

Academy for Integrated Arts

Employee Handbook

2022 - 2023



Using the Arts to Enhance Learning

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Welcome Letter

On behalf of Academy for Integrated Arts and its Board of Directors, I would like to welcome new and returning staff to the 2022-2023 school year, filled with expectations of excitement and creativity!

At AFIA, we are committed to equity and social justice. Equity drives decision making, including decisions related to curriculum and instruction. We believe that education should be transformative. We believe that children learn and engage more deeply if the academic content is clearly connected to students' interests and their lives. We believe that students and their questions should drive learning. We believe that through integrating the arts, teaching through projects and engaging in inquiry that students will learn important academic skills. We believe that learning should be joyous. Teaching and learning in this way is a rewarding journey.

Thank you for being an integral part of our team and engaging in our shared work of learning together. Our professional community seeks to continually improve in our ability to meet the needs of all of our students while building relationships with and among students and families. Thank you for your continued work to ensure that students are learning, growing and enjoying school. Thank you for working to ensure that our school community is nurturing and safe for all students, parents, teachers, volunteers and visitors.

I look forward to a great year!

Sincerely,

Tricia DeGraff, Ph.D.
Executive Director

Introductory Information

Academy for Integrated Arts (AFIA) is committed to providing a developmentally appropriate learning environment where arts serve as a catalyst for learning, achievement, curiosity and self-esteem. Through arts integration, students construct greater meaning of the world around them. Students are able to create and actively express deeper meaning of subject matter by using visual arts, music, dance and dramatization. We expect that children will be actively engaged in meaningful learning that engages students' multiple intelligences and focuses on developing critical thinking strategies.

We believe that each employee is critical to the school's success regardless of his or her role. We expect that every employee will diligently work to fulfill the mission and vision of the school.

This Employee Handbook (referred to as The Handbook) applies to all employees and should be used as a reference and guide to understanding the expectations, policies and procedures of AFIA. The Handbook is intended to be as accurate as possible, but expectations, policies and procedures may change from time to time. It is not a full and comprehensive guide to all aspects of the school and provides only summaries. Board-approved policies and procedures supersede The Handbook and are available for any employee's review and can be obtained from the front office, online, or from an administrator. The official Board Policy is the complete and accurate policies governing AFIA. Policies and procedures can change periodically. Any questions or concerns about information contained in The Handbook should be addressed to a school administrator.

The School complies with all federal and state employment laws, and this handbook generally reflects those laws. The School also complies with any applicable local laws, although there may not be an express written policy regarding those laws contained in the handbook. The employment policies and/or benefits summaries in this handbook are written for all employees.

Please take the time now to read this handbook carefully. Sign the acknowledgement at the end to show that you have read, understood, and agree to the contents of this handbook, which sets out the basic rules and guidelines concerning your employment. This handbook supersedes any previously issued handbooks or policy statements dealing with the subjects discussed herein. The School reserves the right to interpret, modify, or supplement the provisions of this handbook at any time. Neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. Please understand that no employee handbook can address every situation in the workplace.

If you have questions about your employment or any provisions in this handbook, contact AFIA's Executive Director or Operations Manager.

Mission

The mission of Academy for Integrated Arts is to use the arts to prepare students for an admissions-based college preparatory secondary school.

Vision

The vision for Academy for Integrated Arts is to integrate the arts and rigorous academics. Through the use of drawing, painting, movement, dramatization and music, learning is enhanced. Students are able to create and actively express the deeper meaning of subject matter content. Learning through and with the arts enlivens instruction, increases student involvement and deepens both memory and meaning. Students are able to learn to play musical instruments and acquire presentation skills through various productions.

Students will consistently perform well on standardized measures of learning and do well at the admissions-based college preparatory secondary schools to which they are admitted.

Belief Statement

Using the arts to enhance learning.

Board of Directors

Brad Epsten - President
Emily Brown - Secretary
Cara Newell – Treasurer
Lynne Brown – Director
Linda Edwards – Director
Peter Brown – Director
Jennifer Waddell – Director
Patrick Lenoir – Director
Andy Fromm – Director

AFIA Leadership

Tricia DeGraff, Executive Director
Karren Colbert, Principal
Asha Moore, Assistant Principal
Phoebe Bassue, Operations and Enrollment Manager

School Schedule

Breakfast	7:45 AM – 8:10 AM
Instructional Day	8:10 AM – 3:10 PM
Lunch	12:00 PM – 1:00 PM (specific times vary by class)
Dismissal	3:15 PM
Extended Care	7:15 – 7:45 AM; 3:15 – 5:30 PM
Employee Workday	7:40 AM – 3:40 PM

Ethics Code

AFIA will conduct business honestly and ethically wherever operations are maintained. We strive to improve the quality of our services and operations and will maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound judgment. Our employees are expected to adhere to high standards of professionalism and personal integrity as a representation of our school, at all times consistent with their duty of loyalty to AFIA.

We expect that employees will not knowingly misrepresent the School and will not speak on behalf of the School unless specifically authorized. Violation of the Code of Ethics can result in discipline, up to and including termination of employment. The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.

Employment Policies

AFIA is guided by the principle that effective and engaging instruction is a result of continuous professional growth. Professional development is an integral part of the supportive, collaborative culture at AFIA. As educators we work together to create an atmosphere of collegiality, trust and shared mission.

The school has established and will continually refine operational policies, procedures and expectations to support the mission, vision and goals of the school. The policies, procedures and expectations in the following section are guidelines by which all community members, including employees, parents, students and visitors are expected to abide. Periodically, the Handbook may be revised as needed by the Board of Directors and/or school administration. Nothing in this Handbook is intended to interfere with employees' rights under the National Labor Relations Act or other applicable laws.

Employment at Will

Employment at AFIA is employment at will. This means employment may be terminated, with or without cause, and with or without notice, at any time by either the employee or AFIA. Nothing in this Handbook or in any other document or statement shall limit AFIA's right to

terminate an employee at any time and to make changes to any employee's position, title, job, responsibilities or compensation level. Only the President of the Board or an authorized designee of the Board has the authority to make such an agreement if it is in writing and signed by the Board President and the employee, and has been approved by the Board of Directors.

Equal Employment Opportunity Policy

AFIA is an equal opportunity employer. It is the policy of AFIA to make employment decisions on the basis of merit and to prohibit discrimination on the basis of race, color, sex, religion, age, national origin, disability, genetic information, ancestry, sexual orientation or identity, veteran status and any other characteristic protected by applicable law. AFIA will comply with all applicable laws in providing equal employment opportunities.

If an employee believes they have been subjected to or has witnessed any form of unlawful discrimination, a complaint must be immediately reported according to the Non-Discrimination/Harassment Policy described below. AFIA will immediately conduct a thorough and objective investigation of every complaint. If AFIA determines that unlawful discrimination has occurred, effective remedial action will be taken to deter any future discrimination. AFIA will not retaliate against any complainant and will not permit retaliation by management or coworkers.

Non-Discrimination Against/Accommodation of Qualified Individuals with Disabilities

AFIA Board will comply with the Americans with Disabilities Act (ADA) and applicable state and local laws providing for nondiscrimination in employment against qualified individuals with disabilities.

AFIA's Board provides reasonable accommodations for qualified individuals in accordance with these laws. The Board ensures that qualified individuals with disabilities are treated in a non-discriminatory manner in the pre-employment process and during active employment with AFIA.

Qualified applicants or AFIA employees with disabilities should make formal requests in writing for accommodations.

Non-Discrimination and Anti-Harassment Policy

AFIA is committed to providing a positive, productive learning environment for all students, parents, community members and staff. In accordance with applicable law, the Board of AFIA prohibits discrimination and harassment on the basis of race, color, sex, religion, age, national origin, disability, genetic information, ancestry, sexual orientation or identity, veteran status and

any other characteristic declared unlawful. AFIA is committed to taking all reasonable steps to prevent discrimination and harassment from occurring.

Unlawful harassment includes, but is not limited to:

- Verbal conduct such as epithets, derogatory comments, slurs, or unwanted sexual advances, invitations, or comments.
- Visual conduct such as derogatory posters, photography, cartoons, drawings, or gestures.
- Physical conduct such as unwanted touching, blocking normal movement, or interfering with work directed at you because of your sex or any other protected basis.
- Threats and demands to submit to sexual requests in order to keep your job or avoid some other loss, and offers of job benefits in return for sexual favors.
- Retaliation for opposing, reporting or threatening to report discrimination and/or harassment, or for participating in an investigation, proceeding or hearing conducted by an investigating agency.

The prohibition against discrimination and harassment applies to everyone – managers, salaried and hourly workers, temporary employees, contractors, vendors, visitors, patrons, parents and Board Members. AFIA will not tolerate discrimination and harassment of any kind by anyone associated with AFIA.

Reporting & Investigation

AFIA's reporting procedure provides for an immediate, thorough and objective investigation of any discrimination and/or harassment claim, appropriate disciplinary or other action against one found to have engaged in prohibited conduct, and appropriate remedies to any employee subject to such conduct.

If any employee believes they are the subject of discrimination or harassment, or if an employee witnesses conduct that they believe constitutes discrimination and/or harassment (even if the employee is not the target or victim of such discrimination or harassment), the employee must provide a written or verbal report as soon as possible to the most immediate supervisor. If the immediate supervisor is the person about whom the report is being made or the employee cannot report the matter to the immediate supervisor for any reason, the employee must report it to the next most immediate individual in authority who is not the subject of the complaint. The report should include details of the incident(s), the names of individuals involved, the names of any witnesses, direct quotes when relevant, and any documentary evidence (notes, pictures, cartoons, etc.).

This policy is designed to protect all employees from discrimination and harassment in the workplace or work environment, regardless of the identity or status of the person acting in a prohibited manner. Although AFIA's ability to discipline a non-employee may be limited by the degree of control, if any, that it has over the non-employee, any employee who believes that they have been subjected to work-related discrimination and/or harassment by anyone, including non-employees of AFIA, must make a complaint.

