

2022-23 Employee Handbook



The Leadership School

STUDENT LEADERSHIP AT THE CENTER OF LEARNING



Welcome

The Leadership School (TLS) faculty and staff welcomes you and is proud to have you as a member of our team. Whether you are a new employee, or have been with us for some time, you are our most important and valued assets. We hope you feel comfortable with your work environment and with the people around you.

The Leadership School is a model center of quality in education. As an employee of the TLS, you will be expected to exemplify excellence and quality of service and care. By following the employee policy and procedures outlined in this handbook you will be well on your way to meeting the goal of excellence and quality. This handbook is just a broad tool for conduct. You will be oriented on more specific policy and procedures through our on-going professional development to help guide decision-making and best practices. Be sure to always keep the Code of Conduct at the forefront of all decision-making concerning children.

Please set aside some time to become familiar with this Handbook. It will be very helpful in answering many questions that arise. We recognize, however, that no Handbook can answer every question. If you do not find an answer to your particular question in this Handbook, or if you would like a particular policy or procedure clarified, please feel free to ask the Executive Director. We will be glad to help you answer every question.

Good Luck and best wishes for a long and satisfying career with our team. Share your passion for children daily and your rewards will be many!

Sincerely,
Dr. Kimberly Townsend

About This Handbook

This staff handbook is intended to help each staff member understand policies and procedures at The Leadership School (TLS). As an employee of TLS, you are expected to read this handbook thoroughly and to know and adhere to the outlined policies throughout your tenure with TLS.

Our goal is for this handbook to serve as a useful reference throughout your tenure at TLS. While we do our best to cover all of the bases, this handbook cannot anticipate every situation or answer every question about employment. Where appropriate and necessary, the Executive Director or designee will explain additional procedures and policies.

TLS reserves the right to change, deviate from, eliminate, or revise the handbook, except for the at-will provisions, at any time, without notice, whenever TLS determines that such action is warranted. This handbook supersedes and replaces all previous staff policies, practices and procedures.

If you have any questions about any policies or procedures, whether or not they are referred to in this handbook, please contact your Executive Director..

DISCLAIMERS

PLEASE NOTE THAT NOTHING IN THIS HANDBOOK CREATES A CONTRACT FOR EMPLOYMENT OR ALTERS THE EMPLOYEE'S AT-WILL EMPLOYMENT RELATIONSHIP.

THIS HANDBOOK CANNOT ADDRESS EVERY SITUATION THAT COULD ARISE IN THE WORKPLACE. TLS HAS FLEXIBILITY IN ADDRESSING UNIQUE SITUATIONS.

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ABOUT THE LEADERSHIP SCHOOL

VISION

The Leadership School exists to grow our students' leadership capacity through earnest engagement in an academically rigorous, culturally relevant, and relationship-oriented environment. This mission was derived from insights gathered through significant engagement with families in Normandy and surrounding municipalities. Through one-on-one interviews and small-group conversations with parents, as well as extensive research, our model aims to develop students who know themselves deeply and are poised to work with others to make a positive impact in the world. We envision a reality where our students lead transformational change for their communities and our world. They will be thoughtful citizens who understand the responsibility of leaders to shape and create equitable spaces.

The Leadership School launched August 2022 with 90 student leaders in kindergarten, first and second grade. We have a goal to grow to serve approximately 540 elementary and middle school students, within the boundaries of the Normandy Schools Collaborative. Our school couples a sense of belonging with a rigorous academic experience to lay the foundation for authentic student leadership.

As a result of their experiences at The Leadership School, our students will leave us prepared to leverage relationships by showing empathy and collaborating creatively with others. They will excel academically in high school, college and beyond by mastering rigorous content and navigating their own learning experiences. Most importantly, our students will demonstrate leadership, knowing themselves and helping others.

DIVERSITY, EQUITY, AND INCLUSION

TLS is committed to becoming an anti-racist and anti-sexist organization by confronting inequities, barriers, and oppressive policies and systems.

VALUES

1. **Sense of belonging.** We value the opinions and insights of young children. As a result, our students will learn and grow in a relationship-oriented community that both reflects and honors their ideas, experiences, and contributions.
2. **Rigorous academic experiences.** At The Leadership School, we believe that a focus on “deeper learning” is the best route for all students to reach the highest levels of academic success and be able to design and live a successful life.
3. **Authentic leadership.** Our emphasis on leadership stems from our belief that we can trust students to drive their own learning and to make the best decisions about how they engage in the school community, accomplish goals, take responsibility for their own success and impact their community.

GENERAL EMPLOYMENT

AT-WILL EMPLOYMENT

All employment at TLS is "at-will." This means that employment is for no definite period and both you and TLS have the right to terminate employment at any time, with or without advance notice and with or without cause. TLS also has the right to demote or discipline an employee, or alter the terms of employment, at any time, with or without cause and with or without advance notice, at TLS' sole discretion. No one other than the Executive Director of TLS has the authority to alter this at-will policy, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy. To be effective, any such agreement must be in writing, must be signed by the Executive Director of TLS and by the affected employee, and must express a clear and unambiguous intent to alter the at-will nature of the employment relationship.

EQUAL EMPLOYMENT OPPORTUNITY

It is TLS' policy to provide equal employment opportunities for all applicants and employees. TLS does not unlawfully discriminate on the basis of race, color, sex (including pregnancy, childbirth, or related medical conditions), religion, marital status, age, national origin, disability, veteran status, sexual orientation, or on any other basis made unlawful by federal, state or local laws.

TLS also makes reasonable accommodations required by law, including accommodations for disabled employees and accommodations for women with pregnancy-related disabilities who request an accommodation for pregnancy, childbirth, or related medical conditions.

TLS also prohibits the harassment of any individual on any of the bases listed above.

This policy governs all aspects of employment, including hiring, job assignment, compensation, promotion, discipline, termination, and access to employee benefits and training. It is the responsibility of every manager and employee to follow this policy.

If you have any questions or concerns about any type of discrimination in the workplace you are encouraged to bring these issues to the attention of your Executive Director. TLS will not tolerate retaliation against any employee for making a good faith complaint regarding discrimination, harassment or retaliation, or cooperating in an investigation of such complaints.

IMMIGRATION REFORM AND CONTROL ACT

The Immigration Reform and Control Act of 1986 (IRCA) prohibits TLS from employing any person not legally authorized to work in the United States. In accordance with the requirement of IRCA, all persons commencing or resuming work after November 6, 1986, must submit documentation to TLS evidencing their right to work in the United

States. Anyone submitting false documentation shall be immediately terminated. In fulfilling its obligations under IRCA, TLS reaffirms its commitment to comply with both state and federal non-discrimination laws. TLS does not discriminate on the basis of citizenship. Any questions concerning IRCA and the required documentation should be directed to the Executive Director.

ANTI-DISCRIMINATION AND HARASSMENT

TLS will not tolerate discrimination or harassment based on race, color, sex (including pregnancy, childbirth, or related medical conditions), religion, marital status, age, national origin, disability, veteran status, sexual orientation, or any other basis protected by federal, state, or local law. Harassment is prohibited whether it is by managers, managers, co-workers, board members, officers, employees, vendors, or other third parties with whom TLS has a business, service, or professional relationship.

Prohibited conduct can take many forms and may include, but is not limited to, the following: offensive slurs, jokes, statements, and/or gestures, assault, impeding or blocking another's movement or otherwise physically interfering with normal work, offensive drawings, cartoons, and other statements, actions, writings, or pictures based on an employee's race, color, sex, religion, marital status, age, national origin, disability, veteran status, sexual orientation, or any other basis protected by federal, state or local laws.

Sexual harassment is also prohibited and is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or other conduct of a sexual nature, which may include but is not limited to, unwelcome lingering or intimate touches, sexual jokes, sexual advances or propositions, sexually suggestive objects or pictures displayed in areas of common view, and sexually suggestive emails or text messages.

Any incidents of prohibited conduct, including work-related harassing conduct by any TLS personnel or any other person, must be reported to your Executive Director or designee. If your Executive Director or designee or the Human Resources representative is the individual engaging in the conduct, then you are not required to report to that person, but may instead report the conduct to another member of management. Managers who receive complaints or who observe prohibited conduct must immediately inform the Director of Human Resources, so that an investigation may be initiated.

Every complaint reported under this policy will be investigated thoroughly and promptly. TLS will attempt to keep complaints made under this policy and any resulting investigation confidential to the extent feasible. However, in the course of an investigation and/or in resolving the matter, some dissemination of information to others may be necessary, appropriate, and/or required by law.

TLS will not tolerate retaliation against any employee for making a good faith complaint under this policy or for cooperating in an investigation. Employees should report any such retaliation immediately to Human Resources.

If a violation of this policy is established, TLS will take appropriate corrective action. Corrective action may include, for example, training, referral to EAP counseling services, or disciplinary action ranging from a written warning to termination of employment, depending on the circumstances.

DISCRIMINATION COMPLAINT PROCEDURE

While TLS encourages you to communicate directly with the alleged harasser, and make it clear that the harasser's behavior is unacceptable, offensive or inappropriate, it is not required that you do so. It is essential, however, to notify management immediately even if you are not sure the offending behavior is considered harassment. Any incidents of harassment must be immediately reported to the Executive Director. Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. However, confidentiality cannot be guaranteed. Any employee found to have harassed a fellow employee or subordinate would be subject to severe disciplinary action up to and including termination. TLS will also take any additional action necessary to appropriately remedy the situation. Retaliation of any sort will not be permitted. No adverse employment action will be taken for any employee making a good faith report of alleged harassment.

TLS accepts no liability for harassment of one employee by another employee. The individual who makes unwelcome advances, threatens or in any way harasses another employee is personally liable for such actions and their consequences. TLS may or may not provide legal, financial or any other assistance to an individual accused of harassment if a legal complaint is filed.

CATEGORIES OF EMPLOYMENT

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, TLS classifies its employees as shown below. TLS may review or change employee classifications at any time.

Exempt. Exempt employees are paid on a salaried basis and are not eligible to receive overtime pay.

Nonexempt. Nonexempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.

Regular, Full-Time. Employees who are not in a temporary status and work a minimum of 30 hours weekly and maintain continuous employment status. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.

Regular, Part-Time. Employees who are not in a temporary status and who are regularly scheduled to work fewer than 30 hours weekly and who maintain continuous employment status. Part-time employees may be eligible for some of the

benefits offered and are subject to the terms, conditions, and limitations of each benefits program.

Temporary, Full-Time. Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work TLS's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

Temporary, Part-Time. Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work fewer than 30 hours weekly for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

Twelve Month Employees: Employees scheduled to work year-round and follow a 12 month work calendar.

School year or 10 Month Employees: Employees scheduled to work during the school year and follow the annual school year calendar.

