on a permanent basis.

- Ability to perform the job
- Quality of work
- Productivity
- Work habits
- Cooperative attitude
- Attendance
- Punctuality

Instructional Staff School Day Schedule

The instructional day is defined as that period of time a teacher is required to be in an educational activity as a participant in the standard teaching assignment. Each teacher shall be available for 20 minutes prior to the actual beginning of the instructional day at 7:40 a.m. and for 30 minutes after the official dismissal time of 3:30 p.m. The school day for staff ends at 4:00 p.m.

Each teacher is provided a duty-free lunch.

Each teacher shall be provided one planning time per day. This planning time may be canceled due to a school emergency. Planning time can and will include meetings with your grade level, Lead Teachers, title specialists and administration.

A teacher shall not leave the school premises during school hours unless proper arrangements have been made and consent from administration has been obtained. Staff must sign in and out in the main office and the Principal must be made aware that you are leaving the building.

Lesson Plans

Lesson plans are due each Monday morning for the week. Plans must be submitted no later than 7:40 a.m. and should be emailed to both the Instructional Specialist and Principal. Staff members who fail to submit plans Monday morning will receive a formal write-up that will go into their personnel file. The next deadline for lesson plan submission will be at 7 p.m., the same day. Failure to meet the second deadline will result in additional disciplinary action. In the event that Monday falls on a holiday, lesson plans are still due no later than 7:40 a.m.

Supervision

At no time should students be left unattended and/or unsupervised. Supervision during specials can only occur if everyone adheres to their assigned times. Please do not be late or send another teacher /staff member to get your students. During dismissal, the students who are assigned to you must be supervised. Please check that you have all of your students and that they are quiet and seated. Administration has emailed a roster, please get to know your dismissal students. Students are never allowed in the kitchen or on the stage.

If a student is exempt from PE (with a note), the PE teacher is responsible for supervision and will supply supplementary work. If the student has to miss recess for a health reason, the student must sit in a buddy room. If a student misses recess for any other reason, the supervision is the responsibility of the classroom teacher. **AT NO TIME** should a student be sent to the office, outside the office, or on the playground fence/wall.

Anti-Harassment Policy

Carondelet Leadership Academy policy is to provide a pleasant, professional work environment that is free of intimidation, hostility or other offenses which might interfere with work performance. Therefore, CLA will not tolerate harassment based on age, race, gender, color, religion, national origin, disability, marital status, covered veteran status, sexual orientation, status with respect to public assistance, and any other characteristics protected under state, federal or local laws. Such conduct is prohibited in any form at the workplace, at work-related functions, or outside of work if it affects the workplace. This policy applies to all Carondelet Leadership Academy stakeholders.

Harassment that violates Carondelet Leadership Academy policy includes unwelcome verbal, physical, or visual conduct when:

- Submission to such conduct is made either explicitly or implicitly a term or a condition of employment;
- Submission to, or rejection of, such conduct is used as a basis for employment decisions; or,
- Such conduct has the tendency, purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile or offensive working atmosphere.

Harassment that violates this policy may take many different forms including, but not limited to:

- Any conduct that creates a hostile environment or that embarrasses or humiliates another individual;
- Verbal conduct, such as epithets, derogatory comments, slurs or unwelcome comments or jokes;
- Visual conduct, such as derogatory posters, photographs, pictures, e-mails, screensavers, cartoons, drawings or gestures;
- Physical conduct, such as assault, blocking normal movement, restraint, touching or physical interference with work;
- Threats or demands to submit to certain non-work related actions in order to keep or get a job, to avoid some other loss or as a condition of receipt of job benefits, job security or promotion; and,
- Retaliation for having reported harassment or discrimination, or having assisted another employee in reporting harassment or discrimination.

Any employee who feels that he or she has been the subject of harassment in violation of this policy, whether by a co-worker, supervisor, board member, officer, agent, contractor, guest or vendor of Carondelet Leadership Academy, must immediately report this action to his or her immediate supervisor, the Principal or Executive Director.

Policy against Sexual Harassment

With respect to sexual harassment, CLA prohibits the following (in accordance with EEOC guidelines):

1. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
 - Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's employment;
 - Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual's employment; or
 - Such conduct has the purpose or effect of interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.
2. Offensive comments, jokes, innuendos and other sexually oriented statements.

Examples of the types of conduct expressly prohibited by this policy include but are not limited to:

- Unwelcome sexual flirtation, advances, or propositions;

- Sexually suggestive touching, grabbing or groping;
- Stalking;
- Verbal comments related to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation;
- Explicit or degrading verbal comments about another individual or his/her appearance;
- The display of sexually suggestive pictures or objects in any workplace location including transmission or display via computer, cellular phones, tablets and any other electronic device;
- Any sexually offensive or abusive physical conduct;
- Any offensive logos and/or words on clothing attire;
- The taking of or the refusal to take any personnel action based on an employee's submission to or rejection of sexual overtures;
- Displaying cartoons or telling jokes which relate to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation;
- Any other conduct or behavior deemed inappropriate by the Company.

If you believe that you are being subjected to any job-related harassment, you should:

1. Tell the harasser that his or her actions are not welcome and they must stop, if you feel comfortable enough to do so.
2. Report the incident immediately to the Principal, Executive Director or Business Manager.
3. Report any additional incidents or retaliation that may occur to your supervisor and/or the Principal, Executive Director or Business Manager.

Harassment Complaint Procedure

Carondelet Leadership Academy takes complaints of discrimination and/or harassment very seriously. Thus, there is no need to follow any formal chain of command when filing a complaint or expressing an issue of concern regarding alleged harassment, and you may bypass anyone in your direct chain of command and file your complaint or express any issue of concern with the Business Manager, Principal or Executive Director at any time. Any reported incident or complaints will be investigated immediately and thoroughly. Complaints and actions taken to resolve complaints will be handled as confidentially as possible, given CLA's obligation to investigate and act upon reports of such harassment.

Appropriate actions will be taken by CLA to stop and remedy any and all such conduct, including interim measures during a period of investigation. If CLA determines that a worker is guilty of harassing another individual, appropriate disciplinary action will be taken against the offender, up to and including termination of employment.

Retaliation of any kind or discriminating against an employee who reports a suspected incident of harassment or who cooperates in an investigation is prohibited. Any person who

believes that she or he has been subjected to retaliation should bring the retaliatory conduct to the attention of his/her supervisor. An employee who violates this policy or retaliates against an employee in any way will be subject to disciplinary action up to and including termination of employment.

Any supervisor or administrator who is aware or should be aware of sexually harassing conduct by another employee or a student, whether or not anyone complains about such harassment, and fails to report the conduct as required in this policy, may be subject to discipline.

Any employee or student whose allegations are found to be both false and brought with malicious intent will be subject to disciplinary action.

