



EDISON

SCHOOL OF THE ARTS

SCHOOL 47

Employee Handbook

Issued June 2018

Last Update: January 7, 2019

TABLE OF CONTENTS

TABLE OF CONTENTS	1
Letter to the Edison Family	3
Philosophy, Goals, and Objectives	4
GETTING STARTED	5
Introduction to Edison School of the Arts, Inc.	5
Special Practices of Edison School of the Arts, Inc.	5
Equal Employment Opportunity	6
Individuals with Disabilities	6
Conflicts of Interest	7
Immigration Law Compliance	8
Discrimination and Harassment Policy	8
Religious Accommodation	10
Lactation Accommodation	10
Indiana Military Family Leave Entitlement	11
Employment At-Will	12
Drug-Free Workplace Policy	12
Benefits Continuation (COBRA)	15
General Employment Information	15
New Hire Policies	15
Certification and Other Licensing Requirements	15
Employment Categories	15
Introductory Period	17
Employment Termination	17
Other Employment	18
Performance Evaluations	18
Access to Personnel Files	18
Company and Personal Property	19
Employment Verification	19
PAY and HOURS	19
Hours of Work	19
Time-Keeping for Payroll	19
Overtime Pay	20
Payroll Deductions	20
Payday 21	
Administrative Pay Corrections	21
Personnel Data Changes	22
Direct Deposit of Paychecks	22
Attendance and Punctuality	22
Leaves of Absence	23
Bereavement Leave	23
Jury and Witness Duty	23
Voting Time	24
FMLA Policy	24
Military Leave	30
Paid Time Off/Leave Early Request	30
SAFETY AND HEALTH	31
Care of Equipment	33
Hazardous Chemicals and Right to Know	34
Workplace Violence	34

Domestic Violence Policy	35
Workers' Compensation	35
Liability of Staff for Student Welfare	36
Child Neglect and Abuse Reporting	36
GENERAL POLICIES	39
Courtesy and Customer Service	39
Phone Calls, Personal Mail and Visitors	39
School Computers, E-Mail System and the Internet	39
PC/Local Area Network	41
Confidential Information	41
No Solicitation/Distribution and Access Policies	42
Bulletin Boards.....	43
Travel and Expense	43
Smoking 43	
Smoking Ban (Indiana)	43
Business Ethics and Conduct.....	45
Employee Conduct and Work Rules.....	46
Professional Conduct Expectations.....	47
Dress Code and Appearance	47
Whistle-Blower Protection Policy	48
THE WORK Environment	48
Problem Resolution	50
Progressive Discipline Policy	50
GENERAL EMPLOYEE EXPECTATIONS	51
Building & Classroom Expectations	51
Common Area Supervision	52
Front Office.....	53
Lesson Plans.....	53
Parent/Guardian Communication.....	53
Student Attendance.....	54
Field Trips.....	54
School-Wide Positive Incentives	54
Staff Work Day	55
Guest Teachers	55
Awards Day	55
Grading 55	
Student Behavior and Discipline	56
Special Education/504'S/MTSS	56
Midtown Mental Health Services	57
Facilities 57	
Safety Drills	57
Finances and Reimbursement	57
Employee Acknowledgement Form.....	59

LETTER TO THE EDISON FAMILY

Welcome Edison Team,

Greetings to all faculty members of Edison School of the Arts, Inc. We look forward to an exciting new school year and era for Edison School of the Arts, Inc. This year we start our new journey as an innovation school with a bright and successful future ahead. We hold the belief that what the Edison Team does on a daily basis constitutes the success of our children. Each individual's work is imperative and a direct link to high achievement in all areas of academics and arts.

This promises to be a year filled with golden opportunities for all of our students and faculty as we expand our arts programs and arts integration into all of our classrooms. This year, we set the bar high and achieve even higher making Edison second to none. The journey of educating children always has some sharp curves, hills, straight and narrow paths. We, the Edison Team, will not turn around, but will strive to reach our destiny each and every day. We always remain flexible but with laser focus on academic and artistic precision and achievement! Our goal is to promote a world class K-8 Visual and Performing Arts program of excellence and provide signature service for all stakeholders! We look forward to a very positive and productive year together. Let us begin our journey to success.

With Gratitude and Anticipation,
Edison Core Leadership Team

"Remember, we are the **best** school with the **best** faculty and staff. Good, Better, Best!!! Never let it rest, until your good gets better and your better gets best!"

- Unknown

PHILOSOPHY, GOALS, AND OBJECTIVES

A. Philosophy

Our philosophy here at Edison is to always be doing what is right in educating our children under the umbrella of the mission and vision. We communicate with parents and students regularly and we uphold the expectation that parents and students have on us to educate, assess, modify and repeating always with a sense of urgency, creativity, and commitment....all done with integrity and fidelity on a daily basis while respecting the full intent of the mission and vision of the school.

B. Mission Statement

Edison School of the Arts Inc.'s mission is to continue to be an educational and artful resource for all students, parents, community, and staff members by consistent and focused professional development, invitational practices by all, utilizing quarterly and annual reviews. We will continue to develop our educational and arts aesthetic by expanding our arts experiences, exposure, and partnerships.

C. Vision Statement

Edison School of the Arts Inc.'s vision provides an environment that promotes high academic and creative achievement through implementation of visual and performing arts course programming. We encourage students to become responsible citizens who are culturally diverse. We develop lifelong learners, appreciators, and consumers of the arts.

D. Daily Affirmation:

"I am an Edison School of the Arts cool cat! I take pride in my home, my school and my community. Learning is my top priority. I respect my parents, my teachers, my classmates and myself. I use the words "Please, thank you, please stop and excuse me please" because I am courteous, and I would like others to respect and listen to me. I am smart, talented and peaceful; therefore, I will achieve!"

E. Testing

Calendar TBD by Edison School of the Arts, Inc., and the state of Indiana.

F. What sets Edison apart from other schools?

Edison School of the Arts, Inc. is a K-8 non-auditioned experiential magnet choice school. Edison employs 9.5 arts teachers as opposed to the general 3 offerings that traditional schools have. Edison offers a multitude of courses such as digital design, animation, sculpture, painting, leveled instrumental groups including band, strings, guitar, dance groups, theater groups, piano classes, music theory, art history, composition, musical theatre, ceramics, choir, drum ensemble, drumline, arts science, stage craft, stage management and more. Not only are specialized arts imbedded into the master schedule for all grades, arts integration is implemented in all academic classrooms. All arts and academic teachers are highly qualified and employed by Edison School of the Arts, Inc. We have produced sell out musicals, Broadway, big screen and local actors, dancers, artists and musicians, gold medal contest winners and over 30 student and community performances a year. Edison School of the Arts, Inc. believes that arts education and learning the language of music as well as the other disciplines increases capacity for academic success and self-confidence.