PERSONAL DATA

It is important that your personal data such as your address, telephone number, number of dependents, beneficiaries, and tax withholding information be accurate and up-to-date. It is your responsibility to report any changes to TLS through the Employee Self-Service portal in the payroll system.

VACANT POSITIONS

Vacancies for all full-time permanent positions within TLS will normally be announced and posted; however, TLS reserves the right not to post positions based on its discretion. TLS employees will have the opportunity to apply for these positions, and will be considered along with other applicants. The Executive Director or designee has the authority to select candidates deemed to be the best talent and fit for each position.

EMPLOYMENT OF RELATIVES

Members of the immediate family of a TLS employee shall not be permanently employed or contracted by TLS for positions supervised/overseen by that employee. For this purpose, immediate family includes spouse, parents, brothers, sisters, children, grandchildren and grandparents.

OPEN DOOR POLICY

We are committed to providing a safe and welcoming work environment. Because of that, we treat team members as individuals and lean on teamwork to meet our goals. As an inclusive workplace, we use communication to discuss and resolve problems respectfully. In that process, we consider individual circumstances and team

members. With direct communication, we aim to resolve any difficulties and build a positive working environment.

We are always interested in constructive ideas and suggestions. Please submit suggestions in writing to your manager. We encourage you to bring questions and concerns to our attention. We will carefully consider them in our continuing effort to improve. If you have a concern, talk to your manager about the situation. Your manager should be able to resolve most concerns. In the event that the concern goes unresolved, we encourage speaking with the Executive Director or designee. Your questions and concerns are important. Please give TLS the opportunity to support you in resolving the concern.

STAFF AND STUDENT RELATIONSHIPS

Professional and personal boundaries must also be maintained in order to preserve the professional atmosphere that is necessary to achieve TLS' mission. Maintaining this atmosphere requires the protection of students from harm and staff from allegations of misconduct by requiring them to maintain professional boundaries with students. TLS does not intend to interfere with or impede appropriate interactions between staff members and students.

The relationship between the employee and the student should be one of cooperation, understanding, and mutual respect. All employees have a responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his/her capacity, through consistently and fairly applied discipline and the maintenance of appropriate 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 in TLS.

Although this policy applies to the relationships between staff members and students, staff members who inappropriately interact with any child may be reported to the Missouri Division of Children's Services, disciplined and/or terminated when TLS determines such action is necessary to protect students.

Absolute Prohibitions (no exceptions apply)

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

1. Touching, caressing, fondling or kissing students in a sexual or sexually intimate manner.
2. Dating a student or discussing or planning a future romantic or sexual relationship with a student. TLS 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 TLS.
3. Making sexual advances toward a student or engaging in a sexual relationship with a student.

4. Engaging in any conduct that constitutes illegal harassment or discrimination.
5. Engaging in any conduct that violates constitutes criminal behavior.
6. Engaging in any conduct that constitutes abuse or neglect pursuant to R.S.Mo. 210.115

Failure to Maintain Boundaries

Unless an educational purpose exists or an exception as defined in this policy applies, examples of situations where professional boundaries (physical and emotional) 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 managers the appropriate manner of meeting with students.
2. Meeting students in nonwork 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 communication.
5. Communicating with students before 6a and after 8p, without written permission of the Executive Director or designee and student guardian.
6. Discussing the staff member's personal problems with or in the presence of students.
7. Sponsoring parties for students outside of school unless as part of an extracurricular activity that is appropriately supervised by additional staff members.
8. Inviting students to the staff member's home.
9. Being present when students are fully or partially nude.
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 manager's written approval, parental consent, and another staff member or the student's parent/guardian being present in the vehicle.
12. Allowing any student to engage in behavior that would not be tolerated if done by other similarly situated students. Staff will not engage in behavior that may be viewed as favoritism.
13. Giving gifts to individual students without manager and parent approval. *This does not include incentives available to all students.*
14. Frequently pulling a student from another class or activity to be with the staff member.

Electronic Communication between Staff and student

Staff members are encouraged to use electronic as well as other modes of communication to interact effectively with students and parents for educational

purposes. In all cases, staff members must maintain professional boundaries with students, regardless of whether the communication resources are provided by TLS or the staff member uses his/her own personal electronic communication devices, accounts, web pages or other forms of electronic communication. Staff members are expected to maintain a professional level of communications with students and to discourage and document (with a manager) inappropriate communications from students.

TLS' policies, procedures, and expectations regarding in-person communications at school and during the school-day also apply to electronic communications, regardless of when those communications occur.

Staff members are required to abide by the following practices when communicating electronically with students:

1. TLS devices, accounts and forms of communication (such as computers, phones, telephone numbers, e-mail addresses and TLS-sponsored web pages or social networking sites) should be used when available. Staff members may communicate with students using TLS-provided forms of communication without first obtaining manager approval. With TLS permission, staff members may establish websites or other accounts on behalf of TLS that enable communications between staff members and students or parents. Any such website or account is considered TLS-sponsored and must conform to TLS policies and procedures. TLS forms of communication may be monitored.
2. Staff members may use their personal devices to communicate with students if TLS resources for communication are unavailable or using them is not feasible. In such instances, managers may require staff members to send communications with students simultaneously to the manager. Staff members are required to provide their managers with communications with TLS students upon request. When organizing or facilitating a TLS-sponsored activity, a staff member is encouraged to consult with his/her manager regarding the use of the staff member's personal electronic devices and to inform parents regarding the authorization and use of personal electronic communications. It is highly recommended that parents be included on these communications.
3. Staff use of any electronic communication is also subject to TLS policies, procedures, and legal requirements governing the confidentiality and release of information about identifiable students. Staff members who obtain pictures or other information about identifiable students through their connections with TLS are prohibited from posting such pictures or information on personal websites or personal social networking websites without permission from a manager.
4. TLS discourages staff members from communicating with students electronically for reasons other than educational purposes. When an

electronic communication is not for educational purposes, the staff member must be prepared to demonstrate that the communications are appropriate. This policy does not limit staff members from communication with their children, stepchildren or other persons living within the staff member's home who happen to be students of TLS.

Exceptions

An emergency situation or an educational purpose might justify deviation from some 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.

The 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, TLS encourages staff members to consult with their managers prior to engaging in behaviors or activities that might violate professional boundaries as defined in this policy.

Reporting Violations and Consequences of Violations

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 staff member's manager or the manager. Staff members who possess knowledge or evidence of possible violations of this policy must immediately make a report to TLS' administration. Staff members who have reasonable cause to suspect that a child has been or may be subjected to abuse or neglect must immediately make a report to the Children's Division as provided by law. Staff members must also immediately report a violation or perceived violation of TLS' discrimination and harassment policy to TLS' nondiscrimination compliance officer.

Violation of this policy will result in disciplinary action commensurate with the seriousness of the offense. If illegal discrimination or harassment is suspected, the appropriate procedures will be followed. TLS will not discipline, terminate or otherwise discriminate or retaliate against a staff member for reporting in good faith any action of another adult that may be a violation of this policy.

Training

TLS will provide training to 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 cover how to establish an atmosphere where students feel comfortable discussing matters related to abuse.

Definitions

Educational Purpose – A reason associated with the staff member's duties in TLS including, but not limited to: counseling, the treatment of a student's physical injury or illness, or coordination of an extracurricular activity, depending on the staff member's job description.

Staff Member – For the purposes of this policy, a staff member is any individual employed by TLS, including part-timers, substitute employees, coaches, consultants, contractors, etc.

Student – Individuals currently enrolled at a TLS location.

PAY AND ATTENDANCE

HOURS OF OPERATION

The Leadership School Administration Office Hours are 8am-5pm Monday through Friday. School hours and school staff member work hours, unless otherwise instructed by their Executive Director or designee, are 7:00am-6:00pm Monday through Friday. Staff member schedules will be staggered to cover these hours based on an 8.5 hour work day.

WORK HOURS AND OVERTIME PAY

Employees classified as non-exempt are eligible for overtime pay according to applicable State and Federal guidelines. Non-exempt employees may NOT work overtime without the express, prior written approval of their direct manager. Unauthorized overtime is against TLS policy and may result in disciplinary action, up to and including termination. Only those hours that are actually worked are added together to determine an employee's overtime pay. These hours are to be recorded through the timekeeping portal in the Employee Portal/Payroll system. It is the employee's responsibility to review and approve their reported time on a bi-weekly basis and to ensure that all hours recorded are accurate and complete.

Employees in exempt positions are not eligible for overtime pay. TLS provides employees with breaks according to applicable laws.

PUNCTUALITY AND ATTENDANCE

School-based staff members are expected to arrive promptly each day. Late staff arrivals disturb school routines and negatively impact the school day. If you intend to arrive to work after the start of the scheduled workday, you should inform your Executive Director or designee prior to your regular start time unless an emergency prevents you from doing so. If you must be absent for any reason during work hours, you should inform your Executive Director or designee no later than 6:00 a.m.

Please remember, attendance and punctuality are important factors for your success and our students' success.

Reporting Absences

If you are physically unable to contact TLS, you should direct another person to make the contact on your behalf. Leaving a message with a fellow employee or with the answering service is not considered proper notification. There may be instances that occur moments before your scheduled work day and may require you to contact your TLS without the 1-hour advance notice. We understand unfortunate situations happen abruptly and the leadership team will review those situations on a case-by-case basis.

If you become ill at work, notify (in person or via call or text) your manager immediately. If you are unable to perform your job, you will be either sent to a doctor

or your home. You will be paid only for time actually worked and may receive paid sick time if eligible.

Tardiness

You shall be at your workstation/post, prepared to begin work at the start of your scheduled work time or resumption of your work duties. If you are not, you will be considered tardy. Excessive tardiness constitutes unacceptable work performance. This includes, but is not limited to, tardiness to class or to picking up your class, being unprepared for the start of class, arriving late to meetings of any kind, or arriving at school late.

Time off requests

All absence requests are to be submitted through the appropriate timekeeping system and made at least 2 weeks prior to the absence date, to allow for proper preparation and coverage. Requests made with less than 2 weeks' notice may not be considered and may be subject to denial. These requests include vacations and time off for other reasons. Sick or personal time must be used prior to approving unpaid time off. Also, please note that sick and personal time will not be paid out upon separation of employment with TLS.

There are some instances where sick and personal time off will not be paid if time off is not approved in advance. TLS may designate certain blackout dates where PTO requests will not be allowed for such times as MAP testing, Professional Development and Parent-Teacher conferences.

Consequences. Repeated absences, excessive absences (excused or unexcused) or a pattern of absences are unacceptable job performance. If you are absent for two (2) consecutive days and have not notified your immediate manager of your whereabouts and reason for absence, TLS may assume that you have abandoned your position and you may be treated as having voluntarily terminated your employment with TLS.

Please keep in mind that tardiness and excessive absences are considered unprofessional behavior that can result in disciplinary action, up to and including, termination.