Substance Abuse Policy

Carondelet Leadership Academy is committed to providing a safe and productive workplace for its employees. In keeping with this commitment, the following rules regarding alcohol and drug abuse have been established for all staff members, regardless of position, including both regular and temporary employees. The rules apply during working hours to all employees of Carondelet Leadership Academy while they are on school premises or elsewhere performing business on behalf of CLA:

- The manufacture, distribution, possession, sale, or purchase of controlled substances of abuse on Carondelet Leadership Academy property is prohibited.
- Being under the influence of illegal drugs, alcohol, or substance abuse on Carondelet Leadership Academy property is prohibited.
- Working while under the influence of prescription drugs that impair performance is prohibited.

So that there is no question about what these rules signify, please note the following definitions:

Carondelet Leadership Academy property: All CLA owned or leased property used by employees.

Controlled substance abuse: Any substance listed in Schedules I-V of Section 202 of the Controlled Substance Act, as amended.

Drug: Any chemical substance that produces physical, mental, emotional, or behavioral change in the user.

Drug paraphernalia: Equipment, a product, or material that is used or intended for use in concealing an illegal drug, or otherwise introducing into the human body an illegal drug or controlled substance.

Illegal drug:

a. Any drug or derivative thereof whose use, possession, sale, transfer, attempted sale or transfer, manufacture, or storage is illegal or regulated under any federal, state, or local law or regulation.

b. Any drug, including – but not limited to – a prescription drug, used for any reason other than that prescribed by a physician.

c. Inhalants used illegally.

Under the influence: A state of not having the normal use of mental or physical faculties resulting from the voluntary introduction into the body of an alcoholic beverage, drug, or substance of abuse.

Consistent with the rules listed above, any of the following actions constitutes a violation of the Carondelet Leadership Academy policy on drugs and may subject an employee to disciplinary action, up to and including immediate termination.

Using, selling, purchasing, transferring, manufacturing, or storing an illegal drug or drug paraphernalia, or attempting to or assisting another to do so, while in the course of employment. Working or reporting to work, conducting business or being on Carondelet Leadership Academy property while under the influence of an illegal drug or alcohol, or in an impaired condition.

Violence in the Workplace

Carondelet Leadership Academy has adopted a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect CLA or which occur on its property will not be tolerated.

Acts or threats of violence include conduct which is sufficiently severe, offensive, or intimidating to alter the employment conditions at Carondelet Leadership Academy or to create a hostile, abusive, or intimidating work environment for one or several employees.

Examples of workplace violence include, but are not limited to, the following:

- All threats or acts of violence occurring on CLA premises, regardless of the relationship between CLA and the parties involved.
- All threats or acts of violence occurring off CLA premises involving someone who is acting in the capacity of a representative of CLA.

Specific examples of conduct, which may be considered threats or acts of violence, include, but are not limited to, the following:

- Hitting or shoving an individual.
- Threatening an individual or his/her family, friends, associates, or property with harm.
- Intentional destruction or threatening to destroy CLA property.
- Making harassing or threatening phone calls.

- Harassing surveillance or stalking (following or watching someone).
- Unauthorized possession or inappropriate use of firearms or weapons.

Any use or possession of weapons, whether illegal or not, is prohibited on school property, or while on CLA business. This includes knives, guns, martial arts weapons, or any other object that is used as a weapon. Any employee possessing a weapon will be disciplined, up to and including termination.

Smoking

The use of tobacco products (smoking, chewing and even e-cigarettes) is not permitted anywhere on the Carondelet Leadership Academy premises.

4. WORKPLACE CONDUCT

Standards of Conduct

The work rules and standards of conduct for Carondelet Leadership Academy are important, and CLA regards them seriously. All employees are urged to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their own jobs and conducting Carondelet Leadership Academy business. Any employee who deviates from these rules and standards will be subject to disciplinary action, up to and including termination of employment.

At Carondelet Leadership Academy General Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries must be maintained regardless of the student's age, the location of the activity, whether the student allegedly consents to the relationship or whether the staff member directly supervises the student. Maintaining these boundaries is an essential requirement for employment by CLA. Although this policy applies to the relationships between staff members and students, staff members who inappropriately interact with any child may be disciplined or terminated when CLA determines such action is necessary to protect students or the reputation of Carondelet Leadership Academy.

Absolute Prohibitions

There are some interactions between staff members and students that are never acceptable and are absolutely prohibited including, but not limited to:

- 1) The following physical contact with students and other staff members:

Under Missouri Law, touching is battery, and illegal, if there is an intentional use of force or violence upon the person of another; or the intentional administration of a poison or other noxious liquid or substance to another. To establish battery, Missouri courts have held that it is sufficient if the actor intends to inflict an offensive contact without the other's consent. There is no requirement for maliciousness or intent to inflict actual damage. The essential element of a battery is physical contact, whether injurious or merely offensive, and a battery may be committed by touching another through the clothing. It is the policy of Carondelet Leadership Academy that no teacher or staff member will use corporal punishment against a student. This prohibition includes spanking, slapping, pinching, hitting or the use of any other physical force as retaliation or correction for inappropriate behavior. While the use of appropriate touching is part of daily life and is important for student development, a teacher and staff member must ensure that they do not exceed appropriate behavior. If a child or other staff member specifically requests that he or she not be touched, then that request must be honored without question.

If the child or other staff member has not requested that they not be touched, then the following forms of touching are considered appropriate:

- Hugs initiated by the student
- Hugs given with permission
- Pats on the shoulder or back
- Hand-shakes
- “High fives” and hand slapping
- Touching shoulders and arms around the shoulder area
- Touching face to check temperature, wipe away a tear, and remove hair from face or other similar types of contact for similar purposes
- Patting a student on the knee (grades K through 5)
- Sitting students on one’s lap (grades K-2) for purposes of comforting the student
- Holding hands while walking with small children or children with significant disabilities
- Arms around shoulders
- Reasonable self-defense
- Reasonable defense of another
- Reasonable restraint of a violent person to protect others or property

Except as discussed above, the following forms of touching are never appropriate:

- Inappropriate or lengthy embraces
- Kisses on the mouth
- Corporal punishment
- Sitting students on one’s lap (grades 3-8)
- Touching buttocks, chests or genital areas
- Pushing a person or another person’s body part (other than in self-defense, defense of another or property)
- Showing affection in isolated areas
- Wrestling with students or other staff-members
- Bench-pressing another person
- Tickling
- Piggyback rides
- Massages
- Any form of unwanted affection
- Any form of sexual contact
- Poking fingers at another person that results in an offensive contact

2) Dating a student or discussing or planning a future romantic or sexual relationship with a student. Carondelet Leadership Academy may presume that this provision has been violated if a staff member begins a dating or sexual relationship with a student immediately after graduation or immediately after a student has left school.

- 3) Making sexual advances towards a student or engaging in a sexual relationship with a student.
- 4) Engaging in any conduct that constitutes illegal harassment or discrimination or that could constitute a violation of that policy if pervasive and continuous.
- 5) Engaging in any conduct that violates Carondelet Leadership Academy policies, regulations or procedures or constitutes criminal behavior.

