

Phalen Leadership Academies



Employee Handbook

Updated: August 2023

Welcome to the Phalen Leadership Academies Network

Phalen Leadership Academy Network (PLA) is very excited to have you as a member of our team! The mission of the Phalen Leadership Academy Network is to prepare scholars to meet high academic and social standards, and to thrive as leaders at home, in their communities and in the world.

The purpose of this handbook is to provide guidance to PLA staff regarding PLA operations, policies, rules and the employee/employer relationship. This handbook is not intended to be comprehensive or to address all possible applications of, or exceptions to, the general policies and procedures of the school network. If you have questions regarding the contents of this handbook or the applicability of any policies contained in the handbook, please contact the school principal.

Nothing in this handbook, either expressed or implied confers any right to remain employed by PLA. This handbook does not constitute or represent a contract of employment, nor does it guarantee any fixed terms or conditions of employment. Your employment is at will and you may be terminated with or without cause and without prior notice. You may also resign for any reason at any time. PLA requires a **two-week notice** for a voluntary separation, unless otherwise indicated.

The policies, procedures, rules and benefits contained in this handbook may be modified or discontinued at any time. We will try to notify employees of any changes as they occur.

PLA Culture and Language Statement

Our scholars come from and live in global communities. Their neighborhoods are racially, linguistically, and religiously diverse. As a caretaker of this diverse population, PLA has an obligation to build a teaching staff that promotes and creates an environment of inclusion to maximize the potential for success of our scholars.

A single instance of discourteous or culturally insensitive remarks or behavior, regardless of whether intended or unintended, can damage our team building efforts. We must refrain from using divisive language such as: your kids or our kids. We must also stop labeling or using words such as: “stop acting like animals or thugs”, when describing scholars or their relatives.

In order to build a safe and academically centered learning environment here at PLA, it is imperative that our employees function cohesively as a team. Collectively, we must strive to attain a certain degree of cultural competence, so, that we are better equipped to teach our scholars how to function in a global community. We should view all people as unique individuals and realize that their experience, beliefs, values, and language affect their interactions with others and the larger community. We need to be culturally sensitive. Cultural sensitivity is the awareness and recognition of other practices and cultures.

To accomplish this goal, we encourage open discussions with co-workers or PLA management to address erroneous assumptions and preconceived notions regarding our culturally diverse scholar population. However, it is important to note that all staff members must remain respectful and

courteous to each other at all times during these conversations. These conversations should be nonjudgmental, and should raise the awareness of cultural differences and help individuals recognize the humanity of people who are different from them.

A culturally sensitive staffer is respectful, knows how to effectively communicate with others, and is empathetic to a culture that is unlike his/her own. A culturally sensitive staffer is more aware of how a team member, scholar or parent of a scholar with a different background may view the staffer's words and/or behavior. The ultimate goal is to establish a learning environment, where everyone feels safe, and empowered. When employees feel safe and comfortable around their coworkers, it's easier for them to work together toward a common goal.

General Conduct Guidelines

PLA expects every employee to adhere to the highest standards of job performance and personal conduct, including in interactions with co-workers and outside business contacts. All PLA employees are expected to adhere to the following guidelines:

- Exhibit professional behavior by showing positive examples of preparedness, communication, fairness, punctuality, attendance, language and appearance.
- Contribute, cooperate, and participate in creating an environment in which all employees and scholars are accepted and are provided the opportunity to achieve at the highest levels in all areas of development.
- Maintain a safe and healthy environment, free from harassment, intimidation, bullying, substance or alcohol abuse, violence, bias and discrimination.
- Create a culture of caring through understanding and support.
- Intervene in situations that have the potential to harm or negatively impact employees and scholars.
- Conduct and/or participate in internal investigations in a manner that preserves the confidentiality and dignity of all parties involved.
- Serve as an example of good citizenship by being responsible and maintaining a high standard of conduct, self-control, morality and ethical behavior.
- Comply with all federal and state laws, policies, and regulations.
- Notify the Principal of any arrests or convictions, no later than 48 hours after the incident.

General Operations and Procedures

Access to Personnel Records

PLA employees may request to view or copy his/her own personnel records by contacting the National Director of Human Resources. Employee records are only accessible to the employee

and the employee's supervisor with the approval of the National Director of Human Resources. Requests to view personnel records must be made one (1) week in advance. Employees must remain under the supervision of an administrator when viewing and copying records.

Appropriate Apparel

PLA employees are expected to dress appropriately for their respective position. It is the expectation of every employee that he/she will dress appropriately as to not negatively represent the school network or cause a distraction to scholars, visitors or other employees. **See the Appendix for dress code specifics.**

Staff Children

Staff are not permitted to bring children to work unless been given permission in writing and signed a liability waiver.

Attendance and Punctuality

Regular attendance and punctuality are essential to creating an effective and harmonious academic and work environment. Employees are expected to report to work as scheduled, on time and prepared to start work.

Employees are also expected to remain at work for their entire work schedule. Late arrival, early departure, or other absences from scheduled hours are disruptive and must be avoided.

If an employee is sick and unable to work due to personal illness, family illness, or some type of emergency, they need to email Ms. Fama directly if it's before 6:00 AM the day of the absence. If it is after 6:00 AM, they'll be required to send an email and a text message to Ms. Fama. **DO NOT TEXT MS. FAMA BETWEEN THE HOURS OF 10:00 PM AND 6:00 AM.** Please include direct supervisor on your email. Middle school will include Mr. Smith and high school will include Mr. Lane.

If the employee fails to provide notice, has insufficient leave time to cover the absence, or fails to appear after a leave request has been denied will be considered an unexcused absence. Excessive unexcused absences may result in discipline up to and including termination.

An employee absent three (3) or more days because of an injury or illness must obtain a physician's release to return to work. The physician's release must be sent to Human Resources at humanresources@phalenacademies.org upon return.

Any employee who fails to call or report to work for three consecutive days is considered to have abandoned their job.

There will be a sign in sheet at the back door by the MS cafeteria. 7:20 AM is the official start time. If you are going to be late, you must text Ms. Fama and immediate supervisor. We will give no more than a 5 minute grace period for late arrival.