DIRECT DEPOSIT

All employees hired or rehired must have a direct deposit account to receive their paychecks. All paychecks will be directly deposited into each employee bank account, unless other short-term arrangements have been made and approved through HR. Pay stub information is available to employees through the Employee Self-Service portal.

PAY PERIODS

Pay is provided bi-weekly and one week in arrears. Benefits will be deducted twice per month. If a month has three pay dates, benefits are deducted from the first two pay dates of that month only.

If the pay date falls on a weekend or holiday, employees will be paid on the prior business day.

TIME AND ATTENDANCE

Time and attendance must be recorded through the Employee Portal/Payroll system. Each employee is responsible for clocking in on a daily basis. Non-exempt or hourly employees must also clock out at the end of the work day, as well as out and in for any duty-free breaks. Employees must review and approve their time by the Monday directly prior to a scheduled pay date.

WAGE GARNISHMENT

TLS complies with any and all court orders and any other applicable laws or orders with regards to wage garnishments and/or wage attachments. On receipt of a court order, the payroll department will notify the employee and begin withholding the specified portion of the employee's wages, and provide the employee a copy of the order.

ERRORS IN PAY

Every effort is made to avoid errors in your paycheck. If you believe an error has been made for any reason, please contact the payroll department. Errors will be corrected on the next regularly scheduled payroll period. If an error in pay is made which pays an employee more than he or she is entitled to, the employee will be required to repay all of the overpayment amount.

STIPENDS

A stipend is a predetermined amount of compensation paid to an exempt level employee for a specific purpose and for a specified period of time. This policy allows for additional compensation for work performed by exempt employees, in addition to their normal responsibilities.

Most positions at TLS require employees to go above and beyond to meet the needs of students and their assigned roles. Most work performed by exempt employees is not eligible for a stipend.

A list of standard roles and payment amounts are reviewed annually and approved by the Executive Director. An approved stipend agreement must be signed by both the employee prior to work being performed. Unless a stipend request has been approved, any work performed by an exempt employee is considered to fall within his or her job description and is not eligible for additional payment.

In the event that an employee fails to return and therefore not fulfill the obligations of the stipend agreement, no payment will be rendered. Prorated payments may be considered in the event that a portion of the contract has been fulfilled.

BENEFITS

TLS reserves the right to eliminate or modify its benefits policies at any time to the full extent legally permissible. If you have any questions regarding these policies and/or eligibility, please contact the Director of Operations.

HEALTH CARE BENEFITS

TLS offers medical, dental and vision (collectively, "health care") insurance plan benefits to employees who are regularly scheduled to work 30 or more hours per week and who otherwise meet the requirements of the health care plans offered by TLS. TLS also offers health care benefits to eligible employees' dependents, subject to the terms, conditions, and limitations of each plan. Part-time employees are regularly scheduled to work less than 30 hours a week and all temporary employees are not eligible to enroll themselves or any dependents in any of TLS' health care plans.

TLS reserves the right to eliminate or modify its health care plans, including employee costs, at any time to the full extent legally permissible.

FLEXIBLE SPENDING ACCOUNT

TLS offers all full-time employees the option to participate in a medical and or dependent care flexible spending account. The employee may elect to have funds withheld pre-tax from their paychecks bi-weekly to be used/reimbursed for qualifying medical and dependent care expenses.

LIFE INSURANCE

TLS provides all full-time employees with a \$50,000 life insurance policy. An employee may elect to purchase additional life insurance within the guidelines of the carrier.

RETIREMENT PLAN

TLS employees are eligible and required to participate in the Public School Retirement System (PSRS) if such employees meet the participation requirements of PSRS (hours worked per week on a regular basis, age 18 or older, etc.). The employee contribution calculation and rate are set annually by PSRS. TLS, as employer, also contributes on your behalf. Retirement eligibility, benefit formula and other aspects of the plan are governed by Missouri state statutes and administered by PSRS. For more information, visit the PSRS website at www.psrp-peers.org

CONTINUATION OF BENEFITS (COBRA)

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and State law ordinarily give staff and their qualified beneficiaries the opportunity to continue medical insurance coverage under TLS' health plans when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are termination of employment, a reduction in an employee's hours, an employee's divorce or legal separation, and a dependent child no longer meeting eligibility requirements.

HOLIDAYS

Full-time employees (10 and 12-month alike) are paid for the following holidays:

New Year's Day	Thanksgiving Wednesday
Martin Luther King's Birthday	Thanksgiving Day
President's Day	Thanksgiving Friday
Memorial Day	December 24th
Juneteenth	December 25th
Independence Day	New Year's Eve
Labor Day	Plus additional days at Winter Break

Full-time staff will receive time off with pay at their normal base rate for the holidays, provided the employee works the days immediately preceding and following such holidays. Non-exempt full-time employees who are required to work on a holiday will be paid time worked as well as the holiday pay.

If an employee misses their scheduled work day preceding or following a holiday, a paid off day must be used, for the employee to receive holiday pay. Holiday pay is not counted as hours worked for purposes of calculating overtime.

Religious Observances

Employees who need time off to observe religious practices or holidays not already scheduled by TLS should speak with their manager. Generally, employees may be allowed to use PTO for religious observances. TLS will seek to reasonably accommodate individuals' religious observances. See *Religious Leave policy*.

PAID TIME OFF

TLS recognizes that employees need and deserve days off from work from time to time to address their personal needs or the needs of a family member.

For this purpose, sick and personal time off is assigned at the beginning of the school year or upon hire. If employment begins after the start of the school year, sick and personal time will be prorated based on the actual start date.

Sick Time

Employees will be awarded 1 sick day per month that they are scheduled to work. Sick time will be awarded on a prorated basis for new hires.

Employees may be asked to submit documentation when taking a sick day. Sick leave absences of three or more days automatically require a doctor's note. Failure to provide such documentation of illness may result in sick leave not being paid and/or in disciplinary action up to and including termination.

Unused sick days carry over to the following school year and can be accrued up to a maximum of 60 days. Sick time off may be used in increments of 2-hours.

Personal Days

Upon hire, 12-month employees are granted ten (10) personal days. Each fiscal year, the number of personal days will increase by one day each year, not to exceed fifteen (15) personal days. On an annual basis, five (5) personal days must be taken consecutively.

Employees working less than 12-months will receive 3 personal days, annually. Unused personal days will be forfeited at the end of the year for less than 12-month employees.

Personal days are issued at the start of the school year. Employees are encouraged to use all personal days by June 30th. Twelve-month employees may carry over five (5) days of unused personal time into the upcoming school year. All remaining unused personal days will be forfeited.

Requesting Time-Off

All requests for time off must be requested by the employee through the Employee Portal/Payroll system and approved by the employee's direct manager. Requests made less than 2 weeks in advance, may be denied. All requests for time off are subject to the needs and scheduling of the employee's school and or department. Timely submitted requests are approved on a "first come, first served basis."

In emergency situations, be sure to notify your manager no later than 1 hour before your designated start time the day of the absence. Employees taking planned time off are expected to fulfill their professional responsibilities by ensuring that lesson plans, copies, and all other resources necessary to effectively cover their absence are prepared and provided to their manager.

Employees may be subject to docked pay when taking time off that had been previously denied and therefore unapproved.

LEAVES OF ABSENCE

In addition to providing the leaves of absence described in this handbook, TLS provides other leaves of absence required by law. TLS reserves the right to eliminate or modify its leave of absence policies at any time to the full extent legally permissible. If you have any questions regarding these policies and/or eligibility, please contact the Human Resources department.

MATERNITY/PRIMARY CAREGIVER LEAVE

Pregnant women and those who serve as the primary caregiver for a new baby are eligible for Maternity Leave. In the case of adoption, Maternity Leave may be granted to the primary caregiver for any child under the age of two (2) years who joins the family. Men and women are both eligible for this leave.

Notice

Employees are asked to give as much advance notice as possible of a pending need for Maternity Leave. Doctor's certification is required if requesting leave prior to the delivery. In the case of adoption, formal adoption documentation is required. Maternity leave will begin at the birth, adoption date or medically required early leave as documented by the physician. Maternity leave can be used to cover medical appointments where all sick leave and personal leave have been exhausted.

Duration

This leave will not exceed that which is medically necessary, up to 12 weeks.

Pay During Leave

Maternity leave is unpaid to the extent the employee has accumulated sick and personal leave available to use.

Health Benefits

Covered employees may remain on the TLS' medical plans during any paid portion of Maternity Leave, under the same terms and conditions that were in effect prior to going on leave. After that time, employees will become responsible for the full costs of these benefits under COBRA, or similar state statutes if the employee wishes to continue coverage. When the employee returns from leave, benefits will be reinstated according to all applicable plans. Employees are responsible for payment of the employee- paid portion of spouse/dependent insurance premiums during Maternity Leave. These amounts may be billed to the employee while on leave or withheld from the employee's paychecks.

You may be required to reimburse TLS for health insurance premiums paid on your behalf during your Maternity leave if you do not return to work for a reason other than the continuation, recurrence, or onset of a serious health condition that would entitle you to family and medical leave.

A new baby is covered automatically under the employee's medical plan **(if enrolled)** for the remainder of the plan month in which the baby is born. If the employee

intends to add the baby to the employee's medical plan, **the new enrollment application must be completed within 30 days or wait until the next open enrollment period.** New enrollment applications may be partially completed (excluding name and date of birth) prior to maternity leave and left with the Human Resources Manager to submit to the carrier immediately following birth.

Reinstatement

If an employee and his/her manager have agreed upon a definite date of return, the employee will be reinstated on that date if the employee notifies TLS on or before that date that they are able to return. If the length of the leave has not been established, or if it differs from the employee's original agreement, employees are asked to give two (2) weeks of notice of their intent to return to work.

Return to work requires medical release documentation. TLS will reinstate an employee to the job held before the leave or transfer began, unless one of the following conditions exists:

1. The employee would not otherwise have been employed in the same job at the time reinstatement is requested for legitimate business reasons; or
2. The job could not be kept open or filled by a temporary employee without substantially undermining the ability of TLS to operate safely and efficiently.

If TLS cannot reinstate an employee to their job, it will offer the employee a comparable position consistent with the law provided that a comparable position exists and is available.

PARENTAL LEAVE

TLS aims to provide a supportive working environment for parents and families. Please notify the Executive Director as soon as you become aware of your need for Parental Leave .

During Parental Leave, your job-protected leave and health benefit coverage will continue during the approved leave period at the same level and conditions as were in place prior to leave. The amount of leave benefits and pay is the same as for Maternity Leave, and must be taken consecutively within 3 months of the birth or adoption. Leave will begin upon the birth or adoption unless otherwise approved by the employee's manager and the School Operations Manager. Any approved alternate schedule will be for the mutual benefit of the employee and the school, and must be completed within 3 months of the birth or adoption. If the eligibility date for Parental Leave occurs during a school break, the leave will begin at that time and cannot be adjusted.