GETTING STARTED

INTRODUCTION TO EDISON SCHOOL OF THE ARTS, INC.

For purposes of these work guidelines all leased employees shall be referred to as "employee(s)." HUMAN CAPITAL CONCEPTS will be referred to as "HCC". The locations where you work will be referred to as "Edison School of the Arts".

For payroll and tax purposes, HCC is the employer of record. As a result of HCC/Edison School of the Arts co-employment relationship, HCC will be responsible for providing the following services: payroll processing and various other payroll related services, process and deliver W-2's at the end of the year, worker's compensation coverage or provide assistance with Edison School of the Arts current carrier and employee benefits package administration. Human Resource support is also provided. Edison School of the Arts is responsible for determining the day to day functionality of the employee's job. The hours, schedule, responsibilities, compensation and supervision are determined by Edison School of the Arts. Edison School of the Arts has entered into a co-employment arrangement with HCC.

This Handbook is designed to acquaint you with Edison School of the Arts and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the Handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Edison School of the Arts to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

WHILE THIS HANDBOOK IS INTENDED TO BE A HELPFUL GUIDE, IT IS NOT, AND SHOULD NOT BE CONSTRUED TO BE, AN EXPRESS OR IMPLIED CONTRACT OF CONTINUED EMPLOYMENT BETWEEN EDISON SCHOOL OF THE ARTS AND ANY EMPLOYEE.

In any situation where insurance and/or benefits are offered, the terms of the applicable policy or plan are controlling, regardless of any statement contained in this Handbook.

No employee Handbook can anticipate every circumstance or question about policy. As Edison School of the Arts continues to grow, the need may arise, and Edison School of the Arts reserves the right to revise, supplement, or rescind any policies or portion of the Handbook from time to time as it deems appropriate, in its sole and absolute discretion. You will be informed of these changes as they occur.

This Handbook will be applied in a manner that is consistent with all applicable federal, state, and/or local laws.

SPECIAL PRACTICES OF EDISON SCHOOL OF THE ARTS, INC.

The practices and benefits outlined in this handbook are of a general nature, and employees may be eligible for a variety of benefits. Consequently, Edison School of the Arts, Inc. reserves the right to include procedures or policies addressing the particular situation.

EQUAL EMPLOYMENT OPPORTUNITY

Edison School of the Arts is dedicated to the achievement of equality of opportunity for all of its employees and applicants for employment. This broadly interpreted policy not only prohibits discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, marital status, age, national origin, disability, veteran status or any protected category under state, local or federal law, but also ensures that qualified individuals will be given the opportunity to join Edison School of the Arts and progress within Edison School of the Arts in accordance with their own abilities.

Discriminatory conduct based on any of these characteristics will not be tolerated at Edison School of the Arts. Any employee who believes this policy has been violated should immediately (1) identify the offensive behavior to the individual who engaged in the conduct and request that it stop, if the employee feels comfortable taking such action and believes it would be helpful, and (2) notify his or her manager or Human Resources at HCC. Notably, the report should be directed to an individual who is not the alleged discriminator. Any manager who receives a report or believes that this policy has been violated should immediately notify Human Resources at HCC.

If offensive behavior continues or resumes after an employee has reported it, the employee should report the additional offensive conduct. If the employee does not think that a reported complaint has been sufficiently addressed, then he or she should notify Human Resources or the Core Leadership Team.

Complaints will be investigated promptly. Appropriate disciplinary action, up to and including separation from Edison School of the Arts, may be taken against any individual who is determined to have violated this policy. Edison School of the Arts will endeavor to treat complaints confidentially, although the enforcement of this policy will be the paramount consideration.

Edison School of the Arts will not tolerate retaliation in any form against any employee because that person has made a good-faith complaint about possible conduct that violates this policy or who has properly participated in an investigation. Any employee who believes such conduct has occurred should immediately report the conduct through the identified reporting mechanisms identified above.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Human Resources Department at HCC. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

INDIVIDUALS WITH DISABILITIES

Edison School of the Arts is committed to equal employment opportunity in both principle and as a matter of policy. We will recruit, hire, train, promote, compensate and provide benefits to all applicants and employees without regard to disability.

Edison School of the Arts will provide reasonable accommodations to applicants and employees with disabilities who may require such accommodations. Employees who believe they need accommodations should contact Human Resources at HCC or their manager to engage in an interactive process to determine what accommodations are needed given the particular situation. Employees must cooperate in this

interactive process and may be required to provide appropriate medical documentation in order to assist Edison School of the Arts in analyzing the particular situation.

Medical information obtained as a result of this process will be maintained in a separate and confidential file.

An employee who believes that he or she has been subjected to disability discrimination by anyone is encouraged to follow the reporting mechanism outlined in the EEO policy.

This policy will be applied in a manner consistent with the Americans with Disabilities Act of 1990, as amended and applicable state or local law. This policy is neither exhaustive nor exclusive. Edison School of the Arts is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

Confidential Health Information.

Edison School of the Arts is committed to safeguarding the right of all employees to privacy in the use and disclosure of confidential health information, including genetic information. Each employee's protected health information is confidential. It will be safeguarded in accordance with Edison School of the Arts policy and all applicable legal requirements.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, Edison School of the Arts is asking that employees refrain from providing any genetic information when responding to a request for medical information." Genetic information" as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Any medical information obtained about employees is kept in separate and confidential files with limited access to the information.

CONFLICTS OF INTEREST

Edison School of the Arts strongly believes in conducting our business in accordance with uncompromising and unwavering ethical standards. Employees should never relinquish these ethical standards for personal or business gains. This policy establishes only the framework within which Edison School of the Arts/HCC wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Human Resources Department at HCC for more information or questions about conflicts of interest.

Transactions with outside firms must be conducted within a framework established and controlled by the executive level of Edison School of the Arts /HCC. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive level approval.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of Edison School of the Arts /HCC's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of Edison School of the Arts/HCC as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which Edison School of the Arts/HCC does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving Edison School of the Arts /HCC.

IMMIGRATION LAW COMPLIANCE

Edison School of the Arts is committed to employing only individuals who are authorized to work in the United States. Edison School of the Arts does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Human Resources Department at HCC. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

DISCRIMINATION AND HARASSMENT POLICY

Edison School of the Arts is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, Edison School of the Arts expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice, and harassment based on race, color, religion, sex, sexual orientation, gender identity, marital status, national origin, veteran status, age, ancestry, disability, genetic information, or any other legally protected characteristic. Edison School of the Arts will not tolerate employee harassment, verbal, sexual or otherwise, and anyone witnessing such conduct should report it to his or her immediate manager, or Human Resources at HCC.