Blackout Dates

There are times when all teachers and campus personnel are needed to be in attendance, and time off is prohibited. The following is a list of “blackout dates” in which requests for time off will be denied. However, if an employee requests time off during these “blackout dates” as a result of unforeseen circumstances, the request will be reviewed on a case-by-case basis and the supervisor will make the final decision for approval. In the event an employee is absent during the stated “blackout days” and approval was not given by the supervisor, the employee may be subject to disciplinary action. There shall be no dock in pay if an employee is out during the “blackout dates” unless the employee has no leave available.

- The first 10 days of school
- The last 10 days of school
- The day before or after a school holiday
- Professional or staff development days
- Days scheduled for local exams
- Days scheduled for state testing

Unforeseen circumstances may result in additional days being added to the list.

Excessive absenteeism, tardiness, and leaving work prior to the designated time constitute grounds for any of the following disciplinary action:

- Disciplinary probation
- Denial of pending or future promotion
- Production of medical certification of reason or reasons for absences and/or tardies
- Any other appropriate disciplinary measure, including suspension or termination of employment

Failure to provide notification of an absence to a supervisor for two consecutive workdays (unless prevented by circumstances beyond the employee’s control) may be considered a voluntary resignation on the last day worked, in accordance with applicable federal and state law. Leave will not be approved for more days than an employee has accumulated from prior years plus those earned during the current year.

Paid Time Off (“PTO”) Policy

PTO Policy

Effective Date: August 1, 2023

1. Overview

The purpose of this Paid Time Off (PTO) policy is to provide employees with the opportunity to take time off from work for personal, vacation, or other reasons while ensuring responsible usage and considering the impact on students' learning. This policy outlines the allocation, carryover, payout, blackout days, approval process, and responsibilities related to PTO.

2. PTO Allocation

Employees will receive a prorated allocation of 5 PTO days during the fall semester and an additional 5 days in January. The first 5 days will be provided on the first day of staff professional development, as per the school calendar. The remaining 5 days will be available starting on the first Monday in January.

These PTO days are meant to be used for planned absences, such as vacations, personal appointments, or other non-emergency reasons. All PTO must be taken in half-day or full-day increments.

3. PTO Carryover

Employees may carry over a maximum of 5 unused PTO days from the previous calendar year. These days can be added to the current year's allocated PTO days, allowing employees to enjoy a total of up to 15 days of PTO in a year. Carryover days can be utilized in addition to the current year's allocated PTO days. Employees have the flexibility to use these carryover days in half-day or full-day increments, as per their preference and workload requirements. Any remaining PTO days exceeding the maximum limit of 5 carryover days will be eligible for payout. This payout will be based on the company's established policy below.

4. PTO Payout

Employees who have unused PTO days at the end of the calendar year will be eligible for a payout of \$100 per day, up to a maximum of \$1000. The payout will be processed on September 31st of the following year. Please note that there will be no payout if an employee leaves the organization.

Examples of PTO Usage Scenarios:

Scenario A: Employee A has 5 unused PTO days from the previous year. In the current year, they are granted 10 PTO days. They choose to carry over all 5 days from the previous year. This leaves them with a total of 15 days for the current year: 10 allocated days + 5 carryover days.

Scenario B: Employee B has 2 unused PTO days from the previous year. In the current year, they are granted 10 PTO days. They decide to carry over 2 days from the previous year, adding them to their current year's allocation. This gives them a total of 12 days for the current year: 10 allocated days + 2 carryover days.

Scenario C: Employee C has 4 unused PTO days from the previous year. In the current year, they are granted 10 PTO days. They decide to carry over 4 days from the previous year, adding them to their current year's allocation. This gives them a total of 14 days for the current year: 10 allocated days + 4 carryover days.

Scenario D: Employee D has 6 unused PTO days from the previous year. In the current year, they are granted 10 PTO days. They have the option to either carry over some days from the previous year or receive a payout for the excess days that exceed the maximum carryover limit. Employee D decides to carry over 5 days from the previous year, reaching the maximum carryover limit of 5 days. This results in a total of 15 days for the current year: 10 allocated days + 5 carryover days. The remaining 1 day from the previous year that exceeds the carryover limit will be paid out, as per the company's payout policy.

Scenario E: Employee E has 4 unused PTO days from the previous year. In the current year, they are granted 10 PTO days. Since the maximum carryover limit is 5 days, Employee E has the option to either carry over some days or receive a payout for the excess days that exceed the carryover limit. Employee E chooses to carry over 1 day from the previous year, adding it to their current year's allocation. This gives them a total of 11 days for the current year: 10 allocated days + 1 carryover day. The remaining 3 days from the previous year that exceed the carryover limit will be paid out, following the company's payout policy. Consequently, Employee E will receive compensation for these 3 days.

5. Blackout Days

To ensure operational efficiency and minimize disruption during critical periods, blackout days have been established. Blackout days include the first ten days of the year, the last ten days of the year, and the day before and after holidays and school breaks, as well as state testing days. During blackout days, PTO requests will not be approved, except for extenuating circumstances with the manager's prior authorization.

6. PTO Approval Process

Employees must request PTO in advance by submitting a written request through the designated system or process to their manager. PTO requests should include the desired dates, reason for the absence, and any special considerations. PTO requests should be submitted at least 5 work days prior to the requested absence, except for unforeseen circumstances.

In addition to submitting the PTO request through the designated system, employees are required to notify their manager via email once they have submitted the PTO request. The email notification should include the same details mentioned above—desired dates, reason for the absence, and any special considerations.

7. Responsible PTO Usage

While employees are encouraged to take advantage of their PTO days, it is important to use them responsibly, considering the impact on students' learning. Employees should plan PTO in a manner that minimizes disruptions to instructional continuity. When requesting PTO, employees should make every effort to schedule absences during non-critical periods and avoid consecutive or frequent absences that may negatively affect student progress.

8. Manager Approval

All PTO requests must be approved by the employee's manager. Managers will evaluate the availability of staff, operational requirements, and student impact when considering PTO requests. Approval will be based on the needs of the organization and maintaining appropriate staffing levels.