If TLS paid Parental leave occurs during a break or holiday, they will run concurrently.

BEREAVEMENT LEAVE

Full-time and 30+ hour part-time employees may take up to three (3) consecutive days of paid bereavement leave for the death of an immediate family member. For purposes of this policy, the following people qualify as an "immediate family

member”: employee’s child (biological, adopted, foster, step, or legal ward), employee’s grandchild, employee’s parent (biological, adopted, foster, step, or in-law), employee’s sibling and employee’s spouse.

Full-time and part-time 30+ hour employees may take one (1) day paid bereavement leave for the death of a non-immediate family member. For purposes of this policy, the following people qualify as a “non-immediate family member”: aunts, uncles, grandparents, and spouse’s siblings, and sibling’s spouses.

JURY DUTY LEAVE

Full-time and 30+ hour part-time employees will be paid for Jury Duty for up to 5 days. Any time beyond five (5) days necessary to complete jury duty will be without pay.

You should inform your manager and Payroll of your need for jury duty leave as soon as you receive the summons or subpoena to appear. To request time off, please submit a copy of the court summons.

Upon return from Jury Duty, the employee must provide payroll with a copy of their jury duty form showing dates served and payment received.

WITNESS DUTY

TLS will provide employees with time off to appear in court or other judicial proceedings as a witness to comply with a valid subpoena or other court order. Leave under this section will be unpaid unless Personal Leave is requested and approved.

You should inform the Executive Director or designee of your need for witness duty leave as soon as you receive the subpoena or court order. To request time off, please submit a leave request through the PTO Request System. A copy of the subpoena or court order may be requested.

MILITARY LEAVE

The Leadership School is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the company’s policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person’s membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or this policy. If any employee believes that he or she has been subjected to discrimination in violation of this policy, the employee should immediately contact the Employee Benefits Representative responsible for the employee’s division, or the Representative’s manager if the Representative is unavailable or unable to be of assistance.

Eligibility

Employees taking part in a variety of military duties are eligible for benefits under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists, National Guard members for training, periods of active military service, and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. Subject to certain exceptions under the applicable laws, these benefits are generally limited to five years of leave of absence.

Procedures for Military Leave

1. Unless military necessity prevents it, or is otherwise impossible or unreasonable, an employee should provide The Leadership School with notice of the need for leave as far in advance as is reasonable under the circumstances. Written notice is preferred, but not required under the law or this policy.
2. To request a military leave of absence for any length of time, the employee should generally obtain a Request for Leave of Absence Form from management.
3. Management will review and sign the Request for Leave of Absence Form and process accordingly.
4. Employees on temporary or extended military leave may, at their option, use any or all accrued paid time off during their absence.
5. When the employee intends to return to work, he or she must make an application for reemployment to management within the application period set forth below.
6. If the employee does not return to work appropriate action may be taken.

Benefits

If an employee is absent from work due to military service, PTO will not accrue.

Reemployment

Upon an employee's prompt application for reemployment (as defined below), an employee will be reinstated to employment in the following manner depending upon the employee's period of military service:

1. *Less than 91 days of military service* - (i) in a position that the employee would have attained if employment had not been interrupted by military service; or (ii) if found not qualified for such position after reasonable efforts by the Company, in the position in which the employee had been employed prior to military service.
2. *More than 90 days and less than 5 years of military service* - (i) in a position that the employee would have attained if employment had not been interrupted by military service or a position of like seniority, status and pay, the duties of which the employee is qualified to perform; or (ii) if proved not qualified after reasonable efforts by the Company, in the position the employee left, or a position of like seniority, status and pay, the duties of which the employee is qualified to perform.

3. *Employee with a service-connected disability* - if after reasonable accommodation efforts by the employer, an employee with a service-connected disability is not qualified for employment in the position he or she would have attained or in the position that he or she left, the employee will be employed in (i) any other position of similar seniority, status and pay for which the employee is qualified or could become qualified with reasonable efforts by the Company; or (ii) if no such position exists, in the nearest approximation consistent with the circumstances of the employee's situation.

Application for Reemployment

An employee who has engaged in military service must, in order to be entitled to the reemployment rights set forth above, submit an application for reemployment according to the following schedule:

- *If service is less than 31 days (or for the purpose of taking an examination to determine fitness for service)* - the employee must report for reemployment at the beginning of the first full regularly scheduled working period on the first calendar day following completion of service and the expiration of eight hours after a time for safe transportation back to the employee's residence.
- *If service is for 31 days or more but less than 181 days* - the employee must submit an application for reemployment with Human Resources no later than 14 days following the completion of service.
- *If service is over 180 days* - the employee must submit an application for reemployment with Human Resources no later than 90 days following the completion of service.
- *If the employee is hospitalized or convalescing from a service-connected injury* - the employee must submit an application for reemployment with Human Resources no later than two years following completion of service.

Exceptions to Reemployment

In addition to the employee's failure to apply for reemployment in a timely manner, an employee is not entitled to reinstatement as described above if any of the following conditions exist:

1. Company circumstances have so changed as to make reemployment impossible or unreasonable
2. Reemployment would pose an undue hardship upon The Leadership School.
3. The employee's employment prior to the military service was merely for a brief, non-recurrent period and there was no reasonable expectation that the employment would have continued indefinitely or for a significant period.
4. The employee did not receive an honorable discharge from military service.

General Benefits Upon Reemployment

Employees reemployed following military leave will receive seniority and other benefits determined by seniority that the employee had at the beginning of the military leave, plus any additional seniority and benefits the employee would have attained, with reasonable certainty, had the individual remained continuously

employed. Additionally, upon reemployment, a covered employee will not be discharged except for cause for up to one year following reemployment.

Documentation

Management will, upon the employee's reapplication for employment, request that the employee provide the company with military discharge documentation to establish the timeliness of the application for reemployment, the duration of the military service, and the honorable discharge from the military service.

EXPECTATIONS AND CONDUCT

The development of a strong, competent staff and the maintenance of high morale among the staff are major objectives for TLS.

PERFORMANCE EVALUATION

All staff members are required to work toward the fulfillment of their role and responsibilities as outlined in their job description and to meet the standards outlined in the mid-year and year-end evaluations. Overall reviews and evaluations will take place in a variety of forms and will be based on observations by administrators, people managers, or their designee. This may include scheduled classroom observations for instructional staff members, professional development activities and periodic one-on-one meetings. Staff members may receive both oral and written feedback as to observed strengths and areas for improvement. It is expected that staff members will make every effort to address the recommendations given in these observations and evaluations.

Evaluations will be conducted by the Executive Director or their designee. Every effort will be made to provide both a mid-year and year-end written evaluation. Employee's performance will be assessed according to school standards. Employees should read written observations and evaluations carefully and respond to them within the timeline provided.

STANDARDS OF CONDUCT

Employees are expected to conduct themselves in a professional and responsible manner and to serve as role models for our students. In this regard, there are certain standards of conduct that all employees must know and follow while employed for TLS, whether on and off TLS premises. These rules are designed for the protection of our employees, for the benefit of our students, to ensure families and members of the public have confidence in the services we provide, and for the good of TLS as a whole.

It is not possible to list all the forms of behavior that are considered unacceptable during your employment, but the following are examples of conduct that may result in disciplinary action, including but not limited to suspension or termination of employment:

- Being absent from work without approval or valid excuse
- Being late for work without approval or valid excuse
- Excessive absenteeism or any absence without appropriate notice
- Unauthorized or unnecessary absence from the workplace during the workday
- Abusing leave (leaves of absence or paid time off)
- Insubordination
- Inappropriate and unprofessional attire during the school day or at TLS events
- Dishonesty
- Falsifying timekeeping or other TLS records
- Providing intentionally false or misleading information

- Misusing of positional power for personal gain or benefit or engaging in a conflict of interest
- Misuse of or unauthorized use of telephones, technology or other TLS property
- Engaging in negligent or improper conduct leading to damage of TLS property
- Theft or unauthorized removal or possession of property belonging to TLS or another
- Unauthorized use or disclosure of confidential business information
- Failing to properly supervise students
- Failing to report unsafe conditions, including failing to abide by mandated reporter obligations
- Failing to cooperate in or interfering with a TLS investigation
- Use of abusive language, including profanity, slurs, and insults
- Exhibiting rude or unprofessional behavior toward a member of the TLS community, including students, parents, volunteers, and staff members
- Reporting to work or working under the influence of alcohol or illegal drugs (or abusing prescription medication)
- Smoking in prohibited areas
- Improper restraint of, and use of excessive force, with students
- Engaging in physical altercations at work, including pushing, hitting, punching, kicking, or otherwise fighting with members of the TLS community
- Threatening or engaging in violence in the workplace
- Engaging in sexual or other harassing behaviors
- Discriminating against or retaliating against members of the TLS community
- Possessing dangerous or unauthorized materials, such as explosives or firearms in the workplace or while on duty for TLS
- Being convicted of a felony or misdemeanor charge that would adversely affect employment at TLS
- Engaging in other violations of law that would adversely affect employment at TLS
- Engaging in inappropriate activities involving children
- Violating personnel policies

Should an employee's performance or conduct not meet our standards, TLS will take the necessary steps deemed to be appropriate. Employees shall be subject to disciplinary action, up to and including discharge without advance notice. Both TLS and the employee have the right to end the employment relationship at any time.

CONFIDENTIALITY

During employment, employees may have access to and/or become aware of information of a confidential, proprietary, or private nature ("Confidential Information").

For purposes of this policy, "Confidential Information" includes but is not limited to: information and data relating to The Leadership School (TLS) students; non-public information data relating to donors, donor prospects, and donations; non-public TLS budget or financial information; and payroll and personnel information relating to current or former employees.

At all times during and after employment with TLS, employees are required to hold all Confidential Information in trust and keep Confidential Information confidential. During employment with TLS, employees may use Confidential Information or disclose Confidential Information to a third party only:

- (1) as permitted with the prior written consent of TLS; or
- (2) as may otherwise be required by law. Employees should act responsibly with respect to materials containing Confidential Information, and, if disposing of materials containing Confidential Information, must do so properly and completely.

Employees who are in doubt about whether information should be disclosed or used should discuss the situation with their manager or the Executive Director before disclosing or using the information.

STAFF AND STUDENT COMMUNICATION

TLS recognizes the importance of employees, students and parents engaging, learning, collaborating, and sharing in digital environments. It is acknowledged that school employees may engage in the use of social media during their personal time.

Social Media and Electronic Communications Involving Students

Employees are to maintain professional relationships with students at all times. All electronic communications, including those using social media, texting, e-mail, etc., with students who are currently enrolled in TLS must be school-related and within the scope of the employee's professional responsibilities. Employees should utilize school-controlled social media sites for instructional or other school-related purposes. The use of electronic media for communicating with students and parents is an extension of the employee's workplace responsibilities and employees are expected to use professional judgment.