Edison School of the Arts is committed to providing an environment that is free of *sexual* harassment as well as any other harassment, intimidation, threats, coercion, or discrimination based on any legally protected characteristic. Harassing conduct may take many forms, including jokes, statements, slurs,

gestures, notes, pictures, or other inappropriate actions or conduct. Edison School of the Arts strongly disapproves of and will not tolerate harassment of its employees by managers, supervisors, or co-workers.

“Racial and/or ethnic harassment” refers to such conduct as threats, innuendos, racial or ethnic slurs or negative stereotyping, denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail), or other offensive statements or conduct based upon race or ethnicity.

“Sexual harassment” refers to conduct of a sexual nature, which is unwelcome, offensive, and has the purpose or effect of unreasonably interfering with an employee’s work performance or creating an intimidating, hostile, or offensive working environment. Examples include unwelcome sexual advances or flirtations, requests for sexual favors, unnecessary touching, displaying lewd or degrading pictures or sexual objects, jokes of a sexual nature, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of employment (*e.g.*, a supervisor tells an employee to commit a sexual act in exchange for a pay raise);
2. Submission to or rejection of such conduct by an employee is used as a basis for employment decisions affecting such employee (*e.g.*, a supervisor demotes an employee because the employee refused to engage in sexual behavior); or
3. Such conduct has the purpose or effect of unreasonably interfering with an employee’s work performance or creating intimidating, hostile or offensive working environment (*e.g.*, an employee is subject to repeated and unwelcome sexual or derogatory jokes or unwelcome obscene or pornographic material or other forms of harassing conduct).

This policy prohibits, among other things, the types of behavior described above. Such behavior, and behavior of a similar kind, is unacceptable in the workplace and in other work-related settings such as business trips and business-related social events. In no case shall submission to sexual advances or requests be made a term or condition of employment, either explicitly or implicitly. Likewise, submission to or rejection of such requests or advances shall not be the basis for any employment decision such as promotion or termination.

This policy applies to all employees of Edison School of the Arts, including supervisors and management. Edison School of the Arts will not tolerate, condone or allow harassment, whether engaged in by management, supervisors, fellow employees, or other non-employees who conduct business with Edison School of the Arts. Each employee of Edison School of the Arts is responsible for creating an atmosphere free of discrimination and harassment. Edison School of the Arts encourages and expects employees to report any incidents of sexual or other harassment in the manner set forth herein.

Harassing conduct based on any of these characteristics will not be tolerated. Any employee who believes this policy has been violated should immediately (1) identify the offensive behavior to the alleged harasser and request that it stop, if the employee feels comfortable taking such action and believes it would be helpful, and (2) notify his or her immediate manager or Human Resources at HCC. Notably, the report should be directed to an individual who is not the alleged harasser. Any supervisor who receives a report or believes that this policy has been violated shall immediately notify Human Resources at HCC. Individuals should not feel obligated to file their complaints with their immediate manager first before bringing the matter to the attention of one of the other individuals identified above.

If offensive behavior continues or resumes after an employee has reported it, the employee should report the additional offensive conduct. If the employee does not think that a reported complaint has been sufficiently addressed, then he or she should notify Human Resources at HCC or the Core Leadership Team.

Complaints will be investigated promptly. Appropriate disciplinary action (up to and including separation) will be taken against any individual who is determined to have violated this policy. Edison School of the Arts will endeavor to treat complaints confidentially, although the enforcement of this policy will be the paramount consideration.

Edison School of the Arts prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for making a good faith report of harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action, up to and including termination. No adverse employment action will be taken against any employee making a good faith report of alleged harassment or discrimination.

It is the duty of all personnel to cooperate in the enforcement of this policy. Any employee who believes such conduct has occurred should immediately report the conduct through the reporting mechanisms identified above.

If a party to a complaint does not agree with its resolution, that party may appeal to HCC's president.

RELIGIOUS ACCOMMODATION

Any applicant or employee who requires an accommodation based on a religious belief and/or religious practice should contact the HR department, specify what accommodation he or she needs, and request such an accommodation at HCC. In addition, if the Edison School of the Arts becomes aware of an applicant's or employee's need for religious accommodation, the Edison School of the Arts will contact the applicant or employee to discuss possible accommodations. As a part of the interactive process, the Edison School of the Arts will identify possible reasonable accommodations, if any, that will help accommodate the applicant's or employee's religious beliefs and/or religious practices. If there is more than one reasonable accommodation that will not impose an undue hardship, the Edison School of the Arts will identify and select the accommodation(s) that will be made for the applicant or employee.

LACTATION ACCOMMODATION

As part of our family-friendly policies and benefits, Edison School of the Arts/HCC supports breastfeeding mothers by accommodating the mother who wishes to express milk during her workday when separated from her newborn child.

Edison School of the Arts will provide reasonable break time for an employee to express breast milk for her nursing child for one year after the child's birth each time such employee has need to express the milk. Nursing mothers will be completely relieved from duty during nursing breaks and said breaks will be unpaid unless employee is already provided a paid break and chooses to use it as the nursing break, or state law dictates otherwise.

This policy will be applied in a manner consistent with all applicable federal and state laws.

In **Indiana** employers, must have a designated room directly furnished with and a refrigerator reserved for

the specific storage of breast milk. Employees wishing to use this room should contact their supervisor.

INDIANA MILITARY FAMILY LEAVE ENTITLEMENT

This policy provides guidance for any eligible employee who is the spouse, parent, grandparent, or sibling of a person who is ordered to active military duty for a period in excess of 89 consecutive days. Such employees may be eligible to take up to ten (10) days of unpaid leave per year to deal with issues related to that active duty call-up.

This policy applies to any employee who:

Has been employed by the Edison School of the Arts for at least twelve (12) months;

Has worked at least one thousand five hundred (1,500) hours during the twelve (12) month period immediately preceding the day the leave begins; and

Is the spouse, parent, grandparent, or sibling of a person who is ordered to active duty for a period that exceeds eighty-nine (89) consecutive calendar days.

An eligible employee who wants to take a leave of absence under this policy must provide written notice, including a copy of the active duty orders if available, at least thirty (30) days before the date on which the employee intends to begin the leave; or, as soon as practicable if the active duty orders are issued less than thirty (30) days before the date the requested leave is to begin.

Employees will be required to provide verification of an employee's eligibility for the leave/including verification of the active duty orders and/or the familial relationship with the person ordered to active duty. If an employee fails to provide verification required under this policy, his or her absences may be considered unexcused.

Leave under this policy is unpaid. However, eligible employees will be required to substitute any earned paid vacation leave, personal leave, or other paid leave (except for paid medical or sick leave) available to the employee for leave provided under this policy for any part of the ten (10) day period of such leave.