Exceptions to this Policy

The goal of this policy is to protect students from harm and staff members from allegations of misconduct by requiring staff members to maintain professional boundaries with students. Carondelet Leadership Academy does not intend to interfere with or impede appropriate interaction between staff members and students.

An emergency situation or an educational purpose might justify deviation from some of the professional boundaries set out in this policy. Likewise, staff members might be related to students or have contact with students outside the school environment through friends, neighborhood or community activities, or participation in civic, religious or other organizations. These contacts might justify deviation from some of the standards set in this policy, but under no circumstance will an educational or other purpose justify deviating from the "Absolute Prohibitions" section of this policy.

A Carondelet Leadership Academy staff member must be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that he or she has maintained an appropriate relationship with the student. To avoid confusion, CLA encourages staff members to consult with their supervisors prior to engaging in behaviors or activities that might violate professional boundaries as defined in this policy.

Failure to Maintain Boundaries

Unless an educational purpose exists or an exception as defined in this policy applies, examples of situations where professional, physical and emotional boundaries are violated include, but are not limited to:

- 1) Being alone with a student in a room with a closed or locked door or with the lights off. Counselors or others who need to work with students confidentially must discuss with their supervisors the appropriate manner of meeting with students.
- 2) Meeting students in non-work settings without the parent/guardian being present, even if the parent/guardian grants permission.
- 3) Associating with students in any setting where students are provided, are consuming or are encouraged to use or consume alcohol, tobacco, drugs or any other product or service prohibited to minors.

- 4) Communicating with students about sexual topics verbally or by any form of written pictorial or electronic/digital communication.
- 5) Discussing the staff member's personal problems with, or in the presence of students.
- 6) Sponsoring parties for students outside of school unless as part of an extracurricular activity that is appropriately supervised by additional staff members.
- 7) Inviting students to the staff member's home.
- 8) Being present when students are fully or partially nude.
- 9) Sending students on personal errands.
- 10) Allowing a student to drive the staff member's vehicle.
- 11) Providing a student (other than the staff member's children, stepchildren or other children living in the staff member's home) transportation in the staff member's personal vehicle without a supervisor's approval, unless another staff member or the student's parent/guardian is also present in the vehicle.
- 12) Allowing any student to engage in behavior that would not be tolerated if done by other similarly situated students.
- 13) Giving gifts to individual students.
- 14) Frequently pulling a student from another class or activity to be with the staff member.

This policy does not prevent touching a student for the purpose of guiding them along a physical path, helping them up after a fall, engaging in a rescue or the application of Cardio Pulmonary Resuscitation (CPR) or other emergency first-aid. Nor does it prohibit the use of reasonable force and touching in self-defense or in the defense of another. Restraining a child who is trying to engage in violent or inappropriate behavior is also allowed. Only such force as necessary to defend one's self or another or to protect property is legally allowed. Excessive force is prohibited.

In Missouri, an assault is an attempt to commit a battery or the intentional placing of another in reasonable apprehension of receiving a battery. Consequently, an attempt to violate this policy or placing another person in reasonable apprehension that they will be victim of one of the acts prohibited under this policy is also forbidden. A reasonable apprehension normally includes an overt act, but words alone may be sufficient to violate this policy if the words uttered were such that under the circumstances it could be reasonably assumed that physical contact would be attempted.

Violation of this policy could subject the teacher or staff member to discipline to include termination for cause. The victim may also choose to bring civil or criminal charges against the violator.

This policy must necessarily be somewhat flexible. Sometimes, especially when dealing with younger children or children with a disability, touching is more appropriate. A touch for the purpose of helping (i.e.: cleaning up a small child after a bathroom accident) may be appropriate in limited circumstances although clearly inappropriate in more general circumstances. An accidental touch is never inappropriate, provided it is a true accident. It is impossible to define each and every instance when touching is inappropriate. Teachers and staff members should apply the rules of common sense in the circumstances they find themselves.

Training on Identifying Child Abuse

Carondelet Leadership Academy shall provide training to its staff that includes current and reliable information on identifying signs of sexual abuse in children and potentially abusive relationships between children and adults. The training will emphasize legal reporting requirements and address how to establish an atmosphere where students feel comfortable discussing matters related to abuse.

Conduct on CLA Property

Carondelet Leadership Academy expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event. While not intended to list all the forms of behavior that are considered unacceptable on CLA property, the following are examples of rule infractions or misconduct that may result in disciplinary action, including termination of employment:

- Violation of any state law or town or county ordinance;
- Entering upon any portion of CLA premises at any time for purposes other than those which are lawful and authorized by the local School Board;
- Impede, delay, or otherwise interfere with the orderly conduct of the school's educational program or any other activity occurring on school property;
- Damage, deface, theft or inappropriate removal or possession of property;
- Falsification of timekeeping records;
- Working under the influence of alcohol or illegal drugs;
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace;
- Fighting or threatening violence in the workplace;
- Boisterous or disruptive activity in the workplace;
- Negligence or improper conduct leading to damage of CLA-owned or student-owned property;
- Insubordination or other disrespectful conduct;
- Violation of safety or health rules;
- Smoking in the workplace;

- Sexual or other unlawful or unwelcome harassment;
- Excessive absenteeism or any absence without notice;
- Unauthorized use of telephones, or other CLA-owned equipment;
- Using company equipment for purposes other than business (i.e., playing games on computers or personal Internet usage);
- Unauthorized disclosure of business “secrets” or confidential information;
- Violation of other CLA policies or regulations, or an authorized CLA employee's directive; and
- Unsatisfactory performance or conduct.

"CLA Property" means school buildings, vehicles used for school purposes, and school grounds.

State law prohibits a child sex offender from:

- Being present in any school building, on school grounds, in any school vehicle, or at school related activities, or
- Loitering on a public way within 500 feet of school property, when persons under the age of 1-8 are present, unless the offender is a parent/guardian of a student present in the building, on the grounds, or in the vehicle, or unless the offender has permission to be present from the Executive Director or School Board. If permission is granted, the Executive Director or designee who is a certified employee shall supervise a sex offender whenever the offender is in a child's vicinity.

As circumstances warrant, the school administrators shall take appropriate action in enforcement of this policy. Violations will be handled as follows:

- Anyone observing a student violating this policy shall notify the Building Principal where the student is enrolled and the Principal shall take whatever action is appropriate under the student conduct code.
- The supervisor of any employee violating this policy shall take whatever action is appropriate according to personnel rules.
- Anyone observing a parent/guardian or other person violating this policy shall immediately notify the Principal or designee. The Principal or designee will request that the person act civilly or otherwise refrain from the prohibited conduct. If the person persists with uncivil or prohibited behavior, the Principal shall request that the person immediately leave school property and may contact law enforcement, if appropriate.