Employees should not have direct communications with an individual student utilizing electronic communications unless expressly approved by the school administrator. Group messages for a school-related communication are acceptable provided they are professional; an example of an appropriate use would be a coach informing athletes of a change in practice time.

Employees should not knowingly communicate with students through a personal social network page. An internet posting on a personal social media website intended for a particular student will be considered a form of direct communication with that student in violation of this policy. However, an employee may communicate with a student using personal social media networks to the extent the employee and student have a family relationship or other type of appropriate relationship which originated outside of the school setting. For example, an employee may have a relationship with a niece or nephew, child of an adult friend, student who is a friend of the employee's child, or a participant in the same civic, social, recreational, sport or religious organization.

As stated in *Acceptable Use Policy*, when an employee engages in electronic communications with a student, the employee does not have an expectation of privacy regarding such communications.

Posting to Social Media Sites

Employees shall observe the following principles when communicating through social media:

- Employees should take reasonable precautions, such as using available security settings, to restrict students from viewing their personal information on social media websites and to prevent students from accessing materials that are not age-appropriate.
- Shall not post confidential information about students, employees or TLS business
- Shall not accept current students as “friends” or “followers” or otherwise connect with students on social media sites, unless the employee and student have a family relationship or other type of appropriate relationship which originated outside of the school setting.
- Shall not knowingly allow students access to their personal social media sites that discuss or portray activities in an employee’s private life that would be inappropriate to discuss with a student at school.
- Shall be professional in all internet postings related to or referencing TLS, students and other employees.
- Shall not post identifiable images of a student or student’s family without permission from the student and the student’s parent or legal guardian
- Shall not use social media or electronic communications to harass, bully or intimidate students or other employees.

Consequences

Violations of this policy may result in disciplinary action, up to and including termination of employment.

TEACHER CERTIFICATION

Instructional and administrative candidates must have appropriate certification as required by the DESE for their teaching or administrative assignments. Failure to acquire, and at all times maintain, appropriate certification may result in a reduction of pay or termination of employment.

VISITORS

All visitors must report to the office before visiting any classrooms or office and must show identification and sign-in. Any suspicious visitors should be reported to the Department Leader, Executive Director or designee, or Assistant Executive Director or designee immediately.

TRANSPORTING STUDENTS

TLS employees should not transport students in their personal vehicles. In cases where this is required, prior approval shall be obtained.

The safe operation of motor vehicles is very important at TLS. The following shall apply to all persons operating school vehicles or operating their own vehicles to transport students for any reason or for school business:

1. All employees need prior written approval to transport students from their manager.
2. Employees must have a valid driver's license at all times when operating a school vehicle, or their own personal vehicle when used for student transportation or school business.
3. For employees who drive their personal vehicles for student transportation, TLS requires that the employee carry insurance.

In the event of an accident, the employee's insurance coverage acts as the primary insurance coverage for damages. Evidence of this insurance as well as a copy of the employee's or volunteer's current motor vehicle report (MVR) must be kept on file and updated upon insurance and license renewals. TLS School is not liable for collision damage on an employee's or volunteer's vehicle.

1. Employees who have been given approval to transport students are required to report any subsequent violations for review.
2. Seatbelts are an essential element of our driver safety policy/procedures. All employees must wear seatbelts while transporting students and must make sure that students are wearing seatbelts or are restrained in a proper car seat if required.
3. When transporting a student in a personal vehicle,
 - A second TLS employee should be present.
 - The student must sit by himself or herself in the back seat of the vehicle.
 - A school admin or operations team member must obtain written parental permission prior to transporting students. If written permission cannot be obtained but verbal permission to transport is given, parent's approval should be witnessed by a second TLS employee and the employee should confirm the permission by sending an email or text to the parent before transporting the student.
 - Before leaving a student at his/her home, the employee should ensure the student enters the building. If the student cannot enter the home or otherwise feels unsafe, the employee should return the student to school and contact the parent to pick them up or contact the appropriate authorities.

*For the purpose of this policy, major citations include, but are not limited to:

- Driving Under the Influence of Drugs or Alcohol
- Failure to Stop for an Accident
- Homicide, manslaughter or assault arising out of the operation of a motor vehicle
- Driving with a Revoked or Suspended License
- Possession of an Opened Container of Alcohol in a Vehicle
- Speed Contest
- Drag or Highway Racing
- Attempting to Elude a Police Officer
- Hit and Run
- Reckless Driving

DRESS

TLS strives to maintain an environment that functions well and is free from unnecessary distractions and annoyances. As part of that effort, we require staff to maintain a neat and clean appearance that is appropriate for the workplace and for the work being performed. To that end, the Executive Director or designee may determine and enforce guidelines for workplace-appropriate attire and grooming for specific areas; guidelines may limit natural or artificial scents that could be distracting or annoying to others.

Procedures

All staff members are expected to present a professional image to students, parents, visitors, co-workers and the public. Acceptable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with TLS.

Area-specific workplace attire and grooming guidelines will be communicated to staff members during new-hire orientation and evaluation periods. Any questions about the guidelines for attire should be discussed with the immediate manager.

Any staff member who does not meet the attire or grooming standards will be subject to corrective action and may be asked to leave the premises to change clothing. Hourly paid staff members will not be compensated for any work time missed because of failure to comply with designated workplace attire and grooming standards.

All staff members must carry or wear a TLS identification badge at all times while at work.

Specific requirements

Certain staff members may be required to meet special dress, grooming and hygiene standards, such as wearing uniforms or protective clothing, depending on the nature of their job.

At the discretion of the Executive Director or designee, in special circumstances, such as during unusually hot or cold weather or during special occasions, staff members

may be permitted to dress in a more casual fashion than is normally required. On these occasions, staff members are still expected to present a neat appearance and are not permitted to wear ripped, frayed or disheveled clothing or athletic wear. Likewise, tight, revealing or otherwise workplace-inappropriate dress is not permitted.

Use the following guidelines to define appropriate attire:

Appropriate	Inappropriate
Dresses and Bottoms	
<ul style="list-style-type: none"> ● Dresses and skirts no higher than 1" above the knee ● Jeans, Khakis or corduroys (must be clean and free of rips, tears and fraying; may not be excessively tight or revealing) ● Capris 	<ul style="list-style-type: none"> ● Sweatpants, leggings, exercise wear ● Shorts, skorts, low-rise or hip-hugger pants or jeans
Blouses and Shirts	
<ul style="list-style-type: none"> ● Polo collar knit or golf shirts ● Oxford shirts ● Company logo wear ● Short-sleeved blouses or shirts ● Turtlenecks ● Blazers or sport coats ● Jackets or sweaters 	<ul style="list-style-type: none"> ● Shirts with writing (other than company logo) ● T-shirts or sweatshirts ● Beachwear ● Sleeveless blouses or shirts ● Exercise wear ● Crop tops, clothing showing midriffs, spaghetti straps ● Any apparel exposing busts
Shoes	
<ul style="list-style-type: none"> ● Boating or deck shoes, moccasins ● Casual, low-heel, open-back shoes (e.g., mules, sling backs) 	<ul style="list-style-type: none"> ● Sandals, thongs, flip-flops, open-toe shoes ● Athletic shoes, tennis shoes, Croc-like sandals

Reasonable accommodation of religious beliefs

TLS recognizes the importance of individually held religious beliefs to persons within its team. TLS will reasonably accommodate a staff member's religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship.

Accommodation of religious beliefs in terms of attire may be difficult in light of safety issues for staff members. Those requesting a workplace attire accommodation based on religious beliefs should be referred to the Executive Director or designee.

Addressing workplace attire and hygiene problems

Violations of the policy can range from inappropriate clothing items to offensive perfumes and body odor. If a staff member comes to work in inappropriate dress, they will be required to go home, change into conforming attire or properly groom, and return to work.

If a staff member's poor hygiene or use of too much perfume/cologne is an issue, the manager should discuss the problem with the staff member in private and should point out the specific areas to be corrected. If the problem persists, managers should follow the normal corrective action process.

MAILBOX

Staff should check and remove all materials from their box daily, as timely information will be placed in them. Staff mailboxes are off-limits to students. Additionally, to preserve confidentiality, staff should refrain from accessing the mailboxes of others.

EMAIL CORRESPONDENCE

Important information is often conveyed via e-mail and, as a result, it is important that employees not only read each email carefully but also respond within 24 hours, when possible. All employees are responsible for checking their email at least twice per day, including at least once before 8 a.m.

Instructional staff should not compose or check emails while supervising students.

CONFLICT OF INTEREST

TLS expects all staff to conduct themselves in a manner that reflects the highest standards of ethical conduct, and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests.

Exactly what constitutes a conflict of interest or an unethical business practice is both a moral and a legal question. TLS recognizes and respects each employee's right to engage in activities outside of employment, which are private in nature and do not in any way conflict with or reflect poorly on TLS.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises where there is a potential conflict of interest, the employee should discuss this with a manager for advice and guidance on how to proceed. The list below suggests some types of activity that indicate improper behavior, unacceptable personal integrity, or unacceptable ethics:

- Borrowing money from managers, direct reports, parents or students.
- Participating in civic or professional organization activities in a manner that divulges confidential information.
- Misusing privileged information or revealing confidential information publicly.
- Using one's position in the TLS or knowledge of its affairs for personal gains.

OUTSIDE EMPLOYMENT

TLS recognizes that some staff may need or want to hold additional jobs outside their position with TLS. Staff are permitted to engage in outside work or hold other jobs, subject to certain restrictions based on reasonable concerns.

TLS applies this policy consistently and without discrimination to all employees, and in compliance with all applicable employment and labor laws and regulations. The following rules for outside employment apply to all staff notifying their managers or managers of their intent to engage in outside employment:

- Work-related activities and conduct away from TLS must not compete with, conflict with or compromise TLS's interests or adversely affect job performance and the ability to fulfill all responsibilities to TLS. In addition, employees may not solicit or conduct any outside business during work time for TLS.
- TLS staff must carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If outside work activity causes or contributes to job-related problems at TLS, the staff member will be asked to discontinue the outside employment, and the employee may be subject to the normal disciplinary procedures for dealing with the resulting job-related problem(s).
- Employees may not use TLS paid sick leave to perform work for another employer.
- If an employee's outside employment presents a conflict of interest with TLS, as defined in the Conflict of Interest Policy, or if such outside employment has any potential for negative impact on TLS, the employee will be asked to terminate the outside employment.
- Fraudulent use of company sick leave or an employee's refusal to comply with TLS's reasonable request to terminate outside employment may result in immediate termination of employment with TLS.