All complaints of discrimination and/or harassment that are reported will be thoroughly investigated and documented. Although confidentiality cannot be guaranteed, AFIA will make all reasonable efforts to maintain confidentiality throughout the investigation to the extent practicable consistent with a thorough investigation and as permitted by applicable law.

If the Board of AFIA determines that discrimination and/or harassment has occurred, AFIA will:

- take disciplinary action against the offending employee, up to and including termination of employment;
- take other appropriate action against the offending non-employee;
- take remedial action commensurate with the circumstances;
- take appropriate action to deter any future discrimination and/or harassment.

If an employee makes a complaint of discrimination and/or harassment, the employee will be advised of the results of the investigation and of any action taken, if appropriate. Any individual who is found to have made an intentional or recklessly false complaint also may be subject to the same disciplinary/other actions as described above.

Protection Against Retaliation

AFIA will not in any way retaliate against any employee because the employee made a good-faith complaint of discrimination and/or harassment or participated in good faith in the investigation of such a complaint by AFIA or otherwise.

Employees must report any retaliation to the most immediate supervisor. If the immediate supervisor is the person about whom the report is being made or the employee cannot report the matter to the immediate supervisor for any reason, the employee must report it to the next most immediate individual in authority who is not the subject of the complaint. The report should include details of the incident(s) the employee believes constitutes retaliation, the names of individuals involved, the names of any witnesses, direct quotes when relevant, and any documentary evidence (notes, pictures, cartoons, etc.).

Any complaint will be immediately, objectively and thoroughly investigated in accordance with the Reporting and Investigation procedure outlined above. If a report of retaliation is substantiated, appropriate actions will be taken, as outlined above in the Reporting and Investigation section.

If an employee makes a complaint of retaliation, the employee will be advised of the results of the investigation and of any action taken, if appropriate. Any individual who is found to have made an intentional or recklessly false complaint also may be subject to the same disciplinary/other actions as described above.

Sexual Harassment

AFIA is committed to maintaining a work environment free of unlawful discrimination and harassment, and therefore, has zero tolerance for workplace sexual harassment. All employees have the right to work in an environment free from unsolicited and unwelcome sexual overtures. AFIA will not tolerate any form of gender-based or sex-based discrimination, including any kind of sexual harassment.

Sexual harassment consists of any unwelcome conduct, whether verbal, visual, or physical, that is based upon a person's gender, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, and physical conduct of a sexual nature whenever:

- a) submission to the conduct is made either an explicit or implicit condition of employment;
- b) submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
- c) it affects tangible job benefits, unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or offensive working environment.

Sexual harassment can involve a variety of conduct. Depending on the frequency and severity of the conduct, such examples could include but are not limited to the following:

- a) Unwelcome physical contact with sexual overtones;
- b) Sexually offensive comments such as slurs, jokes, epithets, and innuendo;
- c) Inappropriate, repeated, or unwelcome sexual flirtations, advances, or propositions;
- d) Inappropriate or suggestive comments about another person's physical appearance, characteristics, or dress;
- e) Exchanging or offering to exchange any kind of employment benefit for a sexual concession, e.g., promising a promotion or raise in exchange for sexual favors; or
- f) Withdrawing or threatening the withdrawal of any kind of employment benefit for refusing to grant a sexual favor.

The prohibition against sexual harassment applies to everyone – managers, salaried and hourly workers, temporary employees, contractors, vendors, visitors, patrons, parents and Board Members. AFIA will not tolerate sexual harassment of any kind by anyone associated with AFIA.

Reporting

AFIA's reporting procedure provides for an immediate, thorough and objective investigation of any sexual harassment claim, appropriate disciplinary action against one found to have engaged in prohibited conduct, and appropriate remedies to any employee subject to such conduct.

If an employee believes they have been sexually harassed, or if an employee witnesses conduct that they believe constitutes sexual harassment (even if the employee is not the target or victim of such harassment), the employee must report the incident immediately to the most immediate supervisor. If the immediate supervisor is the person about whom the report is being made or the employee cannot report the matter to the immediate supervisor for any reason, the employee must report it to the next most immediate individual in authority who is not the subject of the complaint. The report should include details of the incident(s), the names of individuals involved, the names of any witnesses, direct quotes when relevant, and any documentary evidence (notes, pictures, cartoons, etc.).

This policy is designed to protect all employees from sexual harassment in the workplace or work environment, regardless of the identity or status of the harasser. Although AFIA's ability to discipline a non-employee harasser may be limited by the degree of control, if any, that it has over the alleged harasser, any employee who believes that they have been subjected to work-related sexual harassment by anyone, including non-employees of AFIA, must make a complaint.

All complaints of sexual harassment will be thoroughly investigated and documented. Although confidentiality cannot be guaranteed, AFIA will make all reasonable efforts to maintain confidentiality throughout the investigation to the extent practicable consistent with a thorough investigation and as permitted by applicable law.

If the Board of AFIA determines that sexual harassment has occurred, AFIA will:

- take disciplinary action against the offending employee, up to and including termination of employment;
- take other appropriate action against the offending non-employee;
- take remedial action commensurate with the circumstances;
- take appropriate action to deter any future sexual harassment.

If an employee makes a complaint of sexual harassment, the employee will be advised of the results of the investigation and of any action taken, if appropriate. Any individual who is found to have made an intentional or recklessly false complaint also may be subject to the same disciplinary/other actions as described above.

Protection Against Retaliation

AFIA will not in any way retaliate against any employee because the employee made a good-faith complaint of sexual harassment or participated in good faith in the investigation of such a complaint by AFIA or otherwise.

Employees must report any retaliation to the most immediate supervisor. If the immediate supervisor is the person about whom the report is being made or the employee cannot report the matter to the immediate supervisor for any reason, the employee must report it to the next most immediate individual in authority who is not the subject of the complaint. The report should include details of the incident(s) the employee believes constitutes retaliation, the names of individuals involved, the names of any witnesses, direct quotes when relevant, and any documentary evidence (notes, pictures, cartoons, etc.).

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If an employee makes a complaint of retaliation, the employee will be advised of the results of the investigation and of any action taken, if appropriate. Any individual who is found to have made an intentional or recklessly false complaint also may be subject to the same disciplinary/other actions as described above.

Religious Accommodation

AFIA is dedicated to treating its employees equally and with respect and recognizes the diversity of their religious beliefs. All employees may request an accommodation when their religious beliefs cause a deviation from the School dress code or the individual's schedule, basic job duties, or other aspects of employment. The School will consider the request, but reserves the right to offer its own accommodation to the extent permitted by law. Some, but not all, of the factors that will be considered are cost, the effect that an accommodation will have on current established policies, and the burden on operations — including other employees — when determining a reasonable accommodation. At no time will the School question the validity of a person's belief.

If you require a religious accommodation, speak with an administrator.

Confidentiality of Employee Records

Employee records are confidential and must be treated as such. Employee records maintained by AFIA must be kept in a secure location, except when they are being reviewed or supplemented by an authorized employee. Employee records never leave the main office, except as permitted by the Executive Director.

All Missouri Statutes regarding data privacy protect employees. Employees maintain the right to request inspection of respective personnel files and to file, in writing, for an informal meeting with the Executive Director as to the accuracy of the data contained therein.

Open Door Policy

AFIA believes the strength of the school lies in the ability and willingness of all staff members to openly share their thoughts, ideas and concerns for the school's improvement. All employees are encouraged to speak with the administrators at any time to discuss ways to improve the school's effectiveness. If an employee has a complaint or concern that is not adequately resolved by the administration, the employee may file a formal complaint according to the process detailed below.

Complaint Process

In the event that a staff member has a concern that cannot be adequately resolved with an individual, they may seek assistance through the following process:

- Discussion with the school administrator
- Filing a formal complaint with the board president

The Board of Directors will address complaints only after the concern has been addressed, but not resolved with the school administrator. Complaints must be made in writing and addressed to:

Board President
Academy for the Integrated Arts
7910 Troost Avenue
Kansas City, MO 64131
Or
BoardofDirectors@afiakc.org

Concerns/complaints should be brought to the attention of the appropriate individual within a reasonable time of the incident that gave rise to the concern/complaint. The recipient of the concern/complaint will respond within a reasonable time of receiving the complaint. If any delay is anticipated or encountered, the recipient will contact the individual and explain the reason for the delay.

If a complaint exhausts all school-based resolution processes, additional avenues for inquiries, complaints or grievances may be directed to:

Missouri Charter Public School Commission

20 South Sarah Street
St. Louis, MO 63108

Missouri Commission for Human Rights

Dept. of Labor & Industrial Relations
P.O. Box 1129, 3315 W. Truman Blvd
Jefferson City, MO 65102-3325

U.S. Dept. of Education, Office of Civil Rights

Mary E. Switzer Building
220 C Streets, SW
Washington, D.C. 20202

U.S. Dept. of Justice

950 Pennsylvania Ave.
Washington, D.C. 20530-0001

If a more specific policy applies to a complaint, AFIA will follow that policy.

Employment Requirements

All employees must comply with certain policies and requirements as outlined below. AFIA may change employment policies and requirements without prior notifications.

Background Checks

All offers of employment are contingent upon satisfactory results of pre-employment background investigations consistent with all applicable federal, state and/or local laws and regulations dictated by Missouri Department of Elementary and Secondary Education (DESE).

Drug Free Workplace

The unlawful possession, use or distribution of illicit drugs and alcohol on school premises or as a part of school activities is strictly prohibited.

Employees under the influence of alcohol, drugs, or controlled substances while on duty are a serious risk to themselves, to students and to other employees. Employees who display physical manifestations of drug or alcohol use while on duty, may be subject to drug testing. Any employee who violates this policy will be subject to disciplinary action up to and including termination and referral for prosecution. Employees may also be required to satisfactorily participate in rehabilitation programs.