Attendance/ Punctuality

Punctuality and regular attendance are important to the smooth operation of Carondelet Leadership Academy. If employees are consistently late or excessively absent, student progress will be affected and an unfair burden is placed on co-workers. Therefore, unless an employee's absence is permitted or excused under CLA's sick or leave policies, he/she is responsible for being at work and arriving on time. If an employee is going to be absent or

late, it is his/her responsibility to call the Principal and his/her Supervisor as soon as possible. If an employee is absent for more than two days, he/she must notify his/her supervisor each day. An employee who is absent for reasons other than those permitted or excused by CLA's holiday, vacation, or leave policies, or who repeatedly fails to provide notice as required, will be subject to appropriate disciplinary action, up to and including discharge.

Employees who are absent because of an illness for three or more consecutive days are required to submit written documentation from their doctor stating that they are able to resume normal work duties before they will be allowed to return to work. A note from the doctor is also required for an absence prior to or after a weekend. In addition, the absence leave form must be completed upon return.

A consistent pattern of questionable absences can be considered excessive, and may be cause for concern. In addition, excessive lateness or leaving early without informing administration will be considered a "lateness pattern" and may carry the same weight as an absence. Other factors, like the degree and reason for the lateness, will be taken into consideration.

Three consecutive days of no call/no show is considered a voluntary termination. Supervisors will make a note of any employee's absence or lateness, and his or her reasons, and have it placed in the employee's personnel file. Employees should be aware that excessive absences, lateness or leaving early may lead to disciplinary action, up to and including termination.

All planned leave should be requested in writing via the Absence Request Form and approved by the employee's supervisor and/or Executive Director.

It is the teacher's responsibility to secure a substitute teacher. An updated list of substitutes will be provided on an ongoing basis.

All employees must call the CLA Absence Line at 314-763-6699 to notify any absence (sick, professional development, jury duty, etc.) Substitute teacher information should be communicated at this time.

Parent/Teacher Conferences

Parent/Teacher Conferences are an *important part of our school program*. Attendance at these conferences is **mandatory** for all instructional staff and faculty. Please consider this requirement when registering for courses to further your education or other extra-curricular activities. Dates for Parent/Teacher Conferences can be found on the posted school calendar.

Standardized Testing (MAP)

All instructional staff should be present during our testing period, usually in April/May. Per our leave policy, certain leave requests may not be approved during this time. Blackout dates will be announced to staff as early as possible for planning purposes.

School Related Activities

CLA hosts several activities throughout the school year. CLA strongly encourages employees to participate in these activities. In your relationships with our school community, a conscientious effort should be made by all employees to make school life a part of community life, and to bring the community closer to the school. Employees are reminded that they may be viewed by the community as representatives of the school. Therefore, employees should be careful that any information they discuss in public is correct and does not violate any confidentiality.

Personal Property

Carondelet Leadership Academy does not assume responsibility for any personal property located on its premises. Employees are to use their own discretion when choosing to bring personal property into CLA, and do so at their own risk. Additionally, employees may not bring or display at CLA any property that may be viewed as inappropriate or offensive to others. No microwave ovens, refrigerators, toasters or other electrical appliances are allowed in classrooms.

Workplace Attire

A neat and professional appearance is expected of all employees of Carondelet Leadership Academy. The following requirements constitute the establishment of an appropriate dress code by faculty and staff.

- Physical Education instructor(s) may wear gym shoes or jogging clothes, but the wearing of these items is not considered appropriate for other teachers.
- Women teachers and other female staff members should wear dress pants, skirts no shorter than two inches above the knee, have their shoulders covered, and wear professional shoes. Excessive make-up or jewelry and low-cut shirts should not be worn.
- No denim, spandex/plastic fabrics are allowed (denim allowed on special occasions as instructed by the Principal).
- No flip-flops are allowed.
- Hats are not allowed in the school building during the day.

Regarding appropriate attire, "when in doubt, choose to wear something else." The Principal shall determine appropriateness of dress beyond the above descriptions and reserves the right to send staff home for inappropriate dress. Any changes must be approved in advance by the management of CLA.

Confidentiality to Access Children's Records

All information contained in student's records, including information contained in an electronic database, is confidential and maintained in accordance with the Family Educational Rights and Privacy Act. These records are the property of Carondelet Leadership Academy, whose responsibility it is to secure the information against loss, defacements, tampering or use by unauthorized persons.

The information about children is confidential and must not be discussed in the outside community. No child's files are to be taken off premises unless granted permission by the Principal. Only teachers and administrative personnel on a need-to-know basis are permitted to review the children's files. When a file is requested from the main office, it must be signed out and returned the same day. Files may not be copied without express authorization from the Principal or their designee. No materials from any student's file may be removed. Files may not leave the building without specific written authorization from the Principal or their designee.

Liability

The effective teacher is concerned for the welfare of students and takes measures to insure their welfare. Nevertheless, it is important to be aware of the possible consequences of negligence. The teacher is legally responsible to act in a reasonable and prudent manner at all times. Specifically the teacher must do the following:

1. Never leave students unsupervised. Leaving a classroom without another responsible adult present is leaving students unsupervised.
2. Require students to conduct themselves in an orderly, safe manner and administer such disciplinary actions as are reasonable and proper in any situation involving student misconduct.
3. Report any unsafe condition in the room or on campus to the Principal so that it may be corrected.
4. Strictly adhere to all stated policies of the district and of CLA.

Failure by teachers to meet their responsibilities may have severe consequences, e.g., revocation of their license, criminal charges, etc. Additionally, teachers may be held legally liable for negligence in the performances of their duties.

5. DISCIPLINARY POLICIES

Problem Resolution

CLA employees that may have a problem with one another should attempt to resolve the problem themselves. If a resolution cannot be agreed upon, both employees should approach their Assistant Principal, Principal, then Executive Director who will work with the employees to determine a resolution. Employees that have a problem with a supervisor should first go to the supervisor and state the problem. If a resolution cannot be agreed upon, the employee should present his or her problem to the Principal. If a resolution cannot be agreed upon, the employee shall present it to the Executive Director.

Discipline

Carondelet Leadership Academy policy is to attempt to deal constructively with employee performance problems and employee errors. The disciplinary process will be determined by CLA in light of the facts and circumstances of each case. Depending upon the facts and circumstances, the discipline applied may include, among other things, oral or written warnings, probation, suspension without pay, or immediate discharge. Each situation will be considered in light of a variety of factors including, but not limited to, the seriousness of the situation, the employee's past conduct and length of service, and the nature of the employee's previous performance or incidents involving the employee. Details of this process are outlined further in the Corrective Action section.

Carondelet Leadership Academy considers some violations to be so egregious that if proven, constitute grounds for immediate dismissal, including, but not limited to: verbal or physical abuse of students, insubordinate behavior, theft, destruction of company property, dishonesty, drug or alcohol abuse, or threats of violence.

Corrective Action

Corrective Action will be taken against an employee in response to a rule infraction or a violation of CLA policies. Corrective action will continue until the violation or infraction is corrected or the employee is terminated.

Corrective Action usually begins with a verbal warning, followed by a written warning that is placed in the employee's personnel folder. If more serious corrective action is required, the employee may be put on probation, or have his or her employment terminated.