Upon conclusion of leave under this policy, an employee will be restored to:

The position that the employee held before the leave; or a position equivalent to the position that the employee held before the leave, with equivalent seniority, pay, benefits, and other terms and conditions of employment; except in circumstances where an employee is not restored to the position for reasons unrelated to the employee's exercise of the employee's rights under this policy.

The following definitions apply to this policy:

"Grandparent" means a biological, adoptive, foster or step grandparent. "Parent" means a biological, adoptive, foster or stepparent, or a court-appointed guardian or custodian.

"Sibling" means a biological, adoptive or foster brother or sister.

Edison School of the Arts prohibits anyone from interfering with, restraining, or denying the exercise of or the attempt to exercise any right provided by Indiana's Military Family Leave Act. If you believe that you or another individual has been subjected to conduct of the type prohibited by the above policies, you are urged and expected to report the relevant facts promptly to Human Resources at HCC. You may make your report either orally or in writing.

Appropriate disciplinary action (up to and including termination of employment) may be taken against Edison School of the Arts personnel found to have violated this policy.

Threats or acts of retaliation against individuals because they, in good faith, report inappropriate conduct pursuant to this policy, or provide information in connection with a report by another individual will not be tolerated. In the event you believe that you have been retaliated against for having made such a report or having provided such information, you should use the above reporting procedures to bring the pertinent facts to the attention of Edison School of the Arts promptly. Edison School of the Arts will investigate and take appropriate action in the manner described above.

EMPLOYMENT AT-WILL

Employment with Edison School of the Arts is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, Edison School of the Arts may terminate the employment relationship at will at any time, with or without notice or cause. This at-will relationship can only be changed if it is in writing, signed by the Core Leadership Team

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the employment.

DRUG-FREE WORKPLACE POLICY

Edison School of the Arts is committed to providing and maintaining a drug and alcohol-free workplace. Therefore, any use/abuse of alcohol or drugs on any premises, facilities or work situation involving Edison School of the Arts employees, customers or suppliers is strictly prohibited.

This policy outlines the practice and procedure designed to correct instances of identified alcohol and/or drug abuse in the workplace. This policy applies to all employees and all applicants for employment of Edison School of the Arts. The Human Resource department is responsible for policy administration.

Illegal Drugs or Controlled Substances

The unlawful manufacture, distribution, dispensation, possession, sale or use of an illegal drug or the improper use of controlled substance is prohibited in the workplace. Accordingly, no employee shall use or have in his or her possession illegal drugs or controlled substances that are not prescribed for him/her during working time or business-related activities, or on Edison School of the Arts property at any time. Additionally, no employee shall report to work under the influence of such substances. Possession of drug paraphernalia shall be considered evidence of violation of this rule. Searches of Edison School of the Arts property or employee property located on Edison School of the Arts property may be conducted at any time, and no employee should have an expectation of privacy in any property brought to work. Any employee who engages in such conduct may be subject to appropriate disciplinary measures up to and

including discharge. For purposes of this policy, Edison School of the Arts will follow the threshold values established by the Department of Health & Human Services for employees covered by the D.O.T. regulations to determine a positive test result for illegal drugs or controlled substances.

This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors 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 other individuals in the workplace.

Alcoholic Beverages

Because alcohol use can interfere with an employee's performance and/or pose a safety risk to others, Edison School of the Arts will not tolerate the use of alcohol on Edison School of the Arts property. No employee shall use alcohol during working hours. No employee shall report to work under the influence of alcohol. Any employee who engages in such conduct shall be subject to appropriate disciplinary measures up to and including discharge.

Substance Testing

Edison School of the Arts/HCC retains the right to require the following tests:

- **Pre-employment:** All new employees who are made a conditional offer of employment shall be required to successfully complete a test for illegal drugs and/or controlled substances prior to commencing employment. Refusal to submit to testing will result in disqualification from further employment consideration.
- **Reasonable suspicion:** Employees may be required to submit to alcohol and/or drug testing whenever their supervisor has a reasonable suspicion based on the employees' behavior, physical symptoms or reactions upon the supervisor's request. Examples of reasonable suspicion may include but is not limited to: physical symptoms consistent with substance abuse (e.g., staggered gait, slurred speech, smell of alcohol on breath, inability to focus, etc.); or evidence of illegal substance use, possession, sale or delivery. Refusal to consent will be construed as an independent violation of this policy and the employee may be subject to discipline up to and including immediate dismissal, after an evaluation of the particular facts and circumstances. Human Resources will typically be consulted before sending an employee for reasonable suspicion testing.
- **Post-accident:** Any employee involved in an on-the-job accident (i.e., causing the accident (and not being injured) or being injured as a result of the accident) which results in personal injury requiring medical treatment or damage to property (other than minimal) may be required to be tested for the presence of drugs or alcohol, unless Edison School of the Arts determines that the testing would be inappropriate under the circumstances. Edison School of the Arts will not require testing where the accident was very unlikely to have been caused by employee drug use (e.g., repetitive strain injury or bee sting). Edison School of the Arts will make the determination for testing at its sole discretion depending on the facts and circumstances of the case. The employee involved should abstain from using alcohol until after the determination is made. Refusal to consent will be construed as an

independent violation of this policy and the employee may be subject to discipline up to and including immediate dismissal, after an evaluation of the particular facts and circumstances.

- **Follow-up:** Employees who have tested positive, or otherwise violated this policy, are subject to discipline up to and including discharge. Depending on the circumstances and the employee's work history/record, Edison School of the Arts may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies 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.

Employee Consent

All applicants for employment and employees to be tested will be provided a consent form authorizing the test and release of results to management. Refusal to sign such a consent shall constitute an independent violation of this policy. Any employee who refuses to be tested or otherwise fails to cooperate in the implementation of this policy may be subject to immediate discharge.

Confidentiality

All employee records pursuant to this policy will be maintained in a separate confidential file maintained in accordance with applicable statutory or regulatory requirements.

Law Enforcement Involvement

Law enforcement officers may be notified whenever suspected illegal drugs are found on the premises or Edison School of the Arts has reason to believe employees may be involved with selling, distributing, or purchasing illegal drugs while on Edison School of the Arts property.

Disciplinary Action

Employees who test positive or who otherwise violate this policy may be subject to immediate discharge.

Inspections

Edison School of the Arts 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

Edison School of the Arts 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.

BENEFITS CONTINUATION (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health, dental, and vision insurance coverage under Edison School of the Arts' health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Edison School of the Arts' group rates plus an administration fee. Edison School of the Arts provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under Edison School of the Arts' health insurance plan. The notice contains important information about the employee's rights and obligations.