As a condition of employment, all employees must abide by the terms of this policy. Employees who are convicted of a drug offense which occurred on school premises or while on duty must notify the School leader of their conviction. Notification must be made by the employee to the School leader within five (5) days of the conviction. Within ten (10) days, the School leader will provide notice of such violation to the Impact Aid Program, United States Department of Education, or other appropriate government agency.

The School will institute a drug-free awareness program to inform employees of:

- The dangers of drug and alcohol abuse in the workplace.
- This policy of maintaining a drug-free workplace.
- Available counseling and rehabilitation.
- The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

On the basis of medical certification, employees with the illness of chemical dependency shall qualify for the employee benefits and group insurance coverages that are provided for under group health and medical insurance policies. The confidential nature of the medical records of

employees with chemical dependency shall be preserved in the same manner as for all other medical records.

The School's responsibility for chemical dependency is limited to its effects on the employee's job performance. If the employee violates this policy, refuses to accept diagnosis and treatment, or fails to respond to treatment, and performance is adversely affected, the employee will be subject to employment action in proportion to the performance problem.

Certification

All employees assigned to positions that require specific certification by DESE are expected to maintain current certification, or have a compliance plan demonstrating the employee is actively pursuing full certification.

Personnel Records

Maintaining accurate personnel records requires coordination between the employee and the Operations Manager. It is the employee's responsibility to provide updated information any time the employee's personal information changes including changes in the employee's legal name, contact information, marital status, emergency contact information, educational records, certification status, direct deposit information, criminal records for conviction or guilty pleas of felonies, crimes against children, or crimes involving moral turpitude.

Additional records that are the responsibility of the employee to provide to the Operations Manager to submit into the personnel file include:

- Change in the number of dependents
- Change of beneficiary, additions to medical insurance
- Driving record or status of driver's license if employee operates a vehicle during work hours
- Military or draft status
- Exemptions on employees W-4 tax form

Records of hiring, promotion, demotion, certifications, licenses, transcripts, training documents, awards, accomplishments, employee contact information, education, disciplinary action and separation documents shall be maintained at AFIA for all current, resigned, and/or terminated employees.

Arrangements can be made by the employee with the Executive Director/Administration's office to review their respective employee personnel file by appointment and in the presence of an authorized administrative representative as designated by the Executive Director.

Provisions shall be made to assure the privacy of employment files and to protect the files from examination for other than legitimate reasons.

Employee Agreements – Terms and Conditions

Employee Agreements with AFIA are offered subject to and contingent upon the results of all required background checks, and may be revoked at any time if the background results are determined unsatisfactory.

No information contained in an employee agreement, in the policies, procedures, guidelines, manuals, job descriptions, application for employment, or any other document shall in any way create an expressed or implied contract of employment or an employment relationship other than an at-will basis.

Performance Evaluations

All employees will receive an annual performance evaluation consistent with Board Policy. Performance Evaluations will typically be written and include formal and informal observations of employee's performance over time. AFIA utilizes the Missouri Model Evaluation System. More information about this evaluation system can be found on the Missouri Department of Secondary and Elementary Education website.

Compensation

Employees will be paid twice monthly in accordance with all applicable laws. All employees are paid through direct deposit. Any errors in payment must be reported to the Executive Director who will notify the designated Ed Ops representative as soon as it is discovered.

Employees who perform duties beyond the scope of their typical duties may receive a stipend in addition to their salary. Stipends require prior authorization from administrators. Additionally, written documentation must indicate the extra work to be performed, the date(s) of performance, and the amount or rate to be paid to the employee. The written agreement must be signed by an administrator and the employee to show the acceptance of terms. The wages earned through the stipend is considered income and will be subject to applicable payroll deductions including federal and state taxes.

Payroll Deductions

Automatic payroll deductions for the Kansas City Public School Retirement System (KCPSRS), applicable income tax, Social Security and Medicare are required for all permanent, full-time employees. Below is additional information about the various payroll deductions:

Kansas City Public School Retirement System (KCPSRS)

Retirement provisions for all eligible employees will be in accordance with the provisions of the Kansas City Public School Retirement System (KCPSRS). The percentage of income withheld for retirement is established in Missouri statute, and currently is 9.0%. Employers contribute also to the plan and currently the employer contribution rate is 12.0% of total payroll.

All regular, full-time employees who receive compensation from the School District of Kansas City, Missouri, the Kansas City Public Library, and the KCPSRS or charter schools within the boundaries

of the Kansas City, Missouri School District must become members of the Retirement System as a condition of employment.

A regular, full-time employee is a person employed in an established position requiring service of not less than thirty (30) hours per week, and not less than nine (9) calendar months a year. For more details, check the Kansas City Public School Retirement System website: www.kcpsrs.org.

Withholding Taxes

AFIA is required to collect Federal withholding tax for the Collector of Internal Revenue as payment on Federal Income Tax for the current year. Your salary and the number of dependents you claim determine the amount withheld. Issuance of salary checks does not occur until Payroll receives all withholding forms.

AFIA retains State withholding tax for the Missouri Department of Revenue. The amount withheld is determined in the same manner as the Federal Income Tax. Employees may authorize withholding an additional sum by notifying the G/L Accountant in writing and completing a new W-4 form indicating the additional amount to be withheld each pay-period. Issuance of salary checks does not occur until Payroll receives all withholding forms.

AFIA also retains a local withholding tax for the City Director of Finance. The amount withheld is 1% of each employee's adjusted gross income.

Additional Deductions

Any staff member may authorize additional voluntary deductions for payment of tax-sheltered annuities, dues to professional organizations, credit unions and dependent coverage for medical coverage for medical benefits. Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, vision and other optional insurance products.

Wage Garnishment

AFIA will comply with all court-ordered garnishments of an employee's wages as required by applicable law.

Promotions and Employment Assignment

Job openings will typically be posted on MO-REAP and on other public employment job posting sites for a minimum of five days prior to the candidate being selected. Administrators will determine which qualified candidates will be interviewed for available positions and will make hiring recommendations to the Board of Directors. AFIA administrators will make all employment assignments based on the needs of the school. No employee is guaranteed any position and her/his assignment may be changed at any time as determined by the administrator.

Separation of Employment

All employment at AFIA is considered "At Will," meaning that AFIA or the employee may terminate employment at any time with or without cause and with or without notice. To

minimize disruption to the learning environment for students, AFIA requests at least 30 days advance notice of an employee's intent to end their employment with AFIA. Employees who fail to comply with the above request will not be eligible for rehire. All employees must return all AFIA property to the administrator upon separation of employment.

Reference Request

AFIA will provide verification of employment, which will include dates of employment, title of most recently held and, if authorized by the employee, information regarding the amount of salary or wages last earned. Only authorized administrators or the Operations Manager may serve as a reference for employees or former employees.

Outside Employment

AFIA requests that all employees dedicate full attention to the success of the school. Employees may hold outside employment as long as the outside employment does not interfere with the employee's performance at AFIA. Employees may not hold outside employment if doing so adversely affects the employee's job performance or creates a conflict of interest.

Immigration Law Compliance

All offers of employment are contingent upon verification of the employee's identity and legal authorization to work in the United States. As part of the verification process, the employee will be required to provide documents as required by all applicable federal, state and local laws and regulations. If at any time an employee is unable to verify their identity or legal authorization to work in the United States, AFIA may be obligated to terminate employment immediately.

Benefits and Time Off

All full-time and eligible part-time employees will be offered numerous benefits, including health care insurance and a retirement plan. Specific benefits and descriptions will be determined by the Board of Directors and may change with or without notice or consultation with the employee.

Worker's Compensation Insurance Policy

Workers' compensation is a no-fault system designed to provide benefits to all employees for work-related injuries. Workers' compensation insurance coverage is paid for by employers and governed by state law. The workers' compensation system provides for coverage of medical treatment and expenses, occupational disability leave, and rehabilitation services, as well as payment for lost wages due to work related injuries. If you are injured on the job while working at AFIA, no matter how slightly, you are to report the incident immediately to the Operations Manager and an Administrator. Consistent with applicable state law, failure to report an injury

within a reasonable period of time could jeopardize your claim for benefits.

To receive workers' compensation benefits, notify the Operations Manager immediately of your claim. If your injury is the result of an on-the-job accident, you must fill out an accident report, which can be obtained from the Operations Manager, an Administrator or via AFIA's internal website. You will be required to submit a medical release before you can return to work.

Holidays

AFIA will observe various holidays each year as indicated on the Board Approved calendar. AFIA reserves the right to change its holiday schedule in accordance with its needs.

Sick Leave and Personal Leave

All full-time regular employees who have completed three months of continuous employment are provided twelve days of sick leave per school year. Per fiscal year, an employee may use up to a maximum of (two) days of sick leave for personal or professional reasons if prior approval of their absence is given by the Principal. Part-time exempt employees are eligible for partial leave dependent on their Full Time Equivalent (FTE) status. For example, an employee designated as .5 FTE would be eligible for six days of sick leave per school year.

Upon the approval of the Principal, an employee may utilize sick leave for the following reasons:

- absence due to illness or injury;
- absence due to exposure to contagious disease necessitated to protect the health of others who might be endangered by their attendance on duty;
- absence due to an illness or death in the employee's immediate family. Immediate family includes spouse, children, mother, father, brothers, sisters, grandparents, in-law equivalent of the above and any relative residing in the employee's home.

If sick leave exceeds three consecutive days, the leave must be excused with a doctor's note. Failure to provide adequate documentation from a qualified health care professional will result in every consecutive day absent beyond the third consecutive day off to be taken without pay. Employees paid hourly, seasonal or temporary basis are not eligible for personal leave benefits.

Employees seeking to use personal leave must submit the leave request two weeks in advance and receive prior approval from administration.