9. Responsibilities

Employees are responsible for understanding and adhering to this PTO policy. It is the employee's responsibility to plan and schedule their PTO in a manner that minimizes disruptions to their work and student learning. Managers are responsible for reviewing and approving PTO requests while considering operational needs and the impact on student learning.

This PTO policy aims to provide a balance between the personal well-being of employees and the effective functioning of the school. By using PTO responsibly and ensuring thoughtful planning, we can maintain a positive work environment while prioritizing our commitment to student success.

Please note that this policy is subject to review and may be updated or revised as needed. Employees will be notified of any changes in a timely manner.

By signing below, I acknowledge that I have read, understood, and agree to abide by the terms and guidelines outlined in this PTO policy.

Employee's Name: _____

Date: _____

Manager's Name: _____

Date: _____

Open Door Policy

PLA has an open- door policy whereby any staff member may speak to any administrator, manager, or supervisor on any matter. PLA leaders are dedicated to being available and attentively listening to staff members. Staff members that have questions, ideas or concerns are encouraged to discuss the item(s) with any administrator.

Pay Schedule

Payroll is processed on a bi-weekly basis with payroll deposit information being made available on Friday. In the rare occasion the Federal Reserve is closed on a pay date Friday, deposits will be made at the latest time prior to the pay date.

Performance Evaluation Process

PLA recognizes the importance of employee evaluations for the purpose of improving individual job performance. The evaluation process is intended to improve and reinforce the skills, attitudes, and abilities that enable individual employees to be effective in achieving assigned job goals and to identify and remediate weaknesses which prevent an employee from achieving the goals of his/her assigned duties.

The PLA Coaching Cycle is an online platform that serves as a tool for conducting classroom observations and providing teachers with regular feedback and support for their instructional practices and professional growth. Teachers receive feedback based on these observations on a regular basis. Teachers and Building Leaders will have access to data insights and improvement opportunities. There are resource toolboxes contained within the Coaching Cycle that can provide support for instruction, classroom management and goal setting.

Written performance evaluations are conducted and shared with employees annually. Circumstances throughout the year may warrant additional reviews of performance.

Performance indicators included in the performance evaluation along with other employment related factors are considered in determining individual salary changes, including merit, if any, annually.

Lesson Plans

- Lesson plans must be completed and posted in your classroom by 7:30 on Monday mornings.
- Every teacher is responsible for creating 5 days worth of lesson plans. You will be given folders at the Welcome Back meeting. This can be generic, but content related work for the scholars to complete. This should be enough work to last an entire period. All copies should be made so a sub can walk in and distribute materials.

Classroom Expectations

- No desks should be touching the wall causing damage
- Any spills need to be reported immediately
- Clorox wipes will be supplied. It is the teacher's responsibility to wipe down all desks and flat surfaces at the end of each day.

Professional Development

It is the expectation of PLA that each staff member will continue to grow in his/her particular position within the Network. For this reason, professional development and training is encouraged amongst all staff members. Whenever financially feasible, the network will support job-related professional development activities. Professional development requests must be submitted on the Professional Conference Request Application at least four weeks prior to the event. The request application must be submitted to the staff member's immediate supervisor and forwarded to the Director of Human Resources.

Contract hours are until 3:00; therefore, we may hold mandatory PD/meetings right after school.

At times, staff members attending professional development may be asked to sign an agreement that if the employee chooses to leave the network within a certain period of time following the training, the employee may be responsible for reimbursing the network for all or a portion of the training costs.

It is the responsibility of the employee to forward copies of certifications or training completed to the Director of Human Resources in order to keep accurate records of professional development completed. It is the responsibility of the employee to keep his/her required teaching certifications up to date and to provide a copy of such certification upon request.

Bereavement Leave

Employees are eligible for bereavement leave in the event of a death in the employee's family. Employees are eligible for up to five (5) consecutive business days for the death of an immediate family member. For purposes of this policy, immediate family shall be defined as husband, wife, son, daughter, step-child, legal guardian, mother, father, father-in-law, mother-in-law, step-parents, brother, sister, step-sister, step-brother, grandchild, son-in-law, daughter-in-law, or any person residing in the household for whom the employee is responsible. This leave must be taken within fourteen (14) days of the death and is to be taken to make arrangements for, attend the services or to make other arrangements resulting from the death of the family member.

Employees are eligible for two (2) days of bereavement leave for the death of a grandfather, grandmother, aunt, uncle, niece, nephew, brother-in-law, or sister-in-law of the employee or spouse, or any other relative of the employee for whom the employee is directly responsible. This leave must also be within fourteen (14) days of the date of the death.

The fourteen (14) day time limit may be waived by the Director of Human Resources if unusual circumstances cause services to be delayed. If a legal holiday falls during the bereavement period, the holiday shall not count as a bereavement day. Should the employee already be off work on another leave, the employee is not eligible for bereavement leave.

Jury Duty

Employees scheduled for jury duty must provide a copy of the summons to his/her supervisor. PLA will provide up to one week (5 business days) of compensation for employees selected for jury duty.

Military Leave

Pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), PLA prohibits discrimination against individuals because of his/her service in the Armed Forces, the Army National Guard and the Air Force National Guard (when engaged in active duty for training, inactive duty training, or full-time National Guard duty), the commissioned corps of the Public Health Services, and any other category of individuals designated by the President in time of war or emergency. USERRA provides job-protection for qualified employees returning from military service in most cases.

An employee who has been employed for at least twelve (12) months and is the spouse, parent, grandparent, or sibling of a person who is ordered to active duty is entitled to a ten (10) day unpaid leave of absence during one (1) or more of the following periods: during the thirty (30) days before active duty orders are in effect; during a period in which the person ordered to active duty is on leave while active duty orders are in effect; or during the thirty (30) days after the active duty orders are terminated.

Safety Procedures (Fire, Tornado, Earthquake, Bomb Threat,etc)

In an effort to establish an effective and efficient response to emergency situations, PLA has established the following procedures. These procedures are not intended to address any and every emergency situation. **Please refer to the Safety Plan for more details.**

Self-containment Procedures (Lockdown Procedure)

In the event the building needs to be secured, there have been two (2) types of lockdowns established to be used depending on the circumstance. An announcement will be made over the intercom notifying all scholars and employees of the type of lockdown.