GENERAL EMPLOYMENT INFORMATION

NEW HIRE POLICIES

Applicants given a contingent offer of employment may be required to successfully pass a drug screen, criminal history background, post-offer physical examination, or other tests considered applicable. Applicants may also be required to present proof of a valid driver's license and certificate of insurance issuance on their vehicle. If job-related, failure to maintain acceptable driving licensure or vehicle insurance may be sufficient cause for immediate termination of employment.

CERTIFICATION AND OTHER LICENSING REQUIREMENTS

Certain persons may be required to maintain a current license or certification as a condition of employment.

Employees will be informed by their supervisor if there are any licensing requirements for a given position. If an employee fails to maintain a certification or license that is considered a requirement of his/her position, the employee must notify the heads of school within five (5) days. Failure to qualify for or to maintain appropriate license or certification may be sufficient cause for termination of employment.

EMPLOYMENT CATEGORIES

It is the intent of Edison School of the Arts/HCC to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and Edison School of the Arts/HCC, absent a written agreement, signed by the CEO, to the contrary.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT (hourly) employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT (salary) employees are excluded from specific overtime provisions of federal and state wage and hour laws. Exempt employees are paid on a salary basis that does not vary from week to week based upon the quality or quantity of work performed. In other words, exempt employees are paid "to get the job done." Thus, an exempt employee's pay will not be reduced in any fashion for partial day absences, except when permitted by law. Any deductions from an exempt employee's salary will be in compliance with acceptable parameters for such deductions.

For example, the following types of deductions are permissible with regard to exempt employees' pay:

- 1) No work is performed in a workweek;
- 2) Absences of one or more full days for personal reasons other than sickness or disability if all accrued PTO has been exhausted;
- 3) Fees received by the employee for jury or witness duty or military leave may be applied to offset the pay otherwise due to the employee for the week;
- 4) Penalties imposed by infractions of safety rules of major significance;
- 5) Unpaid disciplinary suspensions of one or more full days in accordance with Edison School of the Arts' disciplinary policy for such conduct issues;
- 6) Deductions for the first and last week of employment, when only part of the week is worked by the employee; and
- 7) Deductions for unpaid leave taken in accordance with an approved absence under the Family and Medical Leave Act. (If and when applicable).

Complaint Procedure

Employees who believe their pay has been improperly reduced should immediately contact the Payroll Department at HCC.

Edison School of the Arts/HCC will investigate the employee's concern and determine whether an inadvertent improper deduction has been made. If the deduction was in fact improper, Edison School of the Arts/HCC will reimburse the employee as promptly as possible. Edison School of the Arts/HCC complies with all applicable laws concerning the payment of wages and will correct any inadvertent improper deduction, should it occur and monitor the situation to ensure no further issues arise.

An employee's EXEMPT (salary) or NONEXEMPT (hourly) classification may be changed only upon written notification by HCC management.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work a full-time, 40-hour schedule. Generally, they are eligible for Edison School of the Arts/HCC's benefit package, subject to the terms, conditions, and limitations of each benefit program. Employees who have completed their introductory status are then classified as regular full-time employees

and will become eligible for Edison School of the Arts paid benefits. Please refer to the work site policies for the time frame of the work site introductory period that may need to be met to receive benefits provided by Edison School of the Arts/HCC, Edison School of the Arts' contribution toward benefits, and other paid benefits like holiday pay, personal time off etc.

REGULAR PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than the full-time, 40-hour work schedule. Regular part-time employees who work at least 30 hours per week are eligible for some benefits sponsored by Edison School of the Arts/HCC, subject to the terms, conditions, and limitations of each benefit program, unless otherwise defined in Edison School of the Arts specific work site policies.

INTRODUCTORY employees are those whose performance is being evaluated to determine whether further employment in a specific position or with Edison School of the Arts/HCC is appropriate. Employees who satisfactorily complete the introductory period will be notified of their new employment classification. The introductory period will be 30, 60, or 90 days of continuous service as determined by your work site location. (See Introductory Period)

TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of Edison School of the Arts/HCC's other benefit programs.

INTRODUCTORY PERIOD

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Edison School of the Arts/HCC uses this period to evaluate employee demonstrated capabilities, work habits, and overall performance. Either the employee or Edison School of the Arts/HCC may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

Upon satisfactory completion of the introductory period, employees enter the "regular" employment classification.

During the introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. They may also be eligible for other Edison School of the Arts/HCC provided benefits, subject to the terms and conditions of each benefit program. Employees should read the information for each specific benefit program for the details on eligibility requirements.

EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some common circumstances under which employment is terminated:

Resignation - voluntary employment termination initiated by an employee.

Discharge - involuntary employment termination initiated by the organization.

Layoff - involuntary employment termination initiated by the organization for non-disciplinary reasons.

Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

In addition, Edison School of the Arts will generally provide an exit interview at the time of termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to Edison School of the Arts, and any other personal matter that the employee cares to share. Suggestions, complaints, and questions can also be voiced. Upon termination, the employee is responsible for returning all Edison School of the Arts equipment, keys, and other property prior to leaving.

The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

OTHER EMPLOYMENT

Employees must inform the core leadership team of Edison School of the Arts, Inc. of any other job appointment or position that might interfere with duties or assignments with the company.

PERFORMANCE EVALUATIONS

Performance evaluations will be scheduled, if applicable, on the allotted frequency established by Edison School of the Arts, Inc. In addition to the regular performance evaluations described above, the core leadership team may provide periodic performance feedback at any time to discuss positive aspects of performance or any performance concerns.

Although performance evaluations may coincide with wage and salary reviews, a change in compensation should not be anticipated with an evaluation and is not guaranteed.

ACCESS TO PERSONNEL FILES

Edison School of the Arts/HCC maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of Edison School of the Arts/HCC, and access to the information they contain is restricted. Generally, only supervisors and management personnel of Edison School of the Arts/HCC who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Human Resources Department at Edison School of the Arts/HCC. With reasonable advance notice, employees may review their own personnel file in

Edison School of the Arts/HCC's offices and in the presence of an individual appointed by Edison School of the Arts/HCC to maintain the files.

COMPANY AND PERSONAL PROPERTY

Upon termination of employment, whether voluntary or involuntary, employees are expected to return all property, including, but not limited to, key fab, building keys, laptop and accessories, computer equipment and any other educational materials which have been entrusted to the employee's care or use during employment. All property should be returned on or before the final day of employment.

Employees may be required to sign and date a statement that all property has been returned in the same condition, except for normal wear and tear, as it was at the time the property was issued. This statement will be countersigned by the administration team, acknowledging the property has been returned in satisfactory condition. Employee will be responsible for item replacement cost for failure to comply with the return of equipment in satisfactory condition on or before date of resignation/termination. Deduction will be taken from final paycheck.

Edison School of the Arts, Inc. reserves the right to inspect company property at any time. Prior authorization must be obtained before any company property is removed from premises.