For sick and personal leave, employees must submit a Paid Time Off (PTO) form via the online system. You can obtain this link from the internal AFIA website or from the Operations Manager. The form will be reviewed by the Operations Manager and/or Principal, and consider all other scheduling issues in making a determination. If you are requesting a personal day off, please do this as soon as you are able and within no less than two weeks before the requested date (unless it is an emergency). There is always the possibility that leave for non-emergency

situations will not be approved to maintain school operations. It is crucial that adequate documentation is completed when taking PTO. In the case of illness or emergency situations, it is critical that proper documentation is on file, thus if the PTO form is not completed within one day of the PTO day, employees may have their pay deducted (some exceptions will apply such as the case of an extreme emergency).

When employees are absent more than 5 days in any semester or more than 10 days per school year, their absence is considered excessive. The Administration will review each incident of excessive absence and may require the employee to provide medical documentation or may consider disciplinary actions, up to and including termination.

Bereavement Leave

In the event of a death of a family member (defined for the purposes of this policy as a spouse, domestic partner, parent or step-parent, sibling or step-sibling, child or step-child, grandparent, any member of the employee's household, or similarly – related in-laws), a full-time employee may take up to three consecutive days off with pay. In certain circumstances AFIA may approve additional extended unpaid leave.

Medical Leave

AFIA provides eligible employees with up to twelve weeks of unpaid leave in a twelve-month period for certain family or medical reasons. AFIA calculates available leave on a rolling twelve-month period measured backward from the date an employee uses medical leave. In general, an employee will not qualify for medical leave unless the employee:

- has worked for AFIA for twelve months (not necessarily consecutive);
- has worked at least one thousand two hundred fifty (1,250) hours during the twelve-month period immediately before the date when the leave is requested to commence; and

An employee may request leave for one or more of the following reasons:

- Birth of a child and to care for the newborn child;
- Adoption or foster placement of a child with the employee;
- To care for the employee's spouse, son, daughter or parent, if that person has a serious health condition;
- Serious health condition of employee that prevents the employee from performing the job functions;

Definitions

“Parent” means a biological parent or one who acted in place of a parent when the employee was a child. The term “parent” does not include parent “in-law.”

“Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical care facility or

continuing treatment by a health care provider and has been duly documented by a health care provider.

“*Son or daughter*” means a biological, adopted or foster child, a step-child, a legal ward or a child for whom the employee acts as a parent. The son or daughter must be under age 18 or, if the son or daughter is age 18 or older, they must be incapable of self-care on a daily basis due to a documented mental or physical disability.

“*Spouse*” means a husband or wife.

Amount and Type of Leave Taken

Except as provided below, an employee may take a total of twelve (12) weeks of leave during any twelve-month period as medical leave. The twelve-month period shall be measured backward from the date the employee begins using any medical leave. In the event of the birth, adoption or foster placement of a son or daughter, all leave must be completed within twelve (12) months after the birth, adoption or foster placement.

Employees seeking to take unpaid medical leave to care for a newborn or adopted child, a child placed with the employee for foster care, a parent, spouse or child with a serious health condition, or because of their own serious health condition, must first exhaust any personal leave, paid vacation, applicable accumulated sick leave, and any other applicable paid leave before utilizing unpaid medical leave.

Intermittent or Reduced Leave

An employee may only take leave on an intermittent or reduced leave schedule when medically necessary. The Board will require a certification, in the form described in the section “Required Certification and Reporting,” to document the medical necessity of such intermittent leave.

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Notification of Leave

If the need for medical leave is foreseeable, an employee requesting leave must provide at least 30 days advance notice to the Principal or Executive Director. If such advance notice is not possible, the employee must give said notice as soon as practicable, ordinarily within one to two working days of learning of the need for leave. When planning medical treatment, the employee should make a reasonable effort to schedule the treatment so that any corresponding leave will not unduly disrupt the operations of the school or classroom instruction.

Benefits and Return to Work

Employees taking medical leave will continue to accrue all benefits for which they are eligible that are provided by the school while on medical leave. The Board will pay the employer’s portion, if any, of such benefits. The employee will pay the same portion, if any, of such benefits as the employee paid before beginning the leave. The employee will be billed for the employee portion of the benefits and shall timely pay required premiums in order to maintain active benefits coverage.

The Board may recover from the employee any health care benefit premiums paid on behalf of an employee if the employee does not return to work after the leave period has expired.

With the exception of paid vacation, personal, medical or sick leave required to be exhausted prior to taking unpaid leave, the employee's absence during leave will not alter benefits which the employee accrued before taking leave.

Required Certification and Reporting

The Board requires that a request for medical leave be supported by a certification issued by the appropriate health care provider on the appropriate form that will be provided by the Executive Director or Operations Manager.

This certification must include:

- The date on which the serious health condition commenced;
- The probable duration of the condition;
- If the purpose of the leave is to care for a son, daughter, spouse or parent, a statement that the employee is needed to care for the family member and the estimated amount of time needed for such care;
- If the leave is due to the employee's own serious health condition, a statement that the employee is unable to perform his or her job functions. The employer may require that the eligible employee obtain subsequent recertification on a reasonable basis as requested by the Board.

The Board, at its own expense, may obtain the opinion of a second health care provider of the Board's choice, if it should choose to do so. If a conflict exists between the opinion in the certification and the second opinion, the Board may, at its own expense, obtain a third opinion from a health care provider upon which the Board and the employee jointly agree. Such a third opinion as to the necessity for the leave is binding on both the Board and the employee.

Upon an employee's return after leave for their own serious health condition, the Board may require the employee to obtain certification from a health care provider that the employee is able to resume work.

The Board may require an employee on medical leave to report periodically to the Principal or Executive Director on the employee's status and intent to return to work.

Special Provisions

When an instructional employee or other key position essential to the function of the school seeks intermittent leave or leave on a reduced schedule in connection with a family or personal illness that would constitute at least 20% of the total number working days in the period during which the leave would extend, the Board may require the employee to elect to take leave in a block (not intermittently) for the entire period or to transfer to an available alternative position within the school that is equivalent in pay, for which the employee is qualified, and which better accommodates the intermittent situation.

If the employee begins leave more than five weeks before the end of a semester, the Board may require the employee to continue taking leave until the end of the semester if:

- The leave will last at least three weeks; and
- The employee would return to work during the three-week period before the end of the term.

Judicial, Military Duty, and Religious Leave

All AFIA employees shall be allowed a leave of absence without loss of pay and without deduction of any amounts otherwise received as compensation for service as an employee for the purpose of attending jury duty or a judicial proceeding in response to a subpoena or other court order or process arising out of the employee's duties as an employee of the school. It is AFIA's expectation that employees appear in court in their professional capacities only if subpoenaed and refrain from providing character reference letters in their professional capacities.

Employees who serve as jurors shall not have the jury leave deducted from sick or personal leave, and no employee utilizing jury leave shall be required to pay the cost of employing a substitute to serve in their absence. Employees who qualify for this leave may retain juror compensation.

All AFIA employees will be paid for a maximum period of 18 working days for ordered military duty. Applicable federal and state laws will be followed.

Leave for religious holidays may be granted to benefits eligible employees. Leave for religious holidays may not exceed three days per work year. The leave should be made up by the employee at a time mutually agreed upon by the employee and the administration.

Notice

Employees shall provide in writing to the administration with a minimum of two weeks' notice, or in the case of judicial duty, as soon as practicable. Notification should include the reason for the request for leave, the date(s) if known, and a copy of any supporting documentation, such as a jury summons. AFIA employees must notify the Principal if they receive a subpoena in connection with the performance of the employee's duties.

Standards of Conduct

Academy for Integrated Arts is founded on a specific set of ideals and instructional practices that are consistent with the mission and vision of the school. It is critical that all members of the staff demonstrate actions with the mission, vision and beliefs of the organization. Violation of the Standards of Conduct outlined in this document, or as expressed by the Board of Directors and/or Administrators may warrant disciplinary action including verbal or written counseling, probation, suspension with or without pay, and/or termination according to Board Policy and applicable federal, state and local laws and regulations. AFIA administrators and/or Board of

Directors may, in its sole discretion, utilize whatever form of discipline deemed appropriate under the circumstances, up to and including immediate termination as allowable by applicable law. AFIA's Standards of Conduct Policies in no way limits, alter or changes the "at will" employment relationship or AFIA's right to change an employee's position, title, responsibilities, compensation or benefits at any time, with or without advance notice.

Expected Behaviors, Practices and Conduct

AFIA requires that all employees work in a positive, productive and collaborative manner in the pursuit of the student achievement according to the school's unique mission, vision and beliefs. The following is an illustrative, not-fully-inclusive list of behaviors, practices and conduct that the Administration and Board of Directors expect all staff members to exhibit at all times.

- Positive, collaborative approach to instructional planning and implementation
- Constructivist approach to teaching and learning where students use exploration, hands-on activities, and cooperative learning on a regular basis
- Cross-curricular integration of content, concepts, and practices aligned with the Missouri Learning Standards and other relevant standards (such as the Next Generation Science Standards, the National Council of Social Studies standards, etc.)
- Integration of the arts in daily instructional practices
- Positive, caring interactions with students at all times, specifically, with regard to classroom and student management
- Active participation in professional development
- Independent learning connected to the furtherance of the school's mission, vision, beliefs and practices
- Frequent and open communication with the students and their families, colleagues, administrators, university and community partners, and administrators
- Active participation in activities designed to improve the professional practices of colleagues, partners and visiting professionals, including mentoring prospective teachers in teacher preparation programs
- Positive communication of the school's mission, vision beliefs and practices to outside community members
- Full adherence to the policies and expectations of the board policies

Prohibited Behaviors, Practices and Conduct

The Administrators and Board of Directors have established expectations of behaviors that they deem unacceptable and will not permit at AFIA because they directly contradict and/or may be perceived to impede the positive, productive pursuit of the school's unique mission, vision, beliefs and practice. The following is an illustrative, not-fully-inclusive list of behaviors, practices and conduct that the Administration and the Board of Directors expects all staff members to never exhibit. AFIA may, in its sole discretion, utilize whatever form of discipline

is deemed appropriate under the circumstances. Demonstration of prohibited behaviors, practices and/or conduct may result in disciplinary measures up to and including immediate termination.