Hard Lockdown

- . All perimeter doors are locked
- . All interior doors are locked
- . Hallway lights are left on

- Classroom and other room lights are turned off
- Phones are accessible and not on DND

Soft Lockdown

- All perimeter doors are locked
- Activities inside the building should continue
- Only authorized personnel may enter or leave the building
- Lockdown procedures should remain in place until notified by a supervisor or administrator.

Violent Intruder Procedures

In the event of a violent intruder, an announcement will be made over the intercom to secure rooms for a "hard lockdown". All scholars and employees must report to the nearest classroom immediately. The door to the classroom must be locked. Scholars and employees must keep away from glass windows and/or doors. Scholars and staff must remain in the locked classroom until given further instructions or informed it is safe to resume normal activity. **Please refer to the Safety Plan for specifics.**

Scholar suspected of having a weapon Procedures

In the event an employee suspects a scholar of having a weapon, the employee must discretely notify the office. The employee should continue normal activity and should NOT try to disarm or search the scholar. If the scholar displays the weapon, remain calm, back away, ask the scholar to put the weapon down and keep all other scholars and/or employees away from the scholar. **Please refer to the Safety Plan for specifics.**

General Network Policies

Americans with Disabilities Act

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, as applicable, are federal laws that prohibit employers from discriminating against applicants and individuals with disabilities and that when needed provide reasonable accommodations to qualified applicants and employees, so that they may perform the essential job duties of the position.

It is the policy of PLA to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC).

Furthermore, PLA does not discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

PLA will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so creates an undue hardship to PLA. **If an employee or applicant needs an accommodation, he or she should contact Human Resources to discuss reasonable accommodations that may enable the person to perform the essential functions of the job.**

Workplace Harassment Prohibited

The Phalen Leadership Academy Network (PLA, National and Summer Advantage), hereinafter referred to as the “Network”, expects the workplace environment to be productive, respectful, and free of unlawful harassment. Employees shall not engage in harassment or abusive conduct on the basis of an individual’s race, religion, national origin, sex, sexual orientation, age, citizenship status, disability, or any other protected status

Sexual Harassment Prohibited

The Network shall provide a workplace environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

Network employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment prohibited by this policy includes verbal, physical conduct, gifts or other forms of communication. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

Making a Complaint: Enforcement

A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, up to and including discharge. An employee’s employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing bona fide complaints or providing information about harassment is prohibited.

Aggrieved persons, who feel comfortable doing so, should directly inform the person engaging in harassing conduct or communication that such conduct or communication is offensive and must stop.

Employees should report claims of harassment to their supervisor, building leader or Human Resources. Employees may choose to report to a person of the employee's same sex. There are no express time limits for initiating complaints and grievances

under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

Whom to Contact with a Report or Complaint

Employees should report claims of harassment to their supervisor, building leader or Human Resources.

Human Resources:

Chris Moeggenberg, Regional Director of Human Resources
Email: cmoeggenberg@phalenacademies.org

Cathy Kendrick, Human Resources Manager
Email: ckendrick@phalenacademies.org

The Network shall use reasonable measures to inform staff members of this policy.

Staff and Food Service

Staff members are not permitted to take any lunch or drinks out of the cafeteria. If you choose to take a lunch, disciplinary action will follow.

Ethics and Conduct Policy

All Phalen Leadership Academy Network employees are expected to maintain high standards in their work relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. Any employee who sexually harasses a student, another employee, or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

The Network is responsible for providing a safe and secure workplace and strives to ensure that all individuals are treated in a respectful and fair manner. Though it is not possible to list all forms of behavior that are considered unacceptable in the workplace, the following are examples of behavior that would be considered infractions of employee conduct standards. Such behavior may result in disciplinary action, up to and including termination of employment. Examples include but are not limited to:

- Dishonesty.
- Theft or inappropriate removal or possession of property.
- Working under the influence of alcohol or illegal drugs.
- Possession, distribution, sale, transfer or use of alcohol or illegal drugs in the workplace, while on duty or while performing work of any kind for the Network.

- Fighting, violence in the workplace or threatening violence in the workplace.
- Sexual or other harassment.
- Possession of dangerous or unauthorized materials, such as firearms, knives or other devices intended for harm, in the workplace.
- Unauthorized use and abuse of Network property.
- Unauthorized disclosure of the Network's confidential information.

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the Network nor shall an employee act as an agent of any business in any transaction with the Network.

Drug and Alcohol-Free Workplace Policy

PLA is committed to providing a safe and productive environment for scholars and employees. While on PLA premises and while conducting PLA business-related activities off PLA premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy outlines PLA's process and procedures for identifying employees suspected of being under the influence of drugs and/or alcohol, and the repercussions of being under the influence while at the workplace.

The use of illegal drugs by employees will not be tolerated. No employee shall use, possess, dispense, distribute or be under the influence of illegal drugs. Additionally, no employee shall report to work, or remain at work, while having any measurable amount of alcohol in his/her system (which for enforcement purposes is defined as .02 blood alcohol content).

Reasonable Suspicion / Testing Requirements

PLA will conduct drug and alcohol testing upon reasonable suspicion (i.e. the observations of a supervisor/manager of apparent workplace use, possession or impairment) that any employee is under the influence of alcohol or an illegal controlled substance. Reasonable suspicion may include the following but is not limited to changes in behavior and job performance, another person seeing physiological signs of substance abuse (e.g. blood shot eyes, impaired gait etc.). Employees who smell like marijuana constitutes a drug test.

The employee must submit to the test within 24 hours of the request. PLA management will provide the employee with the name and location of the testing lab. The employee must comply with the testing requirements of the lab. The lab will provide the results to Human Resources. Employees will be paid for time spent in alcohol/drug testing and then suspended pending the results of the investigation and the drug/alcohol test. After the results of the test are received, a date/time will be scheduled to discuss the results of the test; this meeting will include a member of management and Human Resources. Should the results prove to be negative, the employee will receive pay for the times/days of suspension.