Carondelet Leadership Academy considers some violations as grounds for immediate dismissal, including, but not limited to: verbal or physical abuse of students, insubordinate behavior, theft, destruction of company property, dishonesty, drug or alcohol abuse, or threats of violence. Employees charged with some infraction and subject to corrective action may appeal that corrective action. An appeal must be submitted in writing to the Executive Director. The decision of the Executive Director is final.

Remediation

It is the policy of Carondelet Leadership Academy that all employees are expected to comply with its standards of behavior and performance and that any noncompliance with these standards must be remedied and will be subject to discipline. CLA reserves the right to discipline employees on a case by case basis depending on the severity of the offense and the needs of CLA at the time. Discipline may include but is not limited to oral or written reprimands, suspension, demotion, pay reduction, or termination.

Nothing in this policy alters the at-will employment relationship or creates a contractual obligation on the part of the employer.

(1) If an employee is not meeting CLA standards of behavior or performance, the employee's supervisor should take the following action:

1. Meet with the employee to discuss the matter;
2. Inform the employee of the nature of the problem and the action necessary to correct it; and
3. Prepare a memorandum for the supervisor's own records indicating that the meeting has taken place, and then forward a copy of the memorandum to the Business Manager for inclusion in the employee's personnel file.

(2) If there is a second occurrence, the supervisor should hold another meeting with the employee and take the following action:

1. Issue a written reprimand to the employee;
2. Warn the employee that a third incident will result in more severe disciplinary action; and
3. Prepare, ask the employee to sign, then forward to the Business Manager a written report describing the first and second incidents and summarizing the action taken during the meetings with the employee.

(3) If there are additional occurrences, the supervisor should take the following action:

1. Issue a written reprimand or warning;
2. Suspend the employee without pay for up to five working days; or
3. Suspend the employee indefinitely without pay and recommend termination.

Employees are asked to sign all written warnings to indicate they received the warning. Signing in no way implies that the employee agrees with the written statement. If the employee refuses to sign, the Supervisor must get a third party involved to sign the warning, as a witness to the fact that the employee in question received the warning.

When job performance or conduct does not meet CLA standards, CLA will attempt to use progressive disciplinary procedures to identify an employee's deficiencies. There may be circumstances where discipline other than termination is appropriate. However, there may be circumstances where an employee fails to perform to expected performance levels or engages in conduct which is inconsistent with the expectations of CLA, and therefore he or she will be subject to discipline including termination without application of the progressive disciplinary procedures. To that end, these progressive disciplinary procedures are not intended to be used in all cases or as a substitute for the good judgment, common sense, and discretion of the corporation's personnel and management.

6. COMMUNICATION POLICY

Use of Company Property

No company equipment, including computers, laptops, iPad's, photocopiers or printers may be used for personal business. Individual teachers assigned business supplies and equipment are responsible for their proper use, loss or damage.

Computer, E-Mail and Internet Policy

The following policy applies only to those employees with access to Carondelet Leadership Academy computers and the Internet.

Every employee is responsible for using CLA computer systems, including, without limitation, its electronic mail (E-mail) system and the Internet, properly and in accordance with this policy. Any questions about this policy should be addressed to the Business Manager.

The Computer System is Carondelet Leadership Academy Property

The computers employees use at work and the E-mail system are the property of Carondelet Leadership Academy and have been provided for use in conducting CLA business. All communications and information transmitted by, received from, created or stored in its computer system (whether through word processing programs, E-mail, the Internet or otherwise) are CLA records and property of CLA.

The computer system is to be used for Carondelet Leadership Academy purposes only. Employees may, however, use CLA technology resources for the following incidental personal uses so long as such use does not interfere with the employee's duties, is not done for pecuniary gain, does not conflict with CLA business, and does not violate any organizational policy:

- (1) To send and receive necessary and occasional personal communications;
- (2) To prepare and store incidental personal data (such as personal calendars, personal address lists, and similar incidental personal data) in a reasonable manner;
- (3) To use the telephone system for brief and necessary personal calls; and
- (4) To access the Internet for brief personal searches and inquiries during meal times or other breaks, or outside of work hours, provided that employees adhere to all other usage policies.

No Expectation of Privacy

Although Carondelet Leadership Academy does not wish to examine personal information, from time to time CLA may need to access its technology resources. CLA has the right, but not the duty, to monitor any and all of the aspects of its computer systems, including, without limitation, reviewing documents created and stored on its computer system, deleting any

matter stored in its system (including, without limitation, its E-mail and word processing systems), monitoring sites visited by employees on the Internet, monitoring chat and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing E-mail sent and received by users. Further, CLA may exercise its right to monitor its computer systems for any reason and without the permission of any employee. Employee use of CLA computer systems constitutes consent to all the terms and conditions of this policy.

Even if employees use a password to access the computer system (or any aspect thereof), the confidentiality of any message stored in, created, received, or sent from CLA computers is not assured. Use of passwords or other security measures does not in any way diminish CLA's right to monitor and access materials on its system, or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed to CLA as files may need to be accessed by CLA in an employee's absence or for any other reason that CLA in its discretion deems appropriate. Further, employees should be aware that deletion of any E-mail messages or files will not truly eliminate the messages from the system. All E-mail messages and other files may be stored on a central back-up system in the normal course of data management.

Therefore, employees should not have an expectation of privacy in anything they create, store, send or receive on the computer system.

Notwithstanding the foregoing, even though Carondelet Leadership Academy has the right to retrieve, read and delete any information created, sent, received or stored on its computer system, E-mail messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any E-mail messages that are not sent to them or by them. Any exception to this policy must receive the prior approval of a supervisor.

Professional Use of Computer System Required

Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. E-mails, in particular, are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Users should write E-mail communications with no less care, judgment and responsibility than they would use for letters or internal memoranda written on Carondelet Leadership Academy letterhead.

Because E-Mail and computer files may be subject to discovery in litigation, employees are expected to avoid making statements in E-mail or computer files that would not reflect favorably on the employee or CLA if disclosed in litigation or otherwise. Finally, employees may not send unsolicited e-mail to persons with whom they do not have a prior relationship absent the express permission of their supervisor.

Offensive and Inappropriate Material

Carondelet Leadership Academy policies against discrimination and harassment, sexual or otherwise, apply fully to its computer systems, and any violation of that policy is grounds for discipline up to and including termination. Therefore, no E-mail messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law. Further, material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or unlawful, inappropriate, offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or other characteristic protected by law) may not be downloaded from the Internet or displayed or stored in CLA computers. Employees encountering or receiving this kind of material should immediately report the incident to the Business Manager.

Carondelet Leadership Academy may (but is not required) to use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by CLA networks. Notwithstanding the foregoing, CLA is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk. Employees who encounter inappropriate or sexually explicit material while browsing on the Internet should immediately disconnect from the site, regardless of whether the site was subject to CLA blocking software.

Solicitations

Carondelet Leadership Academy's computer systems (including, without limitation, its E-Mail system) may not be used to solicit for political causes, commercial enterprises, outside organizations, or other non-job related solicitations. Approval from a supervisor is required before anyone can post any information on commercial on-line systems or the Internet.