- Presentation of false or misleading information or material omission on any AFIA employment documents or records, or any other documents or records necessary for the productive operation of the school.
- Theft, misuse or unauthorized removal from AFIA's premises of property belonging to students, other employees, AFIA, or any third party.
- Insubordination, including, but not limited to failure or refusal to obey lawful orders, directions or instructions from a supervisor, or the use of abusive or threatening language toward a supervisor or other employee.
- Making false, malicious, profane, or derogatory statements concerning AFIA or any of its employees, students, parents, Board Members, volunteers, partners, or cooperating community members, or any statements, actions or omissions which, in the opinion and judgment of AFIA is not in the best interest of the school.
- Harassing, threatening, intimidating, coercing, interfering or inflicting violence or threat of violence upon any individual or employee connected to or associated with the school.
- Improper use of technology and/or social media outlets to identify or display in poor regard the school, employees, students, parents, or community members; excessive use of personal phones or personal use of technology.
- Improper communication with students using technology and/or social media as prohibited by Board Policy and applicable federal, state and local laws and regulations.
- Possession of any item or material that may be deemed harmful or dangerous to the students, staff or visitors to AFIA including firearms, weapons, explosives or any other objects deemed as inappropriate under this policy.
- Possession or suspicion of unlawful use of any controlled substance (i.e. alcohol, illegal drugs, prescription medication not specifically prescribed to the individual, etc.) on the premises, or participating in any work-related function while under the influence of any controlled substance.
- Immoral conduct or indecency.
- Committing a fraudulent act or a breach of trust.
- Failure to properly report an absence or impending tardy to work; abuse of leave.
- Behavior perceived to be discriminatory, harassing, or abusive or otherwise in violation of Board Policies, Rules or Regulations; or any other behavior deemed to cause a disruption to the work environment.
- Any other type of behavior or conduct injurious to security, personal safety, employee or student welfare, and/or the operation of AFIA.
- Any other activity, conduct or omission, which, in the opinion or the judgment of AFIA, is not in the best interest of the school, its staff, its students, or the community.

Confidentiality of Student Data and Records

The Family Educational Rights and Privacy Act, known as FERPA, is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when they reach the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Passed by Congress in 1974, the Act grants specific rights to eligible students:

- the right to see the information that the institution is keeping on the student
- the right to seek amendment to those records and, in certain cases, append a statement to the record
- the right to consent to disclosure of his or her records
- the right to limit disclosure of some "directory information"
- the right to file a complaint with the FERPA Office in Washington, D.C.

Educational Records

"Educational records" are defined as all records that contain information directly related to a student maintained by an educational agency or institution. These records may include:

- All personal information about students
- Enrollment records
- Grades, schedules, class lists, or any lists of students
- Computer printouts and hard-copy documents
- Information displayed on a computer screen
- Notes taken about a student

Student educational records are considered confidential and may not be released without the written consent of the student. As a staff member of AFIA, you have a responsibility to protect the privacy of all educational records in your possession or which you may have access to in the course of your employment.

Directory Information

Some information is considered public and is referred to as "directory information." This information may usually be released without the student's written permission. However, students may also choose to restrict access to their directory information. In such cases, their directory information is also considered confidential.

You have been granted the privilege of accessing this information for legitimate educational use in completion of your responsibilities as an AFIA employee. *"Need to know" is the basic principle.*

Never:

- leave graded work or other student data in a place where students will retrieve them by sorting through the papers of other students.
- disclose any information about students over the telephone or via email or fax to anyone other than AFIA employees who are known to you. If you are not familiar with the person who is inquiring, direct them to a school administrator. Furthermore, employees may not provide personal information about students, their parents, or other employees or volunteers of AFIA unless they are explicitly authorized to do so. Any request for personal information must be forwarded to an administrator.

Classroom Instruction

Educators and all other staff members will work collaboratively to develop a learning environment consistent with the mission, vision, beliefs and practice set forth by the Administration and Board of Directors. Educators will be expected to apply instructional practices consistent with a constructivist framework, integrating projects, inquiry-based learning, collaborative learning, hands-on activities, and integration of arts to the greatest extent practical. All staff members will be expected to positively contribute to a collaborative and professional learning environment.

Planning and Preparation

Educators are expected to be well planned for and prepared to deliver highly effective instruction to students using practices consistent with the expectations of the school at all times. Lesson plans must be submitted via Google Drive weekly.

Funding, Proposals, Grants or Special Projects

The Board has the authority to accept gifts and donations that may be made to AFIA. Any donation accepted by the Board shall become the property of AFIA and may not be returned without the approval of the Board. Educators considering applying for outside contributions to the school must consult with administration on the appropriateness of any such gifts, including Donor's Choose. Employees must also report to administration all gifts that have been offered to AFIA, for their review and action.

Use of Data to Inform Instruction

Educators are expected to use and maintain an accurate awareness of each of their students' academic progress and adjust instruction based on students' strengths and areas of needed growth. Educators should teach their students to monitor their own learning progress using formal and informal methods of collecting, recording and reporting data.

Professional Communication

Educators are expected to engage in regular and frequent communication with students, their families, colleagues and administrators about student learning. This means teachers must regularly collaborate with their colleagues in planning for instruction based on student performance, communicate with families through formal and informal modes of communication, and work with coaches and administrators to share student progress.

Additionally, all employees are responsible for staying apprised of school communication through the appropriate mechanisms which include, but are not limited to internal communication such as the Morning Meeting each day and the Monday Memo as well as all communication shared with families (e.g. Student Handbook, Family newsletters).

Expressions of Faith and/or Religion

All employees are strictly prohibited from proselytizing or espousing any particular religious denominations or faith; however, teacher may teach about religion with information being presented at an appropriate maturity level for students if the lesson is aligned with the course objectives.

Expressions of Political Views

All employees are strictly prohibited from espousing personal political views; however, teachers may teach about politics, political parties and political issues and perspectives at an appropriate maturity level for students if the lesson is aligned with the course objectives.

Instruction on Health, Human Development and Sexuality

All employees assigned to teach courses covering the topics of Health, Human Development and Sexuality must follow the state-established curriculum. All employees are strictly prohibited from presenting information regarding health, human development and sexuality outside of or inconsistent with the state-established curriculum.

Attendance

Student learning time is the most valued commodity the school has. Therefore, the staff of AFIA must make every effort to ensure that student learning time is valued, guarded and maximized to its fullest potential. To do this, it is critical that all employees arrive to work on time, return from scheduled breaks promptly, and remain at work through the conclusion of the workday. From time-to-time situations may arise when an employee is unable to attend work, arrive on time, or remain throughout the entire day. These instances should be kept to an absolute minimum. Excessive absences or lateness will result in disciplinary action, up to and including immediate termination.

Reporting an Absence or Tardy

An employee who is unable to attend work or must be late or leave early for any reason must personally contact the administrator as soon as possible, **and in no event less than one and one-half hours prior to the expected report time**. All absences, whether planned or unplanned, must be recorded on the appropriate forms to ensure accurate payroll reporting. You can obtain these forms from the internal website or the Operations Manager. Excessive tardies will be dealt with on an individual basis. Any employee who fails to properly report an absence will be subject to disciplinary action up to and including immediate termination. Failure to report to work without personally notifying the administrator for three consecutive days will be considered a voluntary resignation and/or abandonment of one's job. Lesson plans must be emailed to the principal and Operations Manager before the start of the school day in which the teacher is absent.

Work Hours

Work hours are established by the Board of Directors and may be modified at the discretion of the Board, with or without advance notice, as the Board may see fit.

Teachers and other "Exempt" Employees

Teachers and all other "Exempt" employees may be required to extend their hours to ensure adequate supervision of students. All staff members are required to attend certain functions outside of the scheduled work hours for events such as Family/Teacher Conferences, Open House, Professional Development or other mandatory meetings.

In some cases, exempt employees are paid hourly for extra duties (such as extended day). In these cases, timesheets must be completed accurately on the day that the extra duty work occurs. Hourly and other "Non-Exempt" Employees

"Non-Exempt" employees are responsible for accurately recording their time worked, meaning all time actually spent on the job performing assigned duties. Such employees must record the time they begin and end their work, including the beginning and end of all breaks. No employee may record hours worked on another employee's timesheet. Altering, falsifying, tampering with the time records, or recording time on another employee's timesheet will result in disciplinary action, up to and including immediate termination. Timesheets must be completed on the day that the hours are worked.

Professionalism

All employees must conduct themselves within the standards and practices consistent with the profession. Personal or unprofessional conversations and actions must be refrained from in the school and any time the employee is representing the school in any manner.

Personal Appearance

Your personal appearance reflects on the reputation, integrity, and public image of Academy for Integrated Arts. All employees are required to report to work neatly groomed and dressed. You are expected to maintain personal hygiene habits that are generally accepted in the community, including clean clothing, good grooming and personal hygiene, and appropriate attire for the workplace and the work being performed. This may include wearing uniforms or protective safety clothing and equipment, depending upon the job. Use common sense and good judgment in determining what to wear to work.

Fragrant products, including but not limited to perfumes, colognes, and scented body lotions or hair products, should be used in moderation out of concern for others with sensitivities or allergies.

The School, in accordance with applicable law, will reasonably accommodate employees with disabilities or religious beliefs that make it difficult for them to comply fully with the personal appearance policy unless doing so would impose an undue hardship on the School. Contact your Supervisor to request a reasonable accommodation.

Failure to comply with the personal appearance standards may result in being sent home to groom or change clothes. Frequent violations may result in disciplinary action, up to and including termination of employment.