WORKPLACE SAFETY

COMMUNICABLE DISEASE

An employee may be excluded from work if the employee (1) has, or has been exposed to, an acute (short duration) or chronic (long duration) contagious or infectious disease, and (2) is likely to transmit the contagious or infectious disease, unless TLS or its designee has determined, based upon medical evidence, that the employee:

1. No longer has the disease.
2. Is not in the contagious or infectious state of an acute disease.
3. Has a chronic infectious disease that poses little risk of transmission in the school/office environment with reasonable precautions.

TLS administration may require an employee suspected of having a contagious or infectious disease to be examined by a physician and may exclude the employee from work, in accordance with the procedures authorized by this policy, so long as TLS reasonably believes that there is a substantial risk of transmission of the disease in the school/office environment.

Employees with acute or chronic contagious or infectious diseases have a right to privacy and confidentiality. Only staff members who have a medical reason to know the identity and condition of such employees will be informed. Willful or negligent disclosure of confidential information about an employee's medical condition by staff members will be cause for disciplinary action.

WEAPONS IN THE WORKPLACE

TLS does not tolerate any type of workplace violence committed by or against staff (or students). Staff are prohibited from making threats or engaging in violent activities.

This list of behaviors provides examples of conduct that is prohibited:

- Causing physical injury to another person.
- Making threatening remarks.
- Displaying aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.
- Intentionally damaging TLS property or property of another employee or student.
- Possessing a weapon while on TLS property or while conducting TLS business.
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

Reporting Procedures

Any potentially dangerous situations must be immediately reported to a manager or the Executive Director. Reports can be made anonymously, and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled

appropriately, and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled, and the results of investigations will be discussed with them. TLS will actively intervene at any indication of a possibly hostile or violent situation.

Risk Reduction Measures

Hiring. The HR department takes reasonable measures to conduct background investigations to review candidates' backgrounds and to reduce the risk of hiring individuals with a history of violent behavior.

Safety. TLS conducts annual inspections of the premises to evaluate and determine any vulnerabilities to workplace violence or hazards. Any necessary corrective action will be taken to reduce all risks.

Individual situations. Although TLS does not expect employees to be skilled at identifying potentially dangerous persons, staff is expected to exercise good judgment and to inform the Executive Director or manager if any employee exhibits behavior that could be a sign of a potentially dangerous situation. Such behavior includes:

- Discussing weapons or bringing them to the workplace.
- Displaying overt signs of extreme stress, resentment, hostility or anger.
- Making threatening remarks.
- Showing sudden or significant deterioration of performance.
- Displaying irrational or inappropriate behavior.

Dangerous/Emergency Situations

Staff who confront or encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Employees should remain calm, make constant eye contact and talk to the individual. If a manager can be safely notified of the need for assistance without endangering the safety of the employee or others, such notice should be given. Otherwise, staff should cooperate and follow the instructions given.

Enforcement

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Nonemployees engaged in violent acts on TLS premises will be reported to the proper authorities and fully prosecuted.

SMOKE AND VAPE-FREE WORKPLACE

Providing a safe and healthy environment for our staff, students, and visitors is top priority. Therefore, we prohibit smoking and vaping on TLS property (including the parking lot) to provide a safe and healthy environment for all that enter our doors. Smoking is defined as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind." Vaping refers to the use of electronic

nicotine delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, e-hookahs and e-cigars.

Staff who violate this policy will be subject to disciplinary action up to and including immediate discharge. Additionally, staff reporting such violations or asking questions about the policy will not be subject to retaliation.

WORKERS COMPENSATION

The purpose of this policy is to ensure that employees who are injured within the course and scope of their employment will receive appropriate medical care and a managed return to work in accordance with the mandates of the Missouri Workers' Compensation Act.

Workers' Compensation Benefits Payable

Employees who suffer an injury or illness caused by an accident or occupational disease arising out of and in the course of employment ("work-related injury") will receive benefits in accordance with the Workers' Compensation Law of the State of Missouri ("the Law").

TLS' Workers' Compensation insurance carrier shall determine whether the injury is compensable under the Law.

Continuation of Employee Benefits

If a member of staff is not able to work due to a compensable injury, and as long as the injured person remains an employee of TLS, all regular employee benefits may continue subject to the following administrative limitation. Since the employee will be receiving wage benefit check directly from the insurer and not through TLS' regular payroll system, the employee's portion of the cost for those benefits cannot be automatically deducted from the employee's payroll check. Therefore, the employee is responsible for making separate payment arrangements with TLS and/or its fiscal agent's office as directed by TLS.

- **Compliance with Physician's Orders.** An employee with a compensable injury must strictly follow any and all instructions of the treating physician. This compliance includes, but is not limited to: prescription use, therapy, rest, following activity restrictions, and returning for follow-up visits. Compliance with medical instructions is mandatory on and off the job.
- **Notice Requirements.** A work-related injury or illness must be reported in writing by the injured employee to his or her manager immediately. An accident/injury report form is available from the School Operations Manager or Human Resources. If an injured employee fails to report an injury in writing within 30 days, the Division of Workers' Compensation may be entitled to deny any benefits under the Law.
- **Drug and/or Alcohol Abuse.** Under the Law, workers' compensation benefits can be denied if an employee is found to be using alcohol and/or non-prescribed controlled drugs in the workplace and the use is the proximate cause of the injury. If the employee is found to be using alcohol/drugs and the

use is not the proximate cause of injury, a 50% penalty can be levied against otherwise payable benefits.

- **Rule Violation or Willful Failure to Use Safety Devices.** If an employee violates a rule of the employer or willfully fails to use a required safety device, that employee's workers' compensation benefits may be reduced by 50%.
- **Failure to Return to Work After Physician Release.** An employee who failed to return to work after receiving a release from their treating physician to do so, will be considered absent from their job without authorization. TLS considers three (3) consecutive days of unauthorized absences without notice to be a voluntary resignation. All employment at TLS is "at-will" meaning that employment is for no definite period and both you and TLS have the right to terminate employment at any time, with or without advance notice and with or without cause.
- **Penalties for Fraud.** In accordance with Missouri State law, any employee who submits a fraudulent workers' compensation claim and/or misrepresents facts can be found guilty of a Class A misdemeanor and may be subject to substantial criminal fines. They may also be subject to disciplinary action by TLS.

Policy Compliance

Employees are expected to comply with these policies as a condition of their employment. This includes but is not limited to, the expectation that all staff shall:

1. Comply with physician's orders.
2. Immediately notify manager of work-related injury or illness.
3. Refrain from the use of drugs and/or alcohol in violation of the TLS' policies.
4. Comply with safety standards.
5. Return to work upon release of physician, and
6. Be absolutely truthful and accurate in all claims and reports.

Failure to comply with this policy may result in disciplinary action up to and including discharge.

EMERGENCY PROCEDURES

Maintaining the safety of all TLS stakeholders (staff, students, visitors, etc.) is of the utmost importance. Staff should follow these outlined procedures.

Emergency Evacuation

In the event of a fire alarm or if employees are advised to evacuate the building, you should:

- Stop all work;
- Shut off electrical equipment, if doing so does not compromise the employee's or anyone else's safety;
- Walk to the nearest exit; and
- Leave the building using the stairs (do not use elevators).

Fire Prevention

In any fire situation, it is important to act quickly and decisively in order to contain the spread of the fire.

All doors leading to the fire should be closed.

Teachers are to follow all procedures outlined for fire safety and evacuation. Teachers are to participate in and facilitate the calm instruction of students as it relates to their understanding of all safety procedures.

Whenever the alarm is heard, the teacher should close all windows, turn off the lights and have the class exit the room silently. The teacher should take his or her class list and close the door before proceeding out of the building. When the teacher is out of the building, he/she must verify that all of his/her students are safely out of the building.

If any employee is aware of a fire, they are to pull the nearest alarm and notify the office of the location of the fire. Do not try to put the fire out before alerting others of the alarm.

If a false alarm is sounded, it is to be treated like a real fire until it has been confirmed that it is indeed a false alarm. Please report any intentional or accidental false alarms.

After the all clear is given, teachers are to bring their classes back to the room and resume class.

Any missing students or problems experienced during the fire drill should be reported to the Executive Director or designee immediately.

For further information about other emergency procedures (tornado, earthquake, intruder) please refer to the TLS Emergency Management Plan.

Weapons and Explosives

In the event that a bomb threat is received, it is important for the person receiving the call to attempt to keep the caller on the telephone as long as possible, while also immediately notifying the Executive Director.

It is also important to listen carefully to all information provided by the caller and to make a note of any voice characteristics, accents, or background noises.

TECHNOLOGY AND PROPERTY USE

For purposes of this policy, “technology resources” refers to all TLS electronic devices and systems, software, and means of electronic communication including, but not limited to, the following:

- All computers and workstations, including laptops, desktops, servers and tablets;
- Computer hardware and peripheral equipment such as hard drives, printers, modems, scanners, fax machines, and copiers;
- Supported and designated computer software applications and associated system and user-created files and data;
- Standard and cellular telephones, voicemail systems, electronic-mail systems, portable computer devices, personal digital assistant devices and organizers (i.e. PDA's), digital cameras, and video recorders.

TLS Property refers to objects owned and housed on TLS premises, including but not limited to: desks, tables, workstations, cabinets, drawers, and shelves, as well as books, textbooks, maps, materials, instruments, tools, machines, and vehicles.

“Acceptable Use” of technology is defined as the collection of individual behavior, interaction, and utilization, with and of, all computing and peripheral equipment, software, and technology services that are procured, implemented, and supported by the TLS Schools.

Acceptable Use of TLS Property and Technology Resources

TLS will provide employees with access to property and technology resources as necessary and appropriate to fulfill assigned responsibilities. TLS employees’ use of personal technology resources is guided by the Bring Your Own Device Policy.

TLS employees who use TLS technology resources must do so responsibly, and are required to comply with all State and Federal laws, the policies of TLS, and with standards of professional and personal courtesy and conduct. When using TLS property, each employee is expected to exercise care, perform required maintenance where assigned, and follow all operating instructions, safety standards, and guidelines. Using any technology resource to access, transmit, save, share, or print sexually explicit images, messages, or any other medium containing such content is expressly prohibited and is cause for discipline, up to and including termination of employment. It is also cause for discipline, up to and including termination, for any employee to access, transmit, save, share, or print materials that contain ethnic slurs, racial epithets, derogatory, defamatory, obscene or offensive statements or images, or any other content that may be construed as harassing based on someone’s race, national origin, sex, gender identity, sexual orientation, physical or mental disability, religious beliefs or any other characteristic protected by Federal, State or local laws.

TLS' technology resources are to be used by TLS employees for the purpose of TLS activities. This policy does not prohibit use of technology resources for reasons of a personal or social nature on the employee's non-work time, providing such use does not violate any of TLS' policies, break local, State, or Federal law, result in any monetary

cost to TLS, impair intended use and functionality by the addition, removal, or alteration of equipment or software, or detract from the employee's performance of his or her job duties. TLS does not support the storage and installation of personal hardware or software or related data on TLS technology resources. Therefore, TLS will not repair or backup such data and software. This includes personal music, videos, pictures, and other documents. TLS reserves the right to determine when personal use of technology resources or other TLS property is excessive or improper, and may require reimbursement or other remediation from an employee and/or discipline the employee for such improper or excessive use.