Discipline and Last Chance Agreements

Working under the influence of drugs or alcohol is a violation of this policy and shall subject the employee to disciplinary action up to and including dismissal. Depending on the circumstances and the employee's work history/record, PLA may offer an employee the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies for a minimum of one (1) year but not more than two (2) years. If the employee either does not complete his/her rehabilitation program or tests positive after completing the rehabilitation program, he/she will be subject to immediate discharge from employment.

Prescription Medication

This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctor(s) about the medications' effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their supervisor. Employees should not, however, disclose underlying medical conditions unless directed to do so. Moreover, the legal use of prescribed drugs is permitted on the job **only** if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger scholars or other individuals in the workplace.

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to PLA shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files.

Inspections

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

Crimes Involving Drugs

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

Note: Any employee who has a reasonable suspicion that a violation of this policy has occurred shall report the suspected violation to the Principal.

Cell Phone Use Policy

To outline The Phalen Leadership Academies policy for use of cellphones at work and the safe use of cellphones by employees while driving.

Cellphones should be turned off or set to silent or vibrate mode during instructional time, meetings, conferences and in any circumstance where incoming calls may be disruptive to the learning environment.

While at work, employees are expected to exercise discretion in using personal cellphones. Excessive personal calls during the workday is prohibited as use can interfere with instructional time, employee productivity and can be distracting to others. Unless defined as an emergency, employees are encouraged to make or receive any personal calls during nonwork time (i.e. lunch and free periods).

Phalen Leadership Academies will not be liable for the loss of personal cellphones brought into the workplace.

Cellphone Use Safety

All employees are expected to follow applicable local, state, and federal laws and regulations regarding the use of cellphones at all times.

Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are required to use hands-free operations or pull off to the side of the road and safely stop the vehicle before placing or accepting a call. Special care should be taken in situations where there is traffic or inclement weather, or the employee is driving in an unfamiliar area.

Reading or sending text messages while driving is strictly prohibited. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

Video or audio recording devices

The use of cell phone cameras or other video or audio recording-capable devices on company premises is prohibited without the express prior permission of senior leadership, and of the person(s) subject to recording. Video or audio recording in restrooms and/or locker rooms is strictly prohibited.

Consequences for Violators

Employees violating this policy will be subject to discipline, up to and including termination of employment.

Personal Technology and Social Media: Usage and Conduct Policy

This policy applies to all The Phalen Leadership Academy Network (PLA, National and Summer Advantage) employees, hereinafter referred to as the "Network",

Definitions

Includes - Means "includes without limitation" or "includes, but is not limited to."

Social media - Media for social interaction, using highly accessible communication techniques through the use of web-based and mobile technologies to turn communication into interactive dialogue. This includes *Facebook, LinkedIn, MySpace, Twitter, Snapchat and YouTube*.

Personal technology - Any device that is not owned or leased by the Network or otherwise authorized for Network use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks. This includes laptop computers (e.g., laptops, ultrabooks, and chromebooks), tablets (e.g., iPads®, Kindle®, Microsoft Surface®, and other Android® platform or Windows® devices), smartphones (e.g., iPhone®, BlackBerry®, Android® platform phones, and Windows Phone®), and other devices (e.g., iPod®).

Usage and Conduct

All Network employees who use personal technology and social media shall:

1. Adhere to the high standards for appropriate school relationships as noted in the *Ethics and Conduct Policy* at all times, regardless of the ever-changing social media and personal technology platforms available. This includes Network employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate, offensive, pornographic or in poor taste.
2. Choose a Network-provided or supported method (i.e. email or business phone) whenever possible to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Not use personal technology and social media to share, publish, or transmit information about or images of scholars and/or Network employees without proper approval. For Network employees, proper approval may include implied consent under the circumstances.
5. Refrain from using the Network's logos without permission and follow all existing Network copyright compliance procedures.

6. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places where the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
7. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the Network employee's personal technology or social media.
8. Neither friend students on Facebook or other similar media nor text students regarding personal issue or any issues not specifically school-related and pertinent to their roles with the Network.
9. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the Network for any losses, costs, or damages, including reasonable attorney fees, incurred by the Network relating to, or arising out of, any violation of this policy.

The Network senior leadership team shall:

1. Inform Network employees about this policy,
2. Direct Building Leaders to annually:
 - a. Provide their building staff with a copy of this policy.
 - b. Inform their building staff about the importance of maintaining high standards in their school relationships.
 - c. Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.
3. Build awareness of this policy with students, parents, and the community.
4. Ensure that no one for the Network, or on its behalf, shall make a request of an employee or applicant for access in any manner to his or her social networking website or requests passwords to such sites.
5. Periodically review this policy and any procedures with Human Resources to propose or make any necessary changes.

Duty to Report Child Abuse and/or Neglect

Per Indiana Code 31-33-5, it is the responsibility of all employees to report any suspected child abuse or neglect. **If an employee has reason to believe that a child is a victim of child abuse or neglect the employee shall immediately make a report to the Principal.**

Equal Employment Opportunity

PLA provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. PLA complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, and leaves of absence, compensation and training.

PLA expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability, or veteran status. Any interference with the ability of PLA employees to perform their expected job duties is absolutely not tolerated. Furthermore, PLA may not exclude from participation in, deny the benefits of, or otherwise subject any employee or applicant to, discrimination in any program or activity for which the PLA Board is responsible or for which it receives financial assistance from the U.S. Department of Education. PLA values diversity and the benefits of different perspectives and backgrounds.

Ethics and Conflict of Interest

Employees must avoid any relationship or activity that is unethical, immoral, illegal, might negatively impact the school's image, or appear to impair their ability to make objective and fair decisions when performing their jobs. Employees must also refrain from making any decisions or engaging in any activities that result in personal or financial gain for the employee or a family member. Employees may not accept anything of value offered by another for the purpose of influencing judgment.

Staff members who have a financial interest in or derive a profit from a contract or purchase connected with an action by the school network must complete a Conflict of Interest Disclosure Statement to be approved by the Board. This is most commonly used if spouses or other members of a staff member's family enter into a contract or employment relationship with the school network.

Gifts presented to staff members by scholars, parents of scholars, or vendors is an undesirable practice because it tends to embarrass scholars with limited means and gives the appearance of currying favor. However, there are instances where students or their parents wish to express gratitude or kindness to an employee of the school network.