Professional Dress

Clothing should always be in keeping with the customary acceptable attire for a school setting according to the roles and responsibilities of the employee. With the exception of employees with specific assignments that may require specialized clothing, or during unique functions or activities, employees should dress in “business casual” attire, or wear clothing consistent with the requirements of the student dress code. All employees should err on the side of modesty and not wear clothing that may be deemed unacceptably revealing. No employee may wear flip-flops, “beach wear” or lounge shoes while at work. Denim pants should only be worn on approved days or for special events or activities and should not have holes or rips. Shorts should not be worn except for special events or activities. Leggings are considered hosiery and should only be worn under a school-appropriate dress or sweater that is a similar length.

It is the intention of the Administration and the Board of Directors that employees present themselves in a positive manner at all times while on school premises, which includes attention to personal care and cleanliness; oral care and hygiene; appropriate hair care; wearing neat and clean garments and appropriate footwear. All employees have a personal responsibility to uphold good individual grooming practices.

Representation of the School and the Profession

All employees must conduct themselves according to the highest professional standards when representing the school or the profession. While in public, employees must always speak of students, families and the school in a positive, professional light. While attending conferences, professional development meetings, at community events, or while mentoring prospective teachers, employees should model positive, productive learning behaviors and refrain from distracting or disruptive actions such as talking or using technology in inappropriate manners. Please see the social media policy for details related to social media.

Communication

AFIA requires that all communication to students, and to the parents of students be professional, courteous and in keeping with the standards of AFIA. These same standards apply to communication between colleagues. In communicating with families or other staff members, please follow email etiquette. Please keep in mind that email and text messages are not the best way to communicate regarding difficult, sensitive or challenging topics and situations. Instead, schedule an appointment to discuss these types of matters in person or over the phone if in-person meeting is not possible. If you must send an email to a student's family about a complicated or challenging matter, please cc the Principal and/or direct supervisor to ensure that the appropriate person(s) is/are aware of the situation. If you receive an email, message or text from a colleague, student or student's family member that is threatening or otherwise concerning, send a short, polite response indicating that you or your supervisor will follow up as soon as you are able. Immediately share the message with your supervisor so they can work with you on the next steps.

Healthy Practices

Healthy hygiene practices should be modeled by all staff members to minimize the spread of germs, and if possible, prevent absenteeism for both staff and students. All staff members should practice, and encourage students to utilize known prevention methods such as hand washing, use of hand sanitizers, use/disposal of tissues properly, and/or sneeze into the crook of the elbow when tissues are not available.

Alcohol, Tobacco, and Drug Policy

Employees are prohibited from unlawful possession, use, distribution, manufacture, or sale, or to be under the influence of tobacco, alcohol, or any other controlled substance or illegal drug at any detectable level at any time while performing the duties for the school, representing the interests of the school, while on school property or while attending a school-sponsored function, or while in the presence of any students. The use of alcohol or any controlled substance or illegal drug not explicitly prescribed by a qualified health care provider before, after, or while at school is strictly prohibited at all times without exception.

AFIA may require an employee to undergo a breath, urine, blood, oral fluid, hair sample test, or any other approved testing technology to detect the illegal presence of drugs, alcohol or other controlled substance in the employee's body when management has a reasonable suspicion that any provision of this policy has been violated, and/or after an employee has been involved in a work-related accident or sustains a work-related injury when employee drug or alcohol use is likely to have contributed to the accident or injury. Employees choosing to accept employment at AFIA agree to such testing. Refusal to submit to testing at the request of the administrator may result in disciplinary action, up to and including immediate termination. If the results of such tests under this policy establishes the illegal presence of alcohol, drug or any controlled substance, the employee may be subject to disciplinary measures up to and including immediate terminations. If such tests result in a "dilute negative" finding, the employee may be subject to periodic retesting at AFIA's request.

Employees who are convicted of a drug-related offense must notify an Administrator within five days of the conviction. Within ten days of notification, AFIA must provide notice of the conviction to the appropriate governmental agency.

Nepotism and Employment of Relatives

No employee shall directly or indirectly supervise or conduct official school business with an employee who is a relative. For the purposes of this policy a relative includes: a spouse or domestic partner, parent or step-parent, sibling or step-sibling, child or step-child, grandparent, aunt or uncle, cousins, any member of the employee's household, or similarly-related related in-laws. Any employee who becomes related to another employee must immediately inform the administration. These employees may continue employment with AFIA as long as there is not a direct supervisory relationship between such employees or an actual conflict of interest or the appearance of a conflict of interest as a result of the relationship.

Non-Fraternization Policy

In order to promote a positive, productive working environment and to prevent misunderstandings, favoritism, morale problems and potential sexual harassment claims, AFIA strictly prohibits supervisors or other employees in formal or informal leadership roles from dating or engaging in romantic or sexual relationships with any employees they directly or indirectly supervise. If such a relationship develops, the supervisor or formal or informal leader must immediately report the relationship to the administration. Violation of this policy may lead to disciplinary measures, up to and including immediate termination.

Employees may not engage in romantic or sexual relationships with any parent of any student of AFIA. This prohibition applies even if the parent does not currently have a child in the teacher's class. If such a relationship develops, the employee must immediately report it to the Administrators. Violation of this policy may lead to disciplinary measures up to and including immediate termination.

Employees are highly discouraged from engaging in romantic or sexual relationships with fellow coworkers.

Relationships with Students

Employees are prohibited from developing personal relationships with students beyond the scope of a professional adult/student relationship, or which may give the appearance of being beyond the scope of a professional nature. It is crucial that employees of AFIA maintain appropriate, professional boundaries in their relationships with students and their families. Nothing in this policy prohibits employees who are also parents of AFIA students to interact with AFIA students and/or their parents in a personal capacity outside of work (*i.e.* with their child's friends who also attend AFIA or the parents of these friends), but these employees must take extra care to ensure that school-related interactions with such students and their parents remain strictly professional in nature and that personal interactions with such students do not violate applicable laws and policies concerning student or personnel matters. Any questions or concerns may be brought to the attention of the Executive Director.

Non-Solicitation or Distribution

In an effort to limit distractions from the learning environment, students, parents, employees and visitors will not be permitted to advertise or attempt to sell any product or service on school grounds, to school staff, students, parents or visitors unless it is aligned with the mission and vision of the school and explicitly approved by the Administrator. Likewise, students, parents, employees and visitors will not be permitted to distribute any information or advertisements on school grounds, to school staff, parents or visitors unless it is aligned with the mission and vision of the school AND explicitly approved by the Administrator. Additionally, employees may not use any AFIA resources (including computers, internet connections, photocopiers, or supplies) to make solicitations not aligned with the mission and vision of the school and not explicitly approved by the Administrator.

Media Policy

AFIA will engage the media for newsworthy events and to communicate messages beneficial to the students of the school, or to provide the community with accurate and timely information concerning the objectives, achievements, needs and conditions of the school. While AFIA intends to develop positive, productive relationships with media outlets, it is important to preserve the safe, orderly learning environment and to prevent unproductive disruptions and infringements of privacy. All media inquiries must be directed to the Executive Director. No employee may make public statements regarding AFIA, whether on the record or off the record, to the media without explicit authorization from the Executive Director.

Inclement Weather and Emergency Conditions

In the event of severe weather or other emergency conditions, AFIA may determine that the school will be closed for the day or students be released early. If school is canceled, AFIA

administration will notify staff members via phone, text, email, and/or public media outlets. If school is released early due to inclement weather or an emergency, employees will not lose pay for the shortened workday. However, if the school is opened, but an employee is unable to make it to work, the employee must use personal leave, or take the day without pay.

All instructional staff members are not required to report to work on days when school is closed for inclement weather or emergency conditions. However, all office staff are expected to report to work during inclement weather unless otherwise directed by their immediate supervisor.

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If school is closed due to exceptional or emergency circumstances, the school may use its Alternative Methods of Instruction (AMI) Plan for up to thirty-six hours in a school year. AFIA will notify staff members, students and families on each day of the closure whether the alternative methods of instruction plan is to be implemented for that day. If the plan is to be implemented on any day of the closure, the school shall ensure that each student receives assignments for that day in hard copy form or receives instruction through virtual learning or another method of instruction. The role and responsibility of certified personnel to be available to communicate with students and implement AFIA's AMI plan.

Visitors and Volunteers

Visitors and Volunteers are welcome at AFIA as long as they do not present a distraction to the learning environment. All visitors and volunteers must adhere to all staff expectations and in certain conditions, will require fingerprint background checks consistent with federal, state and local laws and DESE and AFIA Board Policies. Upon entrance to the school, visitors and volunteers must check in at the front office. Classroom volunteers and visitors must be pre-approved by the Principal. This includes field experts. Please submit a request, via google form: Approval for Classroom Visitor/Volunteer, at least two business days prior to the volunteer or visitor's arrival. We do want to encourage visits from volunteers and field experts, but we do ask that this process is followed.

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In an effort to ensure that instructional time is not interrupted, we also ask that parents follow a similar protocol for school visits. We want to ensure that all employees are aware of this policy to ensure that we follow our policies and procedures. AFIA is committed to providing engaged, meaningful instruction and minimizing disruption to teaching and learning. We value our partnerships with families and community organizations and welcome visits from parents/guardians and community members. Requests for classroom visits or school tours must be made through the Main Office and approved by the Principal at least 24 hours prior to the proposed visitation time. In accordance with The Family Educational Rights and Privacy Act (FERPA), visitors may not record video/audio or take pictures during instructional time without prior authorization from an administrator. Classroom performances and celons are exempt from this policy.

Participation in Political Processes

AFIA encourages active participation in the political process, but employees are prohibited from using any AFIA time or resources to complete work on any political campaigns, or to actively advocate for any political candidate, issue or measure.

Health, Safety and Security

Academy for Integrated Arts is committed to providing an environment that is optimally conducive to learning and to reducing conditions that may result in injury.

General Safety

It is the responsibility of all AFIA employees to maintain a healthy and safe work environment. Report all safety hazards and occupational illnesses or injuries to an Administrator or Operations Manager as soon as reasonably possible and complete an occupational illness or injury form as needed. Failure to follow the School health and safety rules may result in disciplinary action, up to and including termination of employment.