Edison School of the Arts, Inc. is not responsible for loss or damage to personal property. Valuable personal items such as purses and all other valuables should not be left in areas where theft might occur. Edison School of the Arts Inc. may, at its discretion, inspect any locker, package, purse, tool box, vehicle or other personal belongings brought onto the company premises in connection with the investigation of any rule violation or in the maintenance of a safe workplace, pursuant to applicable law. Employees are expected to cooperate in all investigations of suspected rule violations or of workplace safety.

EMPLOYMENT VERIFICATION

Please contact a member of HCC/Edison School of the Arts, Inc. Core Leadership Team, if employment verification is needed.

PAY AND HOURS

HOURS OF WORK

An employee's supervisor will inform him/her with the beginning and ending of the standard work week, as well as any applicable breaks or meal periods. This information may also be found in the Policies & Procedures Manual for the current school year. Punctual and consistent attendance is a condition of employment.

TIME-KEEPING FOR PAYROLL

Edison School of the Arts, Inc. must maintain accurate records of the hours non-exempt employees

work. Unless a position is “exempt” from the overtime provisions of the FLSA, employees are required to record arrival and departure time each day, as well as recording periods “off-the-clock” for unpaid break or meal periods. Additionally, if an employee leaves the premises (building and grounds) for any reason, he/she must record the time of departure and return. Any applicable paid time off (i.e. PTO, vacation, sick, personal, holiday hours) must be recorded on the appropriate timesheet.

Employees are responsible for making sure their time is recorded accurately. Accurate time sheets will ensure that employees will be paid accurately, correctly, and promptly for the time actually worked. If employees find any errors, they are to contact their supervisor immediately.

Falsifying time records or completing another employee's time card are prohibited, and could subject the employees involved to disciplinary action, up to and including termination of employment.

Non-exempt employees should not report to work more than 15 minutes prior to their scheduled starting time nor should they stay more than 15 minutes after their scheduled stop time without expressed, prior authorization from their supervisor.

If corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

OVERTIME PAY

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all nonexempt (hourly) employees in accordance with federal and state wage and hour laws. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Failure to work scheduled overtime or overtime worked without prior authorization from the supervisor may result in disciplinary action, up to and including possible termination of employment, although all hours worked will be paid.

PAYROLL DEDUCTIONS

Edison School of the Arts, Inc. is required to make certain deductions from employee earnings on the employee's behalf. Amounts withheld vary based upon earnings, marital status, government employment regulations, and other factors. These mandatory deductions are made until the maximum amount is reached. Mandated withholdings may include, but are not limited to, the following:

- Federal Income Tax
- State Income Tax
- Local Income Tax

- Social Security and Medicare

Other voluntary deductions may be made from employee paychecks with permission; including, but not limited to:

- Group Health & Life Plan Contributions
- Dental Coverage Contributions
- Vision Coverage Contributions
- Supplemental Insurance Plan Contributions
- Retirement Savings Contributions
- Other Services Requested by Employee

Voluntary deductions will automatically be withheld on a pre-tax basis when eligible, in compliance with Section 125 of the Internal Revenue Code.

Additionally, Edison School of the Arts, Inc. may be required by law to recognize certain court orders, medical support orders, liens, and wage assignments, such as child support payments.

If an inadvertent deduction is made from an employee's paycheck, the employee must immediately report it in writing or via fax to Edison School of the Arts, Inc. Payroll and notify the core leadership team. Upon receipt of the report, HCC will conduct a prompt investigation to determine whether a mistake has been made. If the results of the investigation determine that an improper deduction was made, the employee will be appropriately reimbursed on the next payroll cycle.

PAYDAY

Edison School of the Arts, Inc. payday is dependent upon the pay cycle. Edison School of the Arts, Inc. offers direct deposit of employee paychecks. Edison School of the Arts, Inc. does not provide any payroll advances or extend credit to employees.

In case of an error in a paycheck, employees should contact their supervisor immediately to review the possible error. When appropriate, adjustments will appear on the next issued paycheck.

If an employee loses his/her paycheck, he/she should notify the Business Office Manager immediately. Edison School of the Arts, Inc. expects employees to handle their paychecks responsibly. If a reprint is required due to employee negligence, the employee must reimburse Edison School of the Arts, Inc. for the stop payment fees. The check will be re- issued in accordance with applicable law.

ADMINISTRATIVE PAY CORRECTIONS

Edison School of the Arts takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the

discrepancy to the attention of the Payroll Department at HCC so that corrections can be made as quickly as possible.

PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify Edison School of the Arts of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishment, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the Human Resources Department at HCC.

DIRECT DEPOSIT OF PAYCHECKS

Edison School of the Arts, Inc. requires direct deposit of employee paychecks. Applications are available through a member of Edison School of the Arts, Inc. core leadership team. When employees first sign up for direct deposit, when a change is made, or when an account is added to be direct deposited to, employees will receive a live check to deposit. The payroll team may need to pre-note the new information with the financial institution(s) before the direct deposit can take place. The pre-noting process for direct deposits can take up to fourteen (14) business days to complete.

ATTENDANCE AND PUNCTUALITY

Absenteeism and tardiness represent a serious loss to employees and companies. When employees are absent or late, their colleagues have to adjust by covering duties, work scheduling becomes difficult and imposes a hardship on coworkers. It is important employees be at work at the appointed time every scheduled day.

Edison School of the Arts, Inc. recognizes that circumstances beyond an employee's control may cause the employee to be late or absent from work. However, excessive absenteeism or tardiness in connection with scheduled work times, breaks and meal periods will result in disciplinary action up to and including termination of employment.

If at any time an employee's schedule is unclear, the employee should ask a member of the core leadership team to explain it.

Should an employee be unable to report to work on time, he/she must notify the Principal and Executive Director of Edison School of the Arts as soon as possible so proper coverage can be made until the employee can arrive at school.

Should an employee be unable to report to work, he/she must notify the Principal and/or Executive Director of Edison School of the Arts no later than two (2) hours before the normal start time on each day of the absence, unless an employee is granted an authorized medical leave. Notification should be sent to the Principal via text or phone call at 317-442-7854 or to the Executive Director at 317-695-8997. Failure to properly notify the core leadership team may result in an unexcused absence. If an employee is absent for three (3) consecutive workdays, a statement from a physician may be required before an employee is permitted to return to work.

If an employee fails to report to work for three (3) scheduled working days without notification

("no call, no show") within a school year, the employee will be considered to have "abandoned" the job and therefore voluntarily resigned his/her position.

LEAVES OF ABSENCE

We realize leaves of absence due to compelling personal reasons are sometimes necessary. Although leaves of absence are uncommon, a leave of absence from work should be requested in writing and properly arranged through the core leadership team. The term "leave of absence" means an approved absence from work without pay for a period of time in excess of three working days.