Therefore, staff members may accept or give gifts of nominal value from or to students, parents, or vendors. Nominal value shall not exceed \$25.00. The COO may approve acts of generosity to or from individual staff members in unusual situations.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, is a Federal privacy law administered by the Family Policy Compliance Office (FPCO or Office) in the U.S. Department of Education (Department or we). FERPA and its implementing regulations in 34 CFR part 99 protect the privacy of students' education records and afford parents and eligible students (i.e., students who are 18 years of age or older or attend an institution of postsecondary education) certain rights to inspect and review education records, to seek to amend these records, and to consent to the disclosure of personally identifiable information from education records.

PLA employees must maintain the privacy of the records and may not release any confidential educational records, as defined under FERPA, without the express consent of the student or parent. Educational records are all records that contain information directly related to a student and are maintained by an educational agency or institution, or by a party acting on its behalf. A record means any information recorded in any way, including handwriting, print, tape, film, microfilm, microfiche, and digital images. If an employee is approached regarding the release of any student information, please contact the Principal.

Family Medical Leave

In accordance with Federal law, PLA shall provide up to twelve (12) weeks of unpaid, job-protected Family Medical Leave (FMLA) in any twelve (12) month period to eligible staff members. Family Medical Leave may be used for:

- The birth of a child and/or the care of a newborn child within one (1) year of the child's birth;
- The placement of a child with the staff member by way of adoption or foster care and/or to care for the child within one (1) year of the child's arrival;
- The staff member is needed to care for a spouse, son, daughter, or parent if the individual has a serious health condition; or
- The staff member's own serious health condition prevents him/her from performing the functions of his/her position.

Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain "qualifying exigencies." Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

The FMLA also includes a special leave entitlement that permits eligible employees to

take up to 26 weeks of leave to care for a covered service member during a single 12- month period. This is a one-time benefit per service member. A covered service member is defined as:

- 1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
- 2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FML to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness. (Note, the FMLA definitions of "serious injury or illness" for current service members and veterans are distinct from the FMLA definition of serious health condition).

General Network FML Provisions

Employees are eligible for Family Medical Leave benefits after working 6 months.

For purposes of FML, a **serious health condition** is defined as:

- An illness, injury, impairment, or physical or mental condition that involves in-patient care, including any period of incapacity or any subsequent treatment in connection with such inpatient care;
- Continuing treatment by a healthcare provider, including:
- A period of incapacity of more than three (3) consecutive calendar days plus two visits to a health care provider within thirty (30) days (first visit within seven (7) days of incapacity);
- Any incapacity due to pregnancy or for prenatal care;
- Any period of incapacity or treatment for such incapacity due to a chronic serious health condition;
- A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective;
- Any period of absence to receive multiple treatments by a healthcare provider either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive days in the absence of medical intervention or treatment; examples include: cancer

(chemotherapy, radiation, etc.), severe arthritis (physical therapy), or kidney disease dialysis.

Conditions for which cosmetic treatment are administered are not “serious health conditions” unless complications develop. Ordinarily, unless complications arise, the common cold, the flu, ear aches, upset stomachs, minor ulcers, headaches other than diagnosed migraines, routine dental or orthodontia problems, periodontal disease, etc. are conditions that do not meet the definition of a “serious health condition” and therefore do not qualify for Family Medical Leave.

Intermittent FML

Staff members are permitted to take Family Medical Leave intermittently or on a reduced

when medically necessary or when approved by the Director of Human Resources or Principal. Intermittent leave or reduced-leave schedule results in the reduction of the twelve (12) weeks (or twenty-six (26) weeks for Service Member Family Leave) only by the amount of leave actually taken. If the intermittent or reduced-leave schedule is foreseeable based on planned medical treatment, the Director of Human Resources or Principal may require the staff member to transfer temporarily to an available alternative position, which better accommodates recurring periods of leave. The alternative position shall have equivalent pay and benefits but not necessarily equivalent duties.

Notice of FML

Whenever the leave is necessitated by the serious health condition of the staff member or his/her immediate family member or the leave is taken pursuant to Service Member Family Leave, and is foreseeable based on planned medical treatment, the staff member shall provide PLA with a thirty- (30) days' notice. Employees must notify Human Resources of the need to take FML leave by e-mailing humanresources@phalenacademies.org. If there is insufficient time to provide such notice because of the need for treatment, the staff member shall provide such notice as early as practicable. When a staff member is taking leave because of a “qualifying exigency” and the leave is foreseeable, whether because the staff member’s spouse, son, daughter, or parent is on active duty, or because of notification of an impending call or order to active duty in support of a contingency operation, the staff member shall provide such notice to the Director of Human Resources or Principal as is reasonable and practicable. When planning medical treatment or taking leave pursuant to Service Member Family Leave, the staff member must consult with the Director of Human Resources or Principal and make a reasonable effort to schedule the leave so as not to unduly disrupt the regular operation of the Network, subject to the approval of the healthcare provider.

Use Of PTO with FML

The PLA Board may require staff to substitute his/her earned or accrued paid vacation leave, personal leave or sick leave for unpaid FMLA leave or Service Member Family Leave. If the staff member has not earned or accrued adequate paid leave to encompass the entire period of FMLA leave or Service Member Family Leave, the additional weeks of leave shall be unpaid. Whenever a staff member uses

paid leave in substitution for unpaid FMLA leave or Service Member Family Leave, such leave counts toward the twelve (12) week maximum leave or twenty- six (26) week maximum leave for Service Member Family Leave allowance provided by this Policy.

The Director of Human Resources or designee will notify the staff member when the Network intends to designate leave as FMLA-qualifying. In cases in which the Board employs both spouses, the total amount of FMLA leave is twelve (12) weeks for the couple, except when the leave is due to the serious health condition of either spouse or child.

Additionally, the aggregate number of work weeks of leave to which both the husband and wife may be entitled pursuant to this policy is limited to twenty-six (26) work weeks during the single twelve (12) month period provided for in the Service Member Family Leave provision if the leave is taken pursuant to Service Member Family Leave or a combination of general FMLA leave and Service Member Family Leave.