Safety and Security

All employees are expected to take every effort to ensure the security of the school. Any unauthorized visitors must be immediately reported to the front office. Any suspicious or potentially violent person must be reported to the principal or executive director immediately. All doors and exits must be secured at all times. All employees are obligated to report criminal activity to the principal or executive director immediately (167.117, RSMo).

Employees must keep their keys, security passes, identification badges, and technology passwords secured at all times. Lost or compromised keys, security passes, identification badges, and technology passwords must be reported to an administrator immediately.

AFIA will not be responsible for personal belongings and valuables that are lost, stolen, damaged or destroyed while on school property.

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Security Cameras and Use of Video

AFIA utilizes video security cameras in the buildings and grounds to promote a safe school environment for students, staff and visitors. Appropriate signs will be posted in building entrances and at other locations throughout the school to inform visitors, staff, students and parents/guardians that video recordings may occur on school property. AFIA administrators may rely on the images obtained by the video security cameras in connection with the enforcement of school policy, administrative regulations, building rules and applicable law.

Only administrators have authority to release video footage. Any requests for video footage are to be referred to the executive director, Principal or Operations Manager.

Policy Against Workplace Violence

The welfare of all students, parents, employees and visitors and the security of the school building require that every individual be constantly aware of potential security risks.

As the safety and security of our employees, vendors, contractors, and the general public is in the best interests of AFIA, we are committed to working with our employees to provide a work environment free from violence, intimidation, and other disruptive behavior.

Zero Tolerance Policy

The School has a zero tolerance policy regarding workplace violence and will not tolerate acts or threats of violence, harassment, intimidation, and other disruptive behavior, either physical or verbal, that occurs in the workplace or other areas. This applies to management, co-workers, employees, and non-employees such as contractors and visitors.

Workplace violence can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm, damage to property, or any intentional behavior that may cause a person to feel threatened.

Prohibited Conduct

Prohibited conduct includes, but is not limited to:

- Physically injuring another person.
- Threatening to injure a person or damage property by any means, including verbal, written, direct, indirect, or electronic means.
- Taking any action to place a person in reasonable fear of imminent harm or offensive contact.
- Possessing, brandishing, or using a firearm on School property or while performing School business except as permitted by state law.
- Violating a restraining order, order of protection, injunction against harassment, or other court order.

Reporting Incidents of Violence

Report to an administrator or the Operations Manager, in accordance with this policy, any behavior that compromises our ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know. You are expected to cooperate in any investigation of workplace violence. All potentially violent situations will be taken seriously and all threats of violence against students, employees, visitors, or to the school will be immediately reported to the appropriate law enforcement.

Violations

Violating this policy may subject you to criminal charges as well as discipline up to and including immediate termination of employment.

Retaliation

Victims and witnesses of workplace violence will not be retaliated against in any manner. In addition, you will not be subject to discipline for, based on a reasonable belief, reporting a threat or for cooperating in an investigation.

If you initiate, participate, are involved in retaliation, or obstruct an investigation into conduct prohibited by this policy, you will be subject to discipline up to and including termination.

If you believe you have been wrongfully retaliated against, immediately report the matter to an administrator.

Mandated Reporting of Abuse and Neglect

All employees of AFIA are “Mandated Reporters.” School employees who know or have reason to believe that a child has been or may be subject to abuse or neglect by any person (whether a parent, a school employee or a third party) shall report such belief to their supervisor. In addition, school officials (including the principal and teachers) must report such belief to the state as required by section 210.115 of the statutes of Missouri.

All employees will receive an orientation on signs of potential abuse and neglect and the procedure for reporting suspicion of abuse or neglect. Failure to promptly report suspicion of abuse or neglect may lead to disciplinary measures up to and including termination.

Bullying Behavior

AFIA has an established policy prohibiting bullying, which includes intimidation or harassment that causes another person to reasonably fear for his or her physical safety or property, or cause mental or emotional distress. Bullying may take the form of physical actions, including gestures, verbal communication, or any threat of retaliation for reporting such actions. Employees who are made aware of bullying must immediately take action to prevent future bullying, and must report the bullying to an Administrator.

Weapons

AFIA prohibits all forms of weapons on the premises, regardless of whether the employee is licensed to carry the weapon. The only exception to this policy is for law enforcement personnel authorized to be armed in the service of their job. Any employee who violates this policy will be subject to disciplinary measures up to and including termination.

Supervision of Students

Establishing a safe, orderly and conducive learning environment is the responsibility of AFIA teachers and staff members. All employees must be aware of and concerned for the welfare of all AFIA students and should take measures to ensure their welfare.

Specifically, teachers are responsible for the students in their classrooms and the following should be observed at all times:

- Never leave students unsupervised in any circumstance. Leaving a classroom without another responsible adult present is leaving students unsupervised. School personnel responsible for the care and supervision of students are authorized to hold every student strictly accountable for any disorderly conduct in school or on any property.
- School personnel should require students to conduct themselves in an orderly and safe manner.
- If necessary, administer disciplinary action as reasonable and permitted by policy/regulation in any situation involving student misconduct.

Corporal Punishment and Force-Prohibited

The Administration and Board of Directors believe that a healthy school environment can be maintained without the use of corporal punishment. As a result, AFIA's policy prohibits the use of corporal punishment by any staff member, substitute teachers, student teachers or volunteers.

Use of Restraint or Seclusion

Use of any physical intervention or seclusion shall be in accordance with Board policy.

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Communicable Diseases

Communicable disease: a disease that can be directly or indirectly transmitted from one person to another.

HIV infection: an infection in which the human immuno-deficiency virus is present.

Protections

No student shall be denied access to nor shall an otherwise qualified individual be denied employment in the educational programs of the Governing Board solely because they are infected with a communicable disease.

A student or employee who is infected with a communicable disease will remain in their educational or employment setting unless they present a significant risk of contagion as determined by the Governing Board after consultation with the student's or employee's

physician, public health official knowledgeable about the disease and/or the Board's physician if in the judgment of the Executive Director or Principal it is necessary to consult a private physician.

Prevention of Transmission

Each year, the administration shall provide educational opportunities and review of this policy for all employees to become informed concerning transmissions of communicable disease and HIV infection.

Education and policy review shall include procedures to reduce the risk of transmitting HIV infection as well as other communicable diseases, including precautions to be taken in handling bodily fluids and blood whenever necessary. Handling blood and body fluids shall be in a manner consistent with the Center for Disease Control's Universal Precautions for Handling Blood and Body Fluids.

Identification of Potential Risks

Whether or not an infected individual presents a significant risk of contagion shall be determined based upon reasonable medical judgment given the state of medical knowledge about:

- The nature of the risk; i.e., how long the disease is transmitted;
- The duration of the risk; i.e., how long the carrier is infectious;
- The severity of the risk; i.e., the degree of potential harm to third parties; and
- The probability that the disease will be transmitted and will cause varying degrees of harm.

Once the student's or employee's medical condition has been determined, the Executive Director or Principal consult with the student's or employee's physician, a public health official knowledgeable about the disease and/or a physician employed by the Governing Board at the option of the Board in order to determine whether reasonable accommodations will allow the student to perform in the classroom or other educational setting or the employee to meet the essential functions of his or her job.

If an accommodation that does not impose undue financial hardship or administrative burdens can be made, then neither student nor employee shall be denied the right to participate in Governing Board programs or to be employed by the Board.

In order that the Board may have time to obtain a reasonable medical judgment concerning the student or employee who is infected by a contagious disease, the Executive Director or Principal is authorized to remove the infected student or employee from Board programs or employment for a period not to exceed ten days during which time the Board shall make a decision as to whether the student or employee can be accommodated and does not pose a significant risk to others.

The student or employee shall be excluded only if the Board determines after consultation as provided above that the communicable disease is of such nature or at a stage that the individual should not be in an educational setting.

Privacy Rights

Neither the Board nor its employees shall disclose medical information about a student or employee with HIV infection or other communicable disease without the consent of the employee or the student or his or her parent or guardian, whichever is applicable, or only as required by law or court order.

School Property and Technology

AFIA will provide all employees with materials, supplies, equipment and technology, including a computer or tablet and internet access. All property belonging to AFIA, and all technology and connectivity equipment must be used only in pursuit of the mission and vision of the school and consistent with the school's Technology Acceptable Use Policy (AUP). Employees will be expected to maintain proper care and security of all AFIA property and equipment.

Workplace Privacy and Right to Inspect

Academy for Integrated Arts property, including but not limited to lockers, phones, computers, tablets, desks, work place areas, vehicles, or machinery, remains under the control of the School and is subject to inspection at any time, without notice to any employees, and without their presence.

You should have no expectation of privacy in any of these areas. We assume no responsibility for the loss of, or damage to, your property maintained on School premises including that kept in lockers and desks.

Computer Security and Copying of Software

Software programs purchased and provided by Academy for Integrated Arts are to be used only for creating, researching, and processing materials for School use. By using School hardware, software, and networking systems you assume personal responsibility for their use and agree to comply with this policy and other applicable School policies, as well as city, state, and federal laws and regulations.

All software acquired for or on behalf of the School, or developed by School employees or contract personnel on behalf of the School, is and will be deemed School property. It is the

policy of the School to respect all computer software rights and to adhere to the terms of all software licenses to which the School is a party.

You may not illegally duplicate any licensed software or related documentation. Unauthorized duplication of software may subject you and/or the School to both civil and criminal penalties under the United States Copyright Act. To purchase software, obtain your manager's approval. All software acquired by the School must be purchased through the school and must go through the appropriate approval process.

You may not duplicate, copy, or give software to any outsiders including clients, contractors, customers, and others. You may use software on local area networks or on multiple machines only in accordance with applicable license agreements entered into by the School.