Licenses and Fees

Employees may not agree to a license or download any material over the Internet for which a registration fee is charged without first obtaining the express written permission of a supervisor.

Games and Entertainment Software

Employees may not use Carondelet Leadership Academy Internet connection to download games or other entertainment software, or to play games over the Internet.

Confidential Information

Employees may not transmit information over the Internet or through e-mail that is confidential or proprietary. Employees are referred to Carondelet Leadership Academy's "Confidential Nature of Work" policy, contained herein, for a general description of what CLA deems confidential or proprietary. When in doubt, employees must consult their immediate supervisor and obtain approval before transmitting any information which may be considered confidential or proprietary.

Copyrights and Trademarks

Carondelet Leadership Academy's computer systems may not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from a supervisor. Employees, if uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information and consult a supervisor. Further, any CLA-approved material that is posted or sent via its computer system should contain all proper copyright and trademark notices. Absent prior approval from a supervisor to act as an official representative of CLA, employees posting information must include a disclaimer in that information stating, "Views expressed by the author do not necessarily represent those of Carondelet Leadership Academy."

Maintenance and Security of System

Employees must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing excessive copies of documents, or otherwise creating unnecessary network traffic. Because audio, video and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are business-related. In addition, employees should routinely delete outdated or otherwise unnecessary E-mails and computer files. These deletions will help keep the system running smoothly and effectively, as well as minimize maintenance costs.

To ensure security and to avoid the spread of viruses, employees accessing the Internet through a computer attached to a CLA network must do so through an approved Internet firewall. Accessing the Internet directly by modem is strictly prohibited unless the computer you are using is not connected to a CLA network.

In addition, files obtained from sources outside CLA, including disks brought from home; files downloaded from the Internet, news groups, bulletin boards, or other online services; files attached to e-mail; and files provided by customers or vendors may contain dangerous computer viruses that may damage CLA's computer network. Employees should never download files from the Internet, accept e-mail attachments from outsiders, or use disks from non-CLA sources, without first scanning the material with CLA-approved virus checking

software. If you suspect that a virus has been introduced into CLA's network, notify the Business Manager immediately.

Violations of Policy

Violations of this policy will be taken seriously and may result in disciplinary action, including possible termination, and civil and criminal liability.

Amendment and Modification of Policy

Carondelet Leadership Academy reserves the right to modify this policy at any time, with or without notice. In particular, CLA may require employees to acknowledge and comply with a separate Acceptable Use Policy for Internet and Network Resources.

Acknowledgment

Employees acknowledge this policy by signing the receipt of this handbook.

Employer Information and Property

The protection of Carondelet Leadership Academy business information, property and all other assets are vital to the interests and success of CLA. No CLA related information or property, including without limitation, documents, files, records, computer files, equipment, office supplies or similar materials (except in the ordinary course of performing duties on behalf of CLA) may, therefore, be removed from CLA premises or disclosed to without permission from the Principal.

In addition, when an employee leaves Carondelet Leadership Academy, the employee must return all CLA related information and property that the employee has in his/her possession, including without limitation, documents, roll books, files, records, manuals, information stored on a personal computer or on a computer disc, supplies, and equipment or office supplies. Violation of this policy is a serious offense and will result in appropriate disciplinary or legal action.

Cell Phone Policy

Telephones are provided to enable teachers and other employees to carry out their work assignments in an efficient manner. Personal telephone calls should be kept to a minimum and personal toll calls should not be made at CLA's expense. **Personal cell phones should be not used during class time unless there is an emergency.**

Safety

The management of Carondelet Leadership Academy is committed to providing the resources and manpower necessary to develop, implement, and administer a safety program for the protection of its employees. All management personnel and employees are expected to meet

their responsibilities to make the safety program effective and productive. Periodic reviews of CLA's safety program will be conducted by management to maintain its effectiveness. All accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues must be reported immediately to the Principal and or Executive Director.

If an employee is injured, he/she should contact outside emergency response agencies, if needed. If an injury does not require medical attention, an Employer Report of Injury/Illness Form must still be completed in case medical treatment is later needed and to insure that any existing safety hazards are corrected. The Employee's Claim for Worker's Compensation Benefits Form must be completed in all cases in which an injury requiring medical attention has occurred.

Employees who do not comply with safety rules may be subject to disciplinary action and may be considered undesirable for continued employment with Carondelet Leadership Academy.

Crisis Plan

Each room has a Crisis Plan which should be positioned by the door. A class roster should be attached to the plan. Departmental, Special Area and Special Education teachers need to have lists of every student they see attached to their Crisis Plan.

No Solicitation/Distribution Policy

Non-employee visitors have a limited right of access to Carondelet Leadership Academy facilities and should only be on CLA property for purposes directly related to their children's education. Visitors who are not visiting for the purpose of directly dealing with their child should report to the Principal or Business Office and will only be allowed visitation for purposes of proper sales or maintenance and repair.

Exceptions to this policy can be obtained only through administrative approval to non-employee representatives of a limited number of charitable non-profit organizations. Employees may not engage in solicitation or in the distribution of literature during working time in working areas. Working time means the period scheduled for the performance of job duties, not including meal times, break times, or other periods when employees are properly not engaged in performing work-related duties. Employees on their meal times break times, or other non-working times may not solicit or distribute literature to other employees during the working time of such employees.

Bulletin boards on employer property are to be used for official purposes only to notify employees about information approved in advance by management. Only those management employees designated by Carondelet Leadership Academy, may post material on, or remove material from, official bulletin boards.

Fee and Cash Collection

All school events, for which money is collected, must be approved by the Principal or Executive Director and communicated to the Business Manager. CLA Leadership will supervise the collection of all fees and will be responsible for managing the receipts. Teachers and Office Staff may collect fees for field trips/fundraising/school events with receipts/receipt log for ALL cash transactions. Teachers and Office Staff will turn in cash along with receipt logs once daily to the main office. Students may not handle cash. Cash and/or checks should not be stored or locked in staff offices or desks overnight. Teachers and staff are not permitted to conduct personal sales or fundraising (such as Avon, bath/beauty products, etc.).

Electronic Communication

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the school or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication.

Carondelet Leadership Academy's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may only communicate with students electronically for educational purposes between the hours of 6:00 a.m. and 10:00 p.m. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose as defined in this policy.

1. When communicating electronically with students for educational purposes, staff members must use CLA provided devices, accounts and forms of communication (such as computers, phones, telephone numbers, e-mail addresses and district-sponsored webpages or social networking sites), when available. If devices, accounts and forms of communication provided by CLA are unavailable, staff members communicating electronically with students must do so in accordance with number two below. Staff members may communicate with students using district-provided forms of communication without first obtaining supervisor approval. These communications may be monitored. With district permission, staff members may establish websites or other accounts on behalf of the school that enable communications between staff members and students or parents/guardians. Any such website or account is considered school-sponsored and must be professional and conform to all district policies, regulations and procedures.
2. A staff member's supervisor may authorize a staff member to communicate with students using the staff member's personal telephone numbers, addresses, web

pages or accounts (including, but not limited to, accounts used for texting) to organize or facilitate a school- sponsored class or activity if the communication is determined necessary or beneficial, if a school-sponsored form of communication is not available, and if the communication is related to CLA's activity. CLA will provide notification to the parent/guardians of students participating in classes or activities for which personal electronic communications have been approved. Staff members may be required to send the communications simultaneously to the supervisor if directed to do so. Staff members are required to provide their supervisors with all education-related communications with school students upon request.