When FMLA leave or Service Member Family Leave is taken, the staff member must provide medical certification from the healthcare provider of the eligible staff member or his/her immediate family member. The staff member may either:

- Submit the medical certification to Human Resources or designee; or
- Direct the healthcare provider to transfer the medical certification directly to Human Resources or designee, which will generally require the staff member to furnish the healthcare provider with a HIPAA compliant authorization.

Staff members are not eligible for leave pursuant to this policy if they work elsewhere during leave pursuant to this policy.

In the event the staff member fails to provide medical certification, any leave taken by the employee is not FMLA leave or Service Member Family Leave. When the need for the FMLA leave is foreseeable and at least thirty- (30) days' notice has been provided, the staff member must provide the medical certification before the leave begins. When this is not possible, the employee must provide the requested certification to Human Resources or designee within fifteen (15) calendar days after the staff member requests FMLA leave unless it is not practicable under the circumstances to do so despite the staff member's diligent and good faith efforts.

The Board reserves the right to obtain, at its expense, the opinion of a second healthcare provider and, in the event of conflict, the opinion of a third healthcare provider whose decision shall be binding and final. The staff member may either:

- Submit the opinion of the second healthcare provider, and the opinion of the third healthcare provider if applicable, to the COO, Human Resources or designee; or

- Direct the second or third healthcare provider to transfer his/her opinion directly to Human Resources or designee, which will generally require the staff member to furnish the healthcare provider with a HIPAA compliant authorization.

In the event the staff member fails to provide the medical opinion of the second or third healthcare provider, if applicable, any leave taken by the staff member is not FMLA leave. A staff member seeking to take leave pursuant to any exigency must submit, in a timely manner to Human Resources, an appropriate certification as described by Federal regulations.

Upon return to work staff members must provide to the Human Resources or designee a statement from his/her healthcare provider that he/she is able to resume work. Upon return from any FMLA leave, the Network will restore the staff member to his/her former position or to a position with equivalent employment benefits, pay and conditions of employment. During FMLA leave, the Network shall maintain the staff member's current coverage under the group health insurance program on the same conditions, as coverage would have been provided if the staff member had been continuously working during the leave period. If the staff member was paying all or part of the premium payments prior to going on FMLA leave, the staff member must continue to pay his/her share during the leave.

The use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the staff member's leave. If the staff member fails to return to work at the end of the leave for reasons other than the continuation, recurrence, or onset of a serious health condition of the staff member or of the staff member's immediate family member, or for circumstances beyond the control of the staff member, or for Service Member Family Leave, the staff member shall reimburse the Network for the health insurance premiums paid by the Network during the unpaid FMLA leave period. A staff

member who fraudulently obtains FMLA leave is not protected by this policy's job restoration or maintenance of health benefits provision.

The following conduct is prohibited in relation to FMLA leave:

- Engaging in fraud, providing false or misleading information to Phalen Leadership Academies or a health care provider.
- Failure to return from leave.
- Failure to comply with the employee's obligations as set forth in this policy.

HIPAA Privacy and Security Compliance

PLA safeguards and protects the health information of its applicants and staff members in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA)

The unauthorized access, use, disclosure, alteration, deletion, or unauthorized transmission of protected health information in violation of this policy may subject the staff member or supervisor to disciplinary action up to and including termination.

PLA will annually send notice to all staff members of their rights under HIPAA. All new staff members will receive the notification upon hire. If a staff member feels their rights under this policy have been violated, he/she must immediately report it to Human Resources.

Performance Standards and Corrective Action

PLA expects employees to adhere to our policies and to perform their job duties in a professional, efficient and effective manner. To that end, Supervisors are expected to monitor the performance and behavior of employees. If a Supervisor identifies weaknesses in an employee's performance, or unacceptable conduct by the employee, the Supervisor must provide the employee with the opportunity to correct his/her performance or inappropriate conduct.

In the event that an employee fails to show improvement in job performance or continues to violate the school's policies and/or continues to engage in unacceptable behavior, the Supervisor may begin the corrective action process with the employee.

The following is a list of behaviors that may result in disciplinary corrective action or a recommendation for discharge:

- Unsatisfactory quality or quantity of work; incompetence
- If you are employed or volunteer to coach a competitive sport in another league, district, or charter organization, you must recuse yourself when they are in direct competition with PLA teams. This means you will not be present on their sideline at anytime or seated with their fan section while they play against any PLA team. This goes for all sports.
- Repeated unexcused absences or tardiness
- Failing to follow instructions or PLA policies, procedures and/or guidelines.
- Insubordination or insubordinate acts
- Failing to demonstrate integrity
- Failing to follow established safety regulations
- Falsifying an employment application or any other company records or documents
- Failing to record working time accurately or recording a co-worker's time (time abuse)
- Using vulgar, profane or obscene language, including any communication or action that violates our policy against harassment and other unlawful forms of discrimination Disorderly conduct, fighting, or other acts of violence or horseplay
- Misusing, destroying, or stealing company property or another person's property

- Possessing, entering with, or using weapons on the PLA property or at activities associated with PLA. Weapons include any object that, in the manner in which it is used, intended to be used, or represented is capable of inflicting serious bodily harm or property damage.
- Possessing, selling, using, or reporting to work with alcohol, controlled substances, or illegal drugs present in the employee's system, on PLA property, or on working time
- Disclosing or using confidential or proprietary information without authorization
- Violating PLA policies or handbook guidelines, for example: conflict of interest policy, technology acceptable use policy, staff bullying guidelines, etc.
- Being convicted of a crime that indicates unfitness for the job or presents a threat to PLA or its employees in any way.

Corrective Action

PLA will use the following corrective action measures if an employee is not able, or willing to make the necessary changes to meet PLA's expectations.

Step 1. Supervisor must notify employee that his or her performance is unacceptable (this conversation will function as a verbal warning).

Step 2. Supervisor must schedule a Professional Development Meeting ("PD Meeting"), which is a one-on-one meeting with the Employee to discuss his or her performance or the infraction. During the PD Meeting, Supervisor must provide actionable feedback and compliance dates for improvement to the employee.

Step 3. Supervisor must follow-up with the staff member within a reasonable time. If poor performance or behavioral issues remain, the Supervisor must proceed to Corrective Action.