The following activities are prohibited while using TLS technology resources:

- Knowingly giving one's password to others;
- Attempting to gain unauthorized access to TLS technology resources, attempts to disrupt it in any way, or attempts to destroy or alter data;
- Downloading or installing any commercial software, shareware, or freeware without permission from the network administrator;
- Plagiarism;
- Using the organization's time and resources for personal gain;
- Sending or posting discriminatory, harassing, or threatening messages or images;
- Using abusive or otherwise objectionable language in either public or private messages;
- Stealing, using, or disclosing someone else's code or password without authorization;
- Attempting to break into the computer system of another organization or person;
- Accessing, saving, transmitting, or printing any pornographic or sexually-tinged materials;
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities;
- Using the Internet for political causes or activities, religious activities, or any sort of gambling;
- Changing any computer file that does not belong to the user;
- Using another person's password without his or her consent;

It is understood that accidents happen, but staff are encouraged to take the best possible care of all school property and technology resources. If equipment or items sustain physical damage or are stolen, notify your school Principal immediately so that s/he can address the problem.

Privacy

All internet traffic and all messages sent and received, including personal messages, internet browsing traffic, and all data and information stored on TLS' email, voicemail system, cell phones/PDA's, or computer systems are TLS property, regardless of the content. Employees do not have any reasonable expectation of privacy with respect to their use of these items. TLS reserves the right to access, monitor, and inspect all of its technology resources including its computers, voicemail, email, and any other data storage communications systems, at any time, at its sole discretion. TLS reserves the

right to advise appropriate legal authorities of any incident involving technology resources where it reasonably believes a TLS community member may have violated the law. All passwords used to access technology resources must be available to TLS upon request.

TLS also reserves the right to inspect all other TLS property, including but not limited to desks, workstations, cabinets, drawers, closets, and vehicles, as well as any contents, effects, or articles in TLS property. Such inspection can occur at any time, with or without advance notice or consent. Employees do not have any reasonable expectation of privacy with respect to their use of these items.

Return of TLS property and technology resources

TLS community members who are issued TLS property or technology resources must return the items when requested by TLS or upon separation from TLS. A TLS staff member may face disciplinary action, up to and including dismissal, if any TLS property or technology resources issued to him or her are lost, damaged, misused or not returned to TLS upon request. TLS reserves its right to recover the value of its property or technology resources from a TLS staff member to the full extent authorized by law.

Blogs, web pages, and social networking sites

TLS staff will not utilize TLS technology resources for purposes of using blogs, web pages or social networking sites to present information or content about themselves, colleagues, the organization, or students that may be false, disparaging, damaging, in violation of local, state, and federal law, or otherwise detrimental to the reputation and integrity of individuals, programs, schools, or TLS.

Staff should also consider carefully the impact of information presented on personal blogs, websites, or social networking sites. While publishing this information is private conduct, information connecting the writer with TLS may impact the writer's reputation among the greater TLS community, and may be detrimental to TLS' educational mission.

Violation of Policy

Any violation or abuse of this Policy is just cause for taking disciplinary action, up to and including termination, removal of all TLS network privileges and accounts, and/or legal action. Employees may also be charged for damage to TLS property if they are deemed responsible. We anticipate that such actions can be avoided since they cause problems for all concerned. To keep the TLS technology resources and property viable, effective, and user friendly, all staff must work cooperatively and responsibly.

SUPPLIES AND EQUIPMENT

TLS is committed to ensuring that staff have the resources necessary to create a warm and innovative learning experience for students and, to fulfill their job responsibilities and the TLS mission. These resources are provided for delivering high quality learning experiences for students and may not be used for personal purposes unless approved by the Executive Director or designee.

Therefore, staff are encouraged to submit requests for classroom supplies to the Executive Director or designee via email, for ease of tracking.

Requests will be considered based on funding. The Executive Director or designee will either approve or deny requests within 5 business days. As with all resources provided by TLS, supplies and equipment should be used only when necessary with the highest regard and respect for the financial expenditure.

TLS retains the right to monitor employee communications and history via email, voicemail, Internet access, and similar resources without notice to ensure compliance with this policy.

INTERNET SAFETY

It is the policy of TLS to:

- Prevent user access and transmission of inappropriate material via the Internet utilizing TLS technology resources;
- Prevent unauthorized access and other unlawful online activity;
- Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- Comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

This policy applies to all TLS community members, including students, teachers, staff, and designated contractual or temporary staff.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The student education records contained in TLS' electronic and physical data sources are subject to the federal Family Educational Rights and Privacy Act (FERPA).

With few exceptions, FERPA prohibits schools from disclosing personally identifiable information contained in student education records without prior written parent consent. Violation of FERPA could subject TLS to severe penalties including the termination of eligibility to receive funding under any applicable federal program.

However, one exception which permits disclosure without prior parent consent, is disclosure to school officials with legitimate educational interests.

As a staff member of TLS, you agree not to disclose any of the personally identifiable information you acquire in the course of your duties to other parties who are not school officials unless you have obtained prior written parental consent in accordance with FERPA guidelines for the disclosure.

Definitions

- **Student education records:** are records directly related to students and maintained by the school or a party acting for the school.
- **Personally, identifiable information:** includes, but is not limited to:
 - Student names;

- o Names of student parents or other family members;
- o Student or student family addresses;
- o Personal identifiers, such as student social security numbers or school-assigned student numbers;
- o Lists of personal characteristics that would make student identity easily traceable; or
- o Other information that would make a student's identity easily traceable.
- **A school official:** is a person employed by TLS as an administrator, manager, instructor, or support staff member (including health, medical, law enforcement, or technical personnel); a person serving on the school's board of directors; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, data analyst, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- **Legitimate educational interest:** A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Violation of Policy

Any violation or abuse of this Policy is just cause for taking disciplinary action, up to and including termination, removal of all TLS network privileges and accounts, and/or legal action.

SOCIAL MEDIA POLICY

At TLS, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with TLS, as well as any other form of electronic communication.

The same principles and guidelines found in TLS policies and three basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow staff or otherwise adversely affects students, parents, people who work on behalf of TLS or TLS's legitimate interests may result in disciplinary action up to and including termination.

Know and follow the rules. Ensure your postings are consistent with all TLS policies. Inappropriate postings that contain vulgar, obscene, sexually explicit, threatening, intimidating, or harassing language, images, or acts and statements; or postings that ridicule, harass, malign, disparage, or otherwise expresses bias against any person(s) on account of race, religion, sex, age, national origin, disability, or any other protected characteristic are strictly prohibited and will not be tolerated and may subject you to disciplinary action up to and including termination.

Be respectful. Always be fair and courteous to fellow staff members, students, parents, or other people who work on behalf of TLS. Also, keep in mind that you are more likely to resolved work-related complaints by speaking directly with your co-workers or your manager than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage fellow staff members, students, parents, or other people who work on behalf of TLS, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or TLS policy.

Be honest and accurate. Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors about TLS, fellow staff members, students, parents, or other people who work on behalf of TLS.

Post only appropriate and respectful content.

- Maintain the confidentiality of TLS's operating procedures and private or confidential information. Trades secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- Do not create a link from your blog, website or other social networking site to the TLS website without prior approval from the Executive Director.
- Express only your personal opinions. Never represent yourself as a spokesperson for TLS. If TLS is a subject of the content you are creating, be clear and open about the fact that you are a staff member and make it clear that your views do not represent those of TLS, fellow staff, students, parents, or other people who work on behalf of TLS. If you do publish a blog or post online related to the work you do or subjects associated with TLS, make it clear that you are not speaking on behalf of TLS. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of TLS."

Using social media at work. Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager or

consistent with your job responsibilities. Do not use TLS email addresses to register on social networks, blogs or other online tools utilized for personal use.

Off-Duty Use of Social Media

TLS employees shall abide by the following for the personal, off-duty use of social media:

1. TLS employees are cautioned that their activity on social sites may reflect upon their position and TLS. Therefore, employees engaged in the personal use of social media, whether it be the employee's own sites, the sites of others, media pages, professional sites or other information exchange forums, must not state or imply that they are speaking or acting on behalf of TLS or presenting or representing the interests of TLS.
2. Under no circumstances, should staff post pictures of or statements about students, parents, or other team members on the internet.
3. TLS recommends marking your social media pages as "private," so only the people that you have invited may access your page to minimize postings or communications that may violate this policy.
4. You are solely responsible for any legal liability arising from or relating to the content from your personal website, social networking and/or blog.

Retaliation

TLS prohibits taking negative action against any staff member for reporting a possible deviation from this policy or for cooperating in an investigation. Any staff member who retaliates against another staff member for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Media contacts

Staff should not speak to the media on TLS's behalf. All media inquiries should be directed to the Executive Director.

Any violation of this policy may result in discipline, up to and including termination.

HEALTH AND SAFETY

TLS has an established policy of providing a safe workplace for all employees consistent with current federal, state and local laws, as well as proven “common sense” safety practices.

It is only through the combined efforts and interest of all employees that we can continue to make TLS a safe place to work. Employees are expected to work safely, observe safety regulations, and report unsafe conditions immediately to the Executive Director or a manager.

ADMINISTRATION OF MEDICINE

If students require a prescribed medication, the school nurse or designee is the only person authorized to administer medicine if:

1. There is a *written* request from the parent/physician which includes the type of medication, dosage, and time of administration, and
2. The medicine is in its original packaging with the prescriptive label.

CHILD ABUSE REPORTING

All staff must follow state policies on reporting abuse. All staff must report abuse or neglect if they “have knowledge of or observe” instances of abuse or neglect, or if they “know or reasonably suspect” abuse or neglect have occurred.

All staff are mandated reporters of suspected abuse and/or neglect. Mandated reporters are required to report suspected child maltreatment *immediately* when they have “reasonable cause to believe that a child who is 17 years of age or younger and known to them in a professional or official capacity has been harmed or is in danger of being harmed – physically, sexually, or through neglect – and that a caregiver either committed the harm or should have taken steps to prevent the child from harm.” Once you become aware that a student may be the victim of abuse or neglect, *you must*:

1. Notify the Executive Director or designee
2. Call the Abuse Hotline together
3. Complete a report

No one in the workplace, even a manager, is permitted to suppress, change, or edit a report of abuse. A mandated reporter who willfully fails to report suspected incidents of child abuse or neglect is subject to disciplinary action.

Please see the Executive Director or designee if you have any questions or concerns.

SUBSTANCE-FREE WORKPLACE

In compliance with the Drug-Free Workplace Act of 1988, TLS has a longstanding commitment to provide a safe, quality-oriented and productive work environment.