3. Staff use of any electronic communication is subject to CLA policies, regulations and procedures including, but not limited to, policies, regulations, procedures and legal requirements governing the confidentiality and release of information about identifiable students. Employees who obtain pictures or other information about identifiable students through their connections with CLA are prohibited from posting such pictures or information on personal websites or personal social networking websites without permission from a supervisor.
4. CLA discourages staff members from communicating with students electronically for reasons other than educational purposes. When an electronic communication is not for reasons other than educational purposes, the section of this policy titled "Exceptions to This Policy" applies, and if concerns are raised, the staff member must be prepared to demonstrate that the communications are appropriate.

The administrative team relies heavily on communication via email and the Daily Bulletin. It is imperative that all employees check their CLA email addresses at least twice a day and read the Daily Bulletin. You are responsible for being aware of this communication to insure all employees are aware of current events.

Consequences

Staff members who violate this policy will be disciplined, up to and including termination of employment. Depending on the circumstances, CLA may report staff members to law enforcement and/or the local governmental Child Protective agency apparatus.

Reporting

Any person, including a student, who has concerns about or is uncomfortable with a relationship or activities between a staff member and a student should bring this concern immediately to the attention of the Principal, or Executive Director.

Any staff member who possesses knowledge or evidence of possible violations of this policy must immediately make a report to CLA. The anonymity of any employee or whistleblower who reports a CLA employee in violation of the social Media Policy shall be protected. All staff members who know or have reasonable cause to suspect child abuse shall immediately report the suspected abuse in accordance with CLA policy. Staff members must also

immediately report a violation or perceived violation of CLA's discrimination and harassment policy to CLA's nondiscrimination Principal or Executive Director. Staff members may be disciplined for failing to make such reports.

Carondelet Leadership Academy will not discipline, terminate or otherwise discriminate or retaliate against a staff member for reporting in good faith any action that may be a violation of this policy.

7. PAYROLL

Payroll

Both exempt (salaried) and nonexempt (hourly) employees will have federal, state and local taxes withheld from their wages. Employees of Carondelet Leadership Academy are paid on the 15th and the last day of each month. Salaried employees are paid to date. Hourly staff, extra duty pay and stipend salaries will reflect the payroll calendar.

Pay Periods

Employees are paid on the 15th and the last day of each month via direct deposit. When the 15th or the last day of the month falls on a holiday or weekend, employees will be paid on the Friday before the weekend or holiday. Please refer to the payroll calendar for pay dates.

Hours of Work

Classes for students attending campuses managed by CLA will begin 8:00 a.m. and end at 3:30 p.m. Kindergarten classes and students with special needs may be dismissed earlier than the regular dismissal time at the direction of the Principal. Faculty hours are from 7:40 a.m. to 4:00p.m. Other staff will have varying work times, as directed by their supervisor.

At no time shall students be left unattended in the school building, regardless of time of day or night. Any teacher or authorized employee that gives a student permission to arrive at school early or stay late must provide a note for the student to present to administration. The teacher or authorized employee is also responsible for supervising that child at all times before or after school hours.

Degree Earned Salary Adjustments

Any full-time teacher or Team Leader, who earns an initial Master's Degree while employed at CLA is eligible for an annual \$2,000.00 salary adjustment. Adjustments are made twice each year in January and August. Employees are required to submit original transcripts of their earned degree to the Executive Director for approval on or before January 15th (salary adjustment effective the following August) or August 15th (salary adjustment effective the following January.) Salary adjustments are not guaranteed and are subject to the Executive Director and/or School Board's approval.

8. LEAVE POLICIES

All planned leave should be requested in writing via the Absence Request Form and approved by the employee's supervisor and/or Executive Director.

It is the teacher's responsibility to secure a substitute teacher. An updated list of substitutes will be provided on an ongoing basis.

All employees must call the CLA Absence Line at 314-763-6699 to notify any absence (sick, professional development, jury duty, etc.) Substitute teacher information should be communicated at this time.

Sick Leave

CLA recognizes that employees will need days off from work from time to time to address their medical needs.

School Year Paid Sick Leave will be as follows:

Administration (7/1 – 6/30)	6 days
Full Time Staff (7/1 – 6/30)	6 days
Faculty	6 days

Sick Leave may be used in accordance with the following provisions:

Sick Leave may be used for an employee's personal illness, well-care and medical and dental appointments. Sick leave may also be used for illness and well-care of a member of an employee's immediate family (including the employee's spouse, children, mother and father.)

Sick Leave can be taken in ½ day (4 hours) or full day (8 hours) increments.

If Sick Leave is exhausted, personal or vacation leave will be used in its place.

If an employee carries a negative sick balance, it will be paid back to the school on the final paycheck of the school year.

Planned sick leave (for example-doctor's appts) should be requested in writing via the Absence Request Form and be approved by the Principal or Executive Director.

Unplanned sick leave (illness) should be reported via the CLA Absence Line at 314-763-6699. An Absence Request Form should be completed upon return to work.

After 3 consecutive days of absence due to illness, a doctor's note will be required to return to work. Failure to secure to note to return to work will result in loss of pay for days absent. An Absence Request Form should be completed upon return to work.

Any unused sick time is not paid out and will carry over to the next contract year if contract is renewed.

Personal Leave

School Year Personal Leave will be as follows:

Administration (7/1 – 6/30)	3 days
Full Time Staff (7/1 – 6/30)	
Years 1 – 2	2 days
Years 3 +	3 days
Faculty (7/1 – 6/30)	
Years 1 – 2	2 days
Year 3 +	3 days

Personal Leave should be requested in writing via the Absence Request Form and be approved by the Principal or Executive Director at least 48 hours in advance unless there is an emergency. Emergency situations should be brought to the Principal or Executive Director’s attention as soon as possible for approval.

Personal Leave may not be taken during blocked calendar dates as communicated by the Executive Director. (example – MAP testing – parent teacher conferences)

Any unused Personal Leave will be converted into Sick Days upon contract renewal.

Vacation Leave

School Year Vacation Leave will be as follows:

Administration (7/1 – 6/30)	20 days
Full Time Staff (7/1 – 6/30)	
Year 1	0 days
Year 2	5 days
Year 3	10 days
Year 4+	15 days
Faculty (7/1 – 6/30)	0 days

Vacation Leave should be requested in writing via the Absence Request Form and be approved by the Principal or Executive Director at least 48 hours in advance unless there is an emergency. Emergency situations should be brought to the Principal or Executive Director’s attention as soon as possible for approval.