The granting of a leave of absence does not guarantee there will be a position available to an employee after a predetermined length of time. Employees returning from a leave necessitated by medical reasons may be required to provide a doctor's release.

If the employee has any company benefits, the company will continue to pay the companies premium portion for up to six (6) weeks. The employee will still be responsible to pay their portion of their premiums.

It is the employee's responsibility to report to work at the end of an approved leave. Failure to do so may be considered a voluntary resignation of employment.

BEREAVEMENT LEAVE

Excused absence with pay for up to three (3) working days will be provided to attend or handle related matters. Associated with bereavement in the event of a death in an employee's immediate family. Immediate family is defined for this purpose as; the employee's spouse, parents, children, siblings, grandparents, grandchildren and the parents of the employee's current spouse. In unusual circumstances, additional time or relations may be considered and approved at the sole discretion of the Principal and/or Executive Director.

JURY AND WITNESS DUTY

In compliance with applicable law, an employee may be granted time off to serve as a juror or witness, as requested by the court. If an employee's job is considered essential, the core leadership team reserves the right to request the court to have the employee excused.

Edison School of the Arts will grant employees time off for mandatory jury duty. A copy of the court notice must be submitted to the employee's manager to verify the need for such leave. The employee will receive his or her normal salary or wage for each day of jury duty up to a maximum of three (3) days per year in addition to any other paid leave.

The employee is expected to report for work when doing so does not conflict with court obligations. It is the employee's responsibility to keep his or her supervisor or manager informed about the amount of time required for jury duty.

VOTING TIME

Edison School of the Arts encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their nonworking hours, Edison School of the Arts will grant up to 4 hours of unpaid time off to vote.

Employees should request time off to vote from their supervisor at least two working days prior to the Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift; whichever provides the least disruption to the normal work schedule.

FMLA POLICY

A. General Provisions

You may be eligible for leaves of absence caused by certain family or medical reasons, for leave relating to care of a covered service member, or for certain exigent circumstances in the case of military leave. To be eligible for such a leave, you must have completed at least one (1) year of service, have worked at least 1,250 hours during the twelve (12) months preceding the commencement of the requested leave of absence, and work at a site that employs at least 50 employees within a 75-mile radius. In addition, you must be a qualifying family member in order to use leave for these purposes.

This policy will be applied in a manner that is consistent with all federal, state, and/or local laws in the jurisdiction in which the employee works. If any provision of a state or local law grants more generous leave rights than those outlined in this policy, the policy will be applied in a manner that is consistent with that state or local law.

B. Eligibility/Types of Leaves

Up to a total of twelve (12) weeks of unpaid leave during any rolling backward (measured backward from the date the leave is to commence) twelve (12) month period may be available to cover: (1) the birth of your child; (2) the adoption or foster care of a child by you; (3) the care of your spouse, child or parent because of a serious health condition; or (4) your own serious health condition. A serious health condition generally means an illness, injury or other medical condition which renders you unable to perform your job, such as a period of hospitalization or a period of incapacity exceeding three (3) full calendar days while under the continuing care or treatment of a health care provider.

FMLA leave for the birth, adoption, or foster care of a child must be taken within one year of the birth or placement. If spouses are both employed by Edison School of the Arts, they are permitted to take only a combined total of twelve (12) weeks of Family and Medical Leave during a rolling backward twelve (12) month period if the leave is taken for the birth of a child or after placement of an adopted or foster child, or to care for the child after birth or placement, or to care for a parent with a serious health condition.

Up to a total of twenty-six (26) weeks of unpaid, job protected leave in a single 12-month period is available in qualifying circumstances to care for a covered service member with a serious illness or injury. Covered family relationships to care for a covered service member include a spouse, child, parent, or next of kin for

a service member who is undergoing medical treatment, recuperation, or therapy, is otherwise in an outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred or aggravated in line of duty on active duty in the Armed Forces. This type of leave is also available for covered family members of veterans who are undergoing medical treatment, recuperation or therapy for serious injury or illness that was incurred or aggravated in the line of duty on active duty in the Armed Forces and manifested itself before or after the veteran left active duty. A covered veteran is an individual discharged or released under conditions other than dishonorable within the five-year period preceding the date the employee first takes military caregiver leave. This type of leave will begin from the first date such leave is taken and calculated forward for the twelve (12) month period following that date. However, the combined maximum amount of leave for any qualifying reason when this type of leave is taken in the single twelve (12) month period is twenty-six (26) weeks.

Up to a total of twelve (12) weeks of unpaid leave in a rolling backward twelve (12) month period due to a qualifying exigency arising out of the call to active duty of a spouse, child or parent in support of a contingency operation is also available. Eligible employees may take leave while a qualifying spouse, son, daughter or parent is on active duty or called to active duty status for one of the following reasons: short notice deployment; military events and related activities; certain childcare and school activities; financial and other legal arrangements; counseling; rest and recuperation for the covered service member; post-deployment activities; to care for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty; and additional activities as agreed upon by the employee and Edison School of the Arts.

C. Employee Obligations

When requesting leave or when Edison School of the Arts is attempting to determine whether an absence should be designated as FMLA, the employee must provide sufficient information to enable Edison School of the Arts to determine whether an absence may qualify for FMLA. If the employee seeks leave due to an FMLA-qualifying reason, for which Edison School of the Arts has previously provided FMLA-protected leave, the employee must specifically reference the qualifying reason for leave or the need for FMLA leave. Calling in "sick" without providing more information will not be considered sufficient notice to trigger the employer's FMLA obligations.

You may also be eligible for other forms of paid leave under other Edison School of the Arts programs, including PTO or worker's compensation benefits. To be eligible for paid leave under any these policies, you must meet the eligibility criteria and provide any necessary documentation to Edison School of the Arts under the terms of that particular plan or policy. You may elect not to apply for those paid leave benefits, and still be entitled to unpaid FMLA leave if you establish that you are eligible for such leave.

Whenever the need for leave is foreseeable, you must request the leave not less than thirty (30) days before the leave is to begin. Failure to submit the request at least 30 days in advance will result in the leave being delayed, and any absences that occur prior to the beginning of the leave may be counted as unexcused under Edison School of the Arts' attendance program. A written leave of absence should be submitted to the Human Resources Department at HCC explaining the reason(s) for the requested leave, the anticipated length of the leave, and the starting and ending dates of the leave. If the need for leave is not foreseeable, you must give as much advanced notice as is practicable and complete the written leave of absence form.