Step 4. Supervisor may schedule a second PD Meeting with the employee or issue a written warning. If the Supervisor holds a second PD Meeting, he or she must reiterate his or her concerns and document those concerns in writing. If the Supervisor issues a written warning, the Supervisor should give the employee a copy of the warning. Copies of all corrective action documents should be placed in the employee's personnel file.

Step 5. If no improvement is observed, Supervisor must contact Principal and Human Resources to discuss Suspension and/or Termination of employee.

Prohibition of Tobacco Products

To further promote a healthy, drug-free work environment, PLA prohibits the use of tobacco products in all buildings, vehicles, and property belonging to the school network during school hours, and during non-school hours if at a school related function.

Title IX

Policy against sex discrimination

In accordance with applicable law, including Title IX of the Education Amendments of 1972 and the Indiana Civil Rights Law, it is the policy of PLA that no scholar will be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any education program or activity on the basis of sex. A scholar may not, on the basis of sex, be limited in the enjoyment of any right, privilege, advantage, or opportunity,

including courses, extracurricular activities, benefits, and facilities.

Title IX Coordinator

PLA has designated a Title IX Coordinator, who has responsibility for PLA's compliance with Title IX, including directing the investigation of complaints and reports of sex discrimination and harassment and assuring that prompt and effective corrective action is taken. The PLA Title IX Coordinator is:

Name: Chris Moeggenberg

Email Address: cmoeggenberg@phalenacademies.org

Complaint Procedure ~ Making a Complaint

Parents and scholars are encouraged promptly to submit a complaint or provide information about suspected sex discrimination or harassment so that PLA can take appropriate action to resolve the situation. A parent or scholar should make the complaint or report orally or in writing to the building administrator, school counselor, school social worker, or directly to the Title IX Coordinator. A report should be made as soon as possible after the complained-of incident, preferably within ten days after the parent has been notified by a scholar of sex discrimination or harassment so that PLA can address the matter while memories are fresh and before a situation becomes more severe. However, PLA will continue to accept complaints after the ten-day filing period.

Every employee of PLA is required immediately to report in writing to the Title IX Coordinator suspected sex discrimination or harassment of a scholar whether it is based on the employee's witnessing such conduct or on information from the scholar, the scholar's parent, or a third party.

Investigation and Corrective Action

The Title IX Coordinator will promptly investigate, or direct the investigation of, complaints and reports of sex discrimination or harassment. The investigation will be completed in a timely manner, the time depending on the nature and complexity of the issues but generally taking no more than 30 days. The Title IX Coordinator will assist the building principal in determining whether to take interim measures during the investigation and whether PLA is required to report the incident that is the subject of the complaint to Child Protective Services.

At the conclusion of the investigation, the Title IX Coordinator will report the result to the Principal, including, where appropriate, making a recommendation for reasonable, timely, age-appropriate, and effective correction action. The Principal may impose discipline up to and including a recommendation for employee termination or scholar expulsion. The Title IX Coordinator will advise the Complainant and the person accused of misconduct, in writing, whether or not the allegations were substantiated.

Except to the extent an employee or scholar has a statutory right to challenge the Principal's recommendation for expulsion or termination or an employee has a collectively bargained right to challenge the imposition of discipline, the decision of the Principal is final.

This policy should be read in conjunction with PLA's general anti-harassment policy and procedures for reporting abuse and neglect to Child Protective Services.

Workers Compensation

PLA provides worker's compensation benefits to any employee who is injured or incurs an occupational disease or death, arising out of and in the course of their employment. Any employee who has sustained an injury while working or while on company property must report the incident to his or her supervisor immediately (or within 24 hours if immediate notification is not possible). Any employee, who is aware of any injuries resulting from an exposure to hazardous substances, must report the exposure as soon as he or she becomes aware of the exposure but no later than 24 hours after becoming aware of the exposure.

The Supervisor/Designee must notify Human Resources as soon as he/she is notified of the claim. Human Resources will send the Principal/Designee a First Report of Injury Form to complete. The form must be completed and returned to Human Resources the same day. Human Resources will submit the claim to the Workers Compensation provider. Employees must provide accurate and honest statements.

Falsification of any information may result in a denial of the claim and/or discipline up to and including dismissal.

The Workers Compensation provider may require the employee to go to a pre-approved list of medical providers for treatment. If required, the employee must select a medical provider from the list of approved medical providers.

The Employee must transport him or herself to the medical provider, unless unable to do so. If an emergency, the Principal or Designee must call an ambulance to transport the employee. The Employee must submit to the medical evaluation and recommended treatment plan of the medical provider.

All medical documentation required to substantiate the claim must be submitted to humanresources@phalenacademies.org. If applicable, the employee must provide regular updates for on-going treatment. Employees may obtain a second medical opinion at their own expense.

Appendix

Dress Code Policy

The Dress Code will be followed and enforced. Every staff member is expected to promote the staff dress code. Staff members are expected to dress and represent themselves professionally. Neither jeans (cut or torn), nor sheer/revealing clothing are considered professional by business standards.

Employees are expected to dress appropriately for their position. Standardized guidelines have been developed to ensure all employees meet (or exceed) high expectations required to positively represent the site and educational profession. This is not an exhaustive list of do's and don'ts. It is meant to clarify "professional dress" by providing a picture of what is generally acceptable and unacceptable according to PLA standards. As trends change, new questions will arise.

Unacceptable Attire

- . Torn, frayed or disheveled clothing
- . NO HATS
- . Shorts that are above the knee
- . Athletic wear including spandex pants, leggings/jeggings
- . Parachute pants/Sagging pants
- . Screen logo t-shirts with illegal substances and inappropriate language
- . Suggestive attire
- . Low cut tops/spaghetti straps/tank tops
- . Sheer or body clinging fabrics/sheer fabrics
- . Visible bra straps/panties
- . Miniskirts (all skirts must be to the knee)
- . Flip-flops (beach, shower, rubber or plastic)
- . Wear open toed shoes at your own risk; however, no workers compensation will be allowed for accidents related to wearing those shoes.
- . Wrinkled and dirty clothing
- . Dresses and skirts must be knee length
- . Tennis shoes must be clean and neat