Vacation Leave may not be taken during blocked calendar dates as communicated by the Executive Director. (example – MAP testing – parent teacher conferences)

For Administration and Staff (contracts 7/1 – 6/30), vacation can accrue up to 1.5 years total days per contract year.

Vacation Leave may fall into a negative balance of no more than 40 hours for full-time employees. In the case of a negative balance, any leave taken beyond the 40 hours will be unpaid leave until the leave balance has been brought out of the negative at contract renewal.

If employment is terminated, unused vacation leave that have been earned through the last day of active employment will be paid at the employee's base rate of pay at termination. If employment is terminated and the vacation balance is negative, the employee agrees to reimburse CLA for the cost of the vacation advance.

Military Leave Policy

Leave for Annual Training

Regular employees who are members of the U.S. Army, Navy, Air Force, Marines or Coast Guard Reserves or the National Guard may be granted unpaid leaves of absence for the purpose of participating in Reserve or National Guard training programs.

Employees shall be granted the minimum amount of leave needed to meet the minimum training requirements of their units. No employee will be required to use accrued leave or sick time for military duty, but employees who do elect to schedule their leave time to coincide with military duty will receive their full regular leave pay in addition to any pay from the military.

Please submit copies of your military orders to the Principal in advance.

Leave for Active Reserve or National Guard Duty

Regular employees who are members of the U.S. Army, Navy, Air Force, Marines or Coast Guard Reserves or the National Guard may be granted unpaid leaves of absence for the purpose of participating in active duty tours.

Employees will be granted leave as required to complete the tour of duty, for up to five (5) years of cumulative uniformed service-related absences. There are some exceptions that may apply that are exempt from counting towards this five year accumulation.

Employees with leaves of less than 31 days must report back to work by the beginning of the first regularly scheduled work period after the end of the last calendar day of duty, plus the time required to return home safely and have an eight hour rest period.

Employees with leaves between 31 and 180 days must apply for re-employment no later than fourteen (14) days after completion of uniformed service. Employees with leaves longer than 180 days must apply for re-employment no later than ninety (90) days after completion of uniformed service.

Please submit copies of your military orders to the Principal in advance.

Time spent in the Reserves or the National Guard will be credited to all employees toward meeting length of service requirements for eligibility for leave entitlement.

Carondelet Leadership Academy abides by the Uniformed Services Employment and Reemployment Rights Act (USERRA) and all applicable state and federal laws.

Short-Term Disability

Please contact the Business Manager for more information.

Long-Term Disability

Please contact the Business Manager for more information.

FMLA (Family and Medical Leave Act)

Please contact the Business Manager for more information.

Jury Duty

Employees summoned for jury duty or officially summoned by a state court or federal court as a witness will be allowed the necessary time off from work to perform this civic responsibility with pay, for a maximum of up to 3 months. Employees should notify Supervisor upon receipt of summons and complete Absence Request Form and follow call in procedure for absence. Upon return to work, employees must submit documentation to the Business Manager to verify completion of service. Failure to provide such documentation may result in non-payment of salary for days of service.

Bereavement Leave

CLA will offer Bereavement Leave to provide paid time off to FT employees for absence related to the death of immediate family member.

Bereavement Leave is requested by notifying supervisor and by providing a written request via the Absence Request Form.

Bereavement Leave will normally be granted unless there are unusual business needs or staffing requirements. An employee may, with the approval of their supervisor or Executive Director, use any available personal time for additional time off as necessary.

Paid Bereavement Leave will be granted as follows:

*Employees are allowed up to three (3) consecutive days off in the event of the death of the employee's spouse, child, father, father-in-law, mother, mother-in-law, son-in-law, daughter-in-law, brother, sister, stepfather, stepmother, stepbrother, stepsister, stepson or stepdaughter. To be eligible, the employee generally must attend the funeral of the deceased relative.

*Employees are allowed one (1) day off in the event of the death of the employee's brother-in-law, sister-in-law, aunt, uncle, grandparent, grandchild or spouse's grandparent. To be eligible, the employee generally must attend the funeral of the deceased relative.

Emergency Closing and Severe Weather

In the event of an Emergency Closing or Closure due to Severe Weather, all staff and faculty will be notified by phone via the SchoolReach System and by email notification.

Maintenance Staff will be contacted by Maintenance Manager for instruction.

Employees will be paid their regular pay rate if Administration makes the decision to close the school due to an unforeseen emergency.

First and Final Day of School Policy

Employees are required to be at work the first and last instructional days of the school year and the final professional development day of the school year unless a doctor's note or prior approval has been obtained from the Principal or Executive Director. Due to weather cancelations or other reasons, the school year may be extended. Please consider this when planning vacations. Any employee absent without obtaining approval or providing such documentation will not be paid for the day.

Holiday Policy

Employees are required to be at work the last work day before and first work day after a holiday unless a doctor's note or prior approval has been obtained from the Principal or Executive Director. Any employee absent without obtaining approval or providing such documentation will not be paid for the holiday.

Spring/ Winter Break Policy

Employees are required to be a work the last work day before the break and the first work day after the break unless a doctor's note or prior approval has been obtained from the Principal or Executive Director. Any employee absent without obtaining approval or providing such documentation will not be paid for that day or the break.

9. EMPLOYEE BENEFITS

Employees will be offered benefits according to eligibility terms and guidelines set forth in the separate employee benefit plan designs. Employees must work 30 or more hours per week to be eligible for benefits. Qualified employees are eligible for enrollment the 1st of the month following date of hire. Please see the Business Manager for eligibility guidelines and details. CLA reserves the right to change the plan designs and benefit eligibility at the time.

ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK

I hereby certify that I have read and fully understand the contents of this Employee Handbook. I also acknowledge that I have been given the opportunity to discuss any information contained in this Manual with a Carondelet Leadership Academy official. I understand that policies and procedures described in this Manual represent guidelines only; and that Carondelet Leadership Academy reserves the right to change, withdraw, apply or amend any policies or benefits whether or not described in this Manual at any time. I agree to abide by the policies set and forth in this Handbook, and understand that compliance with Carondelet Leadership Academy rules, procedures and regulations is necessary for continued employment.

I understand that this Manual is not a contract of employment, expressed or implied, between me and Carondelet Leadership Academy, and that I should not view it as such, or as a guarantee of employment for any specific duration. I further understand that no manager or representative of Carondelet Leadership Academy, other than the Principal or the Executive Director, has the authority to enter into any agreement guaranteeing employment for a specific term. I also understand that any such agreement, if made, shall not be enforceable unless it is a formal written agreement signed by both me and the Principal or the Executive Director.

I acknowledge that no representative of Carondelet Leadership Academy has the authority to make any verbal promises, commitments or statements of any kind regarding Carondelet Leadership Academy policies, procedures or any other issues that are legally binding.

Signature

Date

Please print your full name

Witness:

Signature

Date

Print name of Management

Witness

Please sign and date one copy of this acknowledgement and return it to the Business Department. Retain a second copy for your reference.