Information and Communication Systems

All staff will have access to the school's communication system and will be issued or provided access to a computer with internet connectivity. All school-owned technology, including internet connectivity and network, may be monitored and/or recorded and is subject to review and/or audited by AFIA, therefore employees using AFIA technology, network and internet connections should have no expectations of privacy. Employees should use communication systems primarily for school-related business. Any personal use of AFIA technology or communication equipment is subject to being monitored and reviewed and is subject to all aspects of the Technology Acceptable Use Policy (AUP) and the employee Standards of Conduct. Unauthorized use of AFIA technology/network is prohibited and may be subject to criminal and civil penalties.

- Employees may not access, send, receive, download, display, print, or otherwise disseminate material that could be construed as offensive, harassing, discriminatory, defamatory, disruptive, or that is inconsistent with AFIA's policies prohibiting harassment and discrimination. This includes any material perceived to be sexually explicit or pornographic.
- AFIA resources and equipment may not be used in an effort to promote or communicate information for charitable, commercial, criminal, private, political, or religious purposes not approved by AFIA.
- All copyright laws must be adhered to at all times.
- Approval must be granted prior to downloading any software on any AFIA equipment.
- Any violation of this policy will result in disciplinary measures up to and including termination.

Social Media

At AFIA, we recognize the Internet provides unique opportunities to participate in interactive discussions and share information using a wide variety of social media. However, use of social media also presents certain risks and carries with it certain responsibilities. To minimize risks to

the School, you are expected to follow our guidelines for appropriate use of social media.

This policy applies to all employees who work for the School.

Social media use during the school day should be limited to purposes related to educational outcomes. While this policy cannot address every possible situation, it provides guidance to employees with respect to social networking and applies to the extent permitted by law. Nothing in this policy shall be interpreted to interfere with employee rights under the National Labor Relations Act or other applicable laws.

The use of social media by employees may become a problem if it interferes with the employee's work, is used to harass co-workers or others, creates a hostile work environment, violates student confidentiality obligations or harms the goodwill and reputation of AFIA among its students/families or the community at large. AFIA encourages employees to use social media responsibly and within the parameters of the following guidelines and in a way that does not produce the adverse consequences mentioned above. Where no specific policy or guideline exists, employees are expected to use their professional judgment and take the most prudent action possible. If an employee is uncertain about the appropriateness of a social media posting, they should check with their supervisor.

Only administrators are permitted to *speak on behalf* of AFIA. If your posts on social media mention AFIA or pertain to AFIA you must make clear that you are an employee of AFIA and that the views posted are your personal views and do not represent the views of AFIA. Employees should not make anonymous comments about AFIA or its employees, students or families. Employees are encouraged to refrain from mentioning AFIA employees without their express consent.

Employees are personally and legally responsible for the content of information they post on social media sites. Employees can be sued by other employees, parents, or any individual that views your social media posts as defamatory, pornographic, proprietary, harassing, or libelous.

Employees are required to maintain the confidentiality of student information and are prohibited from disseminating such information through the use of social media sites. Employees must also comply with copyright laws and cite or reference sources accurately. Employees are prohibited from using their AFIA e-mail address as their login name or user handle in their personal profiles, or when using social media sites.

All AFIA policies described in the Employee Handbook also apply to social media activity including, but not limited to, policies related to harassment, discrimination, retaliation, standards of conduct, and bullying when communicating with, to, or about other AFIA employees, parents, patrons, vendors, or others affiliated in any way with AFIA, whether or not the sites are accessed on AFIA equipment or through AFIA systems. In addition, employees should refrain from bullying, threatening, libeling, slandering, or harassing co-workers, students, parents, patrons, vendors, etc. when using social media sites.

AFIA reserves the right to monitor employee profiles and postings on social media sites, whether or not they were made using AFIA equipment or AFIA's computer systems. If an employee believes that another employee is violating any aspect of this policy, or if an employee has any other questions or concerns about this policy, the employee should address their concern(s) with an appropriate supervisor or the Executive Director as soon as possible. Unless otherwise protected by law, violation of any aspect of this policy can result in disciplinary action, up to and including termination.

AFIA recognizes that many staff members may use social media sites for personal use. All employees are strongly encouraged to maintain as much privacy to those sites as possible. Any private online activity that affects an employee's ability to properly function in his or her job performance, or if an employee's online conduct reflects poorly on AFIA's reputation, or image, these activities become a proper focus of AFIA Policy and will be dealt with on an individual basis.

Third Party Disclosures

From time to time, AFIA may become involved in news stories or potential or actual legal proceedings of various kinds. When that happens, lawyers, former employees, newspapers, law enforcement agencies, and other outside persons may contact our employees to obtain information about the incident or the actual or potential lawsuit.

If you receive such a contact, you should not speak on behalf of the School and should refer any call requesting the position of the School to the Executive Director. If you have any questions about this policy or are not certain what to do when such a contact is made, contact the Executive Director.

Use and Responsibility of Equipment

All equipment and property owned by AFIA are subject to AFIA policies, procedures and expectations. Employees may be held financially responsible for any deliberate or accidental misuse of technology, equipment or resources that result in damage or destruction, including infecting school-owned computers or networks with computer viruses, spyware and/or malware.

For more information about AFIA's expectations regarding technology and equipment, employees may refer to AFIA's Technology Acceptable Use Policy (AUP).

Purchasing Policies

Any procurement of goods and services up to \$10,000 shall be made by the Executive Director. Procurement of goods and services between \$10,000-\$25,000 must be approved by the Finance

Committee. Procurement of goods and services over \$25,000 must be approved by the Board. Any procurement of goods and services exceeding \$25,000 may require the release of a request for proposal (RFP) at the discretion of the Board, and Board approval. Any procurement of goods and services exceeding \$50,000 shall require an RFP and Board approval.

Purchasing of Materials

Teachers wishing to purchase supplies or capital assets must complete and submit a Purchase Requisition. Purchase Requisitions must be submitted online to the google form that can be accessed via AFIA's internal drive. Please consult the list of established vendors. If the vendor you would like to use is not on this list, please check with the Office Assistant to see if we have an established vendor that offers the same product. Once the requisition has been submitted, **please share the requisition with the Office Assistant and Executive Director.** The Office Assistant will review the purchase requisition to ensure that the vendor that offers the best value to AFIA (considering details such as quality, cost of the product and shipping costs). The Office Assistant might suggest a comparable product that is a better value. Then the Executive Director reviews the requisitions to ensure that 1) the purchase is within budgetary parameters, 2) the expenditure is necessary and reasonable, 3) the vendor is legitimate, and 4) a specific revenue stream, if applicable, will be used to pay for the expenditure. If you have not heard a response within five business days, please follow up with the Office Assistant.

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Employee Reimbursement

Employee reimbursements may be for school-related supplies or travel. Employees must receive prior authorization from the Executive Director before spending personal funds for such expenditures by submitting a purchase requisition for approval. An electronic copy of the purchase requisition form may be obtained from the Operations Manager. Employees must use AFIA's tax ID letter when making purchases. If the business does not accept the tax ID letter, employees must attempt to purchase the item at a business that will accept the Tax ID letter. If this is not possible, with approval from the Executive Director, the employee may make the purchase and note on the expense reimbursement that the business would not accept the Tax ID letter.

After the expenditure is made, the employee must submit an Employee Reimbursement Request within 30 days of the purchase. An electronic copy of this form may be obtained from the Operations Manager. All receipts must be attached to the reimbursement form and match the requisition or be accompanied by an explanation for the discrepancy. After the Executive Director approves the reimbursement form it is uploaded to the online accounts payable system so that payment can be made via direct deposit.

In some instances, employees may be given permission to use petty cash for school-related supplies. All petty cash reimbursements must be approved by the executive director. The reimbursement voucher may be obtained from the operations manager and must include the

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amount, type of expense, date and name of person receiving the cash. The receipt must be attached to the voucher and the voucher must be signed.

Employees will not be reimbursed for expenses without a receipt or any purchases that were not approved with a purchase requisition form.

Acknowledgment for Receipt of AFIA Employee Handbook

Employee Name: _____

By signing below, I acknowledge that I have received a copy of the Academy for Integrated Arts Employee Handbook (handbook) and that I have read it, understand it, and agree to comply with it. I understand that the School has the maximum discretion permitted by law to interpret, administer, change, modify, or delete the rules, regulations, procedures, and benefits contained in the handbook at any time with or without notice. No statement or representation by a supervisor, manager, or any other employee, whether oral or written, can supplement or modify this handbook. Changes can only be made if approved by the AFIA Board of Directors. I also understand that any delay or failure by the School to enforce any rule, regulation, or procedure contained in the handbook does not constitute a waiver on behalf of the School or affect the right of the School to enforce such rule, regulation, or procedure in the future.

I understand that this Handbook contains important information about AFIA’s general policies and my benefits and obligations as an employee. I understand that the contents of this Handbook are an explanation of AFIA’s policies generally and outline my benefits and employee responsibilities. I understand that Board-approved policies and procedures supersede the Handbook and are available for review from the front office, online, or from an administrator.

I understand and acknowledge that it is my responsibility to read, familiarize myself with, and understand the material in this Handbook. I further understand that AFIA expects me to comply with its provisions and any other Board policy of AFIA.

I further understand and acknowledge that policies and procedures can change periodically, with or without notice. I also understand that AFIA may make exceptions to, interpret, depart from, or apply the provisions of this Handbook as it sees fit in its sole judgment and discretion.

I understand and acknowledge that this handbook does not create either an express or implied contract of employment, or offer of employment contract, between AFIA and me, and it is not intended to do so. I understand and acknowledge that I have an “at-will” employment relationship with AFIA. I understand that I am free to resign my employment at any time, with or without notice, for any or no reason. I further understand that AFIA is free to terminate my employment at any time, with or without notice, for any or no reason. I further acknowledge that neither the Handbook nor any policy within alters or affects my “at-will” relationship with the Company.

This form must be signed via Bamboo HR and will be maintained in the employee’s personnel file.

Employee Signature: _____

Date: _____