Alcohol and drug misuse poses a threat to the health and safety of TLS staff and students and to the security of the TLS's equipment and facilities. For these reasons, TLS is committed to the elimination of drug and alcohol use and misuse in the workplace.

Work Rules

1. Whenever employees are working, are present on TLS premises or are conducting school-related work offsite, they are prohibited from:
 - a. Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
 - b. Being under the influence of alcohol or an illegal drug as defined in this policy.
 - c. Possessing or consuming alcohol.
2. The presence of any detectable amount of any illegal drug, illegal controlled substance or alcohol in an employee's body system, while performing school business or while in a TLS facility, is prohibited.
3. TLS will also not allow staff to perform their duties while taking prescribed drugs that are adversely affecting their ability to perform their job duties safely and effectively. Staff taking a prescribed medication must carry it in a container labeled by a licensed pharmacist or be prepared to produce the container if asked.
4. Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

Required Testing

Reasonable suspicion. Staff are subject to testing based on, but not limited to, observations of apparent workplace use, possession or impairment by at least two members of management. The Executive Director should be consulted before sending an employee for testing. Management must use the reasonable suspicion observation checklist to document specific observations and behaviors that create a reasonable suspicion that an employee is under the influence of illegal drugs or alcohol. Examples include:

- Odors (smell of alcohol, body odor or urine).
- Movements (unsteady, fidgety, dizzy).
- Eyes (dilated, constricted or watery eyes, or involuntary eye movements).
- Face (flushed, sweating, confused or blank look).
- Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts).
- Emotions (argumentative, agitated, irritable, drowsy).
- Actions (yawning, twitching).
- Inactions (sleeping, unconscious, no reaction to questions).

When reasonable suspicion testing is warranted, both management and the Executive Director will meet with the employee to explain the observations and the requirement to undergo a drug and/or alcohol test within two hours. Refusal by an employee will be treated as a positive drug test result and will result in immediate termination of employment.

Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management must transport the employee or arrange for a cab and arrange for the employee to be transported home.

Post-accident. Staff are subject to testing when they cause or contribute to accidents that seriously damage TLS equipment or property or that result in an injury to themselves, students, or another employee requiring offsite medical attention. A circumstance that constitutes probable belief will be presumed to arise in any instance involving a work-related accident or injury in which an employee who was operating a motorized vehicle is found to be responsible for causing the accident. In any of these instances, the investigation and subsequent testing must take place within two hours following the accident, if not sooner. Refusal by an employee will be treated as a positive test result and will result in immediate termination of employment

Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management must transport the employee or arrange for the employee to be transported home.

Collection and Testing Procedures

Employees subject to alcohol testing will be transported to a [Company Name]-designated facility and directed to provide breath specimens. Breath specimens will be tested by trained technicians using federally approved breath alcohol testing devices capable of producing printed results that identify the employee. If an employee's breath alcohol concentration is .04 or more, a second breath specimen will be tested approximately 20 minutes later. The results of the second test will be determinative. Alcohol tests may, however, be a breath, blood or saliva test, at TLS's discretion. For purposes of this policy, test results generated by law enforcement or medical providers may be considered by TLS as work rule violations.

Staff subject to drug testing will be transported to a [Company Name]-designated testing facility and directed to provide urine specimens. Staff may provide specimens in private unless they appear to be submitting altered, adulterated or substitute specimens. Collected specimens will be sent to a federally certified laboratory and tested for evidence of marijuana, cocaine, opiates, amphetamines, PCP, benzodiazepines, methadone, methaqualone and propoxyphene use. (Where indicated, specimens may be tested for other illegal drugs.) The laboratory will screen all specimens and confirm all positive screens. There must be a chain of custody from the time specimens are collected through testing and storage.

The laboratory will transmit all positive drug test results to a medical review officer (MRO) retained by [Company Name], who will offer individuals with positive results a reasonable opportunity to rebut or explain the results. Individuals with positive test results may also ask the MRO to have their split specimen sent to another federally certified laboratory to be tested at the employee's own expense. Such requests must be made within 72 hours of notice of test results. If the second facility fails to find any evidence of drug use in the split specimen, the employee will be treated as passing

the test. In no event should a positive test result be communicated to TLS until such time that the MRO has confirmed the test to be positive.

Consequences

Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be terminated. If the employee refuses to be tested, yet TLS believes he or she is impaired, under no circumstances will the employee be allowed to drive himself or herself home.

Employees who test positive, or otherwise violate this policy, will be subject to discipline, up to and including termination. Depending on the circumstances, the employee's work history/record and any state law requirements, TLS may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies determined by TLS for a minimum of one year but not more than two years as well as a waiver of the right to contest any termination resulting from a subsequent positive test. If the employee either does not complete the rehabilitation program or tests positive after completing the rehabilitation program, the employee will be immediately discharged from employment.

Employees will be paid for time spent in alcohol or drug testing and then suspended pending the results of the drug or alcohol test. After the results of the test are received, a date and time will be scheduled to discuss the results of the test; this meeting will include a member of management and the Executive Director. Should the results prove to be negative, the employee will receive back pay for the times/days of suspension.

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations provided to the MRO will be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and managers on a need-to-know basis and may also be disclosed when relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee.

Inspections

TLS reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All staff, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline, up to and including discharge.

Crimes Involving Drugs

TLS prohibits all employees from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on TLS premises or while conducting school business. TLS staff are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel may be notified, as appropriate, when criminal activity is suspected.

TLS does not desire to intrude into the private lives of its employees but recognizes that employees' off-the-job involvement with drugs and alcohol may have an impact on the workplace. Therefore, TLS reserves the right to take appropriate disciplinary action for drug use, sale or distribution while off TLS premises. All employees who are convicted of, plead guilty to or are sentenced for a crime involving an illegal drug are required to report the conviction, plea or sentence to the Executive Director within five days. Failure to comply will result in automatic discharge. Cooperation in complying may result in suspension without pay to allow management to review the nature of the charges and the employee's past record with TLS.

Definitions

"TLS premises" includes all buildings, offices, facilities, grounds, parking lots, lockers, places and vehicles owned, leased or managed by TLS or any site on which the school is conducting business.

"Illegal drug" means a substance whose use or possession is controlled by federal law but that is not being used or possessed under the supervision of a licensed health care professional. (Controlled substances are listed in Schedules I-V of 21 C.F.R. Part 1308.)

"Refuse to cooperate" means to obstruct the collection or testing process; to submit an altered, adulterated or substitute sample; to fail to show up for a scheduled test; to refuse to complete the requested drug testing forms; or to fail to promptly provide specimen(s) for testing when directed to do so, without a valid medical basis for the failure. Employees who leave the scene of an accident without justifiable explanation prior to submission to drug and alcohol testing will also be considered to have refused to cooperate and will automatically be subject to discharge.

"Under the influence of alcohol" means an alcohol concentration equal to or greater than .04, or actions, appearance, speech or bodily odors that reasonably cause a manager to conclude that an employee is impaired because of alcohol use.

"Under the influence of drugs" means a confirmed positive test result for illegal drug use per this policy. In addition, it means the misuse of legal drugs (prescription and possibly OTC) when there is not a valid prescription from a physician for the lawful use of a drug in the course of medical treatment (containers must include the patient's name, the name of the substance, quantity/amount to be taken and the period of authorization).

Separation from Employment

VOLUNTARY

When a team member terminates employment, TLS expects three (3) weeks' notice and possibly more, depending on the employee's level of responsibility. All debts owed to TLS will become immediately due at termination.

If an employee resigns during a school break within the academic year and does not return, they are ineligible for pay during the break. If payment has already been made, the employee will be required to repay TLS.

The effective last day of employment for a resigning employee will be the last day actually worked. Paid leave cannot be used to end employment.

The employee authorizes TLS to withhold any amounts owed to TLS, including but not limited to payment for unreturned property, from the employee's paycheck or any other type of payment provided the employee by TLS.

INVOLUNTARY

All employees of TLS are employed on an at-will basis, and the employment of any individual is subject to termination at any time for any reason. When TLS terminates an employee, the amount of notice and compensation, if any, will be decided on the merits of each case.

Staff Reduction. Should it become necessary because of financial conditions to reduce the number of employees or work hours, this will be done at the discretion of the Executive Director and the Board.

PROPERTY RETURN

All separating employees will be promptly expected to return TLS property. Property will include and may not be limited to TLS documents, electronic devices, supplies and any other TLS provided resources. These items must be returned to management.

EMPLOYMENT REFERENCES

Under no circumstances should any employee release information or provide references regarding present or former employees without prior approval from the Executive Director.

INSURANCE CONTINUATION

Information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee's home address via US Mail.

CONFIDENTIALITY UPON SEPARATION

Employees' obligations under this policy remain in effect even after their employment relationships with TLS ends. After separation of employment, employees may not use or disclose confidential information to any third party unless required to do so by law. Upon separation of employment, employees must immediately return to TLS any and all computers, documents, computer or electronic files, cellular phones, print-outs, copies, or other information containing confidential information in their possession, custody or control. If the employees are requested to disclose confidential information to a third party in a subpoena or similar type of request, employees shall give TLS notice of such request as soon as is reasonably possible.

Direct any questions about your confidentiality obligations to the Human Resources Department.

Employee Handbook Acknowledgement

I acknowledge that I have been given a copy of the TLS Staff Handbook. I understand that I am responsible for reading the handbook and for knowing and complying with the policies set forth in the handbook during my employment with The Leadership School (TLS). I understand that failure to comply with TLS' rules and regulations may result in disciplinary action, up to and including termination.

I understand and agree I am employed by TLS on an at-will basis, which means that my employment is for no definite period and may be terminated by me or by TLS at any time and for any reason, with or without cause or advance notice. I also understand that TLS may demote or discipline me or otherwise alter the terms of my employment at any time at its discretion, with or without cause or advance notice.

I understand that the policies contained in this handbook are guidelines only and, with the exception of the at-will policy, are not intended to create any contractual rights or obligations. I also understand that in order to retain the necessary flexibility in the administration of policies and procedures, with the exception of the at-will policy, TLS reserves the right to change, revise, supplement or rescind the provisions of this handbook and the policies or procedures on which they were based. Any changes to this Handbook must be in writing and must be signed by a TLS representative authorized to make such changes. No one other than the Executive Director of TLS has the authority to enter into an agreement altering an employee's at-will employment. Any such agreement must be in writing, must be signed by the Executive Director of TLS and by the affected employee, and must express a clear and unambiguous intent to alter the at-will nature of the employment relationship.

I understand that this Acknowledgment contains a full and complete statement of the agreements and understandings that it recites and I agree that no one has made any promises or commitments to me contrary to the foregoing. I also understand that this handbook supersedes all previous handbooks and manuals.

Employee's Signature: _____

Employee's Printed Name: _____

Date: _____

cc: Personnel File