You will be required to produce medical or other certification, satisfactory to Edison School of the Arts, in support of the leave request, or during the leave, or as a condition of return to work at the expiration of the leave. The appropriate certification must be completed prior to the leave if the need for the leave is foreseeable, or as soon as practicable if the leave is not foreseeable (at least within fifteen (15) days of the date the employee receives the request for certification). It is your responsibility to have this form completed and returned within fifteen (15) days, and a failure to timely provide the required certification may result in the leave being designated as non-FMLA qualifying with the absences being counted as unexcused pursuant to Edison School of the Arts' attendance policy, after an evaluation of the particular facts and circumstances.

You may be required to provide recertification verifying a continuing need for leave at various times by Edison School of the Arts. If you fail to timely return the completed recertification, Edison School of the Arts may proceed with the understanding that the absences in question are not due to a qualifying reason for FMLA leave, and the absences may be counted as unexcused under the attendance policy. If you fail to obtain your return to work fitness certification, your return to work will be delayed. If you fail to return to work at the conclusion of your leave or provide Edison School of the Arts with documentation to support an extension of your leave, your employment may be terminated, after an evaluation of the particular facts and circumstances.

You may be required to submit to a second opinion under certain circumstances. If you fail to cooperate with the second opinion process, Edison School of the Arts may proceed with the understanding that the absences in question are not due to a qualifying reason for FMLA leave, and the absences may be counted as unexcused under the attendance policy.

You may be required to provide periodic reports of your status and intent to return to work. Edison School of the Arts requires a minimum of two (2) days' notice of your intent to return to work early. If you find that you do not require the amount of time originally contemplated for your FMLA leave, it is your responsibility to notify Human Resources immediately.

Upon the expiration of the leave, you will generally be returned to the job which you held prior to the leave of absence or to an equivalent position, unless your position has been affected by a reduction-in-force or reorganization, or unless there are circumstances which would have led to separation absent the leave. If an employee fails to return to work at the conclusion of FMLA leave Edison School of the Arts may proceed with the understanding that the employee has voluntarily resigned his or her employment, after evaluating the particular facts and circumstances.

D. Intermittent Leaves.

Leave which is necessitated by a serious health condition of an employee or an employee's spouse, child or parent may be taken intermittently rather than continuously. Similarly, leave due to care for a covered service member or for military exigent leave may be taken intermittently. Employees who take intermittent leave for planned medical treatment are required to make a reasonable effort to schedule the treatment so as not to unduly disrupt Edison School of the Arts' operations and are expected to arrange doctor visits during non-work hours, if possible. Generally, you are expected to discuss the planned medical treatment appointments with Edison School of the Arts prior to scheduling the appointments.

If your need for intermittent leave only requires you to miss part of your work day, you are expected to work the remainder of your shift, whether before or after your requisite period of intermittent leave. Under

certain circumstances, employees using intermittent leave or reduced leave may be subject to temporary transfer to an alternate position for which the employee is qualified and that better accommodates the leave than the employee's regular position. Leave for the birth or following the placement of the child due to adoption of foster care may not be taken intermittently. However, any necessary meetings to affect the adoption prior to the placement are covered.

Authorized absences for family or medical leave will be considered excused absences for purposes of Edison School of the Arts' attendance policies.

Employees are required to follow Edison School of the Arts' established call-in procedures when they will be absent or late to work until such time as they are on an approved continuous leave of absence. Absent extenuating circumstances, employees who fail to follow the established procedure may be subject to disciplinary action, up to and including termination, after an evaluation of the particular facts and circumstances.

E. Fraudulent Use of Leave.

Using FMLA leave for any purpose other than its intended purpose will be considered grounds for disciplinary action up to and including discharge. Please understand that any such conduct may result in termination, after an evaluation of the particular facts and circumstances.

F. Outside Employment.

In accordance with Edison School of the Arts' policy prohibiting outside or supplemental employment during any leaves of absence, an employee who is on FMLA leave is similarly prohibited from engaging in outside or supplemental employment. Violations of this policy may result in discipline, up to and including termination of employment.

G. Substitution of Paid Leaves

As a condition of receiving leave, you will be required to substitute for any of the twelve (12) week leave (or twenty-six (26) week leave in the case of care of the service member) any paid leave time otherwise available to you. The remainder of the leave will be without pay. For any period of time where you are receiving paid benefits under other Edison School of the Arts policies or worker's compensation benefits, the substitution of paid leave requirement will not be applicable.

H. Employee Benefits During Leave

Health insurance coverage will be continued during the leave under the same terms and conditions as are then applicable to similarly situated employees who are not on leave of absence. To the extent that employees not on leave are required to make any co- payments to maintain insurance coverage, you will be required to make the same co- payments to maintain insurance coverage. If you fail to return to work, and your failure to return to work is not due to the continuance or recurrence of a serious health condition or due to circumstances beyond your control, Edison School of the Arts may recover from you its share of the health care premiums paid on your behalf during the leave.

Under current Edison School of the Arts policy, the employee pays a portion of the health care premium. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person

or by mail. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. The employer will provide 15 days' notification prior to the employee's loss of coverage.

If the employee contributes to a life insurance or disability plan, the employer will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay their portion of the premiums; or the employer may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, the employer may discontinue coverage during the leave. If the employer maintains coverage, the employer may recover the costs incurred for paying the employee's share of any premiums whether or not the employee returns to work.

It is intended that these guidelines concerning certain family and medical leaves of absence will operate as a supplement to other Edison School of the Arts policies, including PTO leave or other leave plans available. For example, leaves of absence longer than twelve (12) weeks and/or for reasons unrelated to childbirth, adoption or the serious health conditions of an employee or family member may be available pursuant to other Edison School of the Arts policies. Whenever an employee is eligible for leave pursuant to the Family and Medical Leave Act and is also eligible for another type of leave under different Edison School of the Arts policies, it is Edison School of the Arts' intent that the leaves will run concurrently. The Family or Medical Leave will run the first twelve (12) weeks of the total leave. At the end of the twelve (12) week period, all rights under the FMLA, including reinstatement rights, will cease.

Any employee who believes that his or her rights under this policy have been violated should immediately report this concern to Human Resources at HCC, so that a proper inquiry can be undertaken. No employee shall be retaliated against for exercising rights under the FMLA.

For further questions, please contact Human Resources at HCC.

EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

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 reintegrations briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (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 FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

***The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".**

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent position with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months*, and if at least 30 employees are employed by the employer within 75 miles.

***Special hours of service eligibility requirements apply to airline flight crew employees.**

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and

a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave credited against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(a) may require additional disclosures.



For additional information:
1-866-4US-WAGE (1-866-487-5243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV

U.S. Department of Labor | Wage and Hour Division



WHD Publication 1027 - Revised February 2015

MILITARY LEAVE

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice, or it is otherwise impossible or unreasonable.

The leave will be unpaid. However, employees may use any available paid time off for the absence.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Employees on military leave for up to thirty (30) days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Contact the Human Resources Department at HCC for more information or questions about military leave.

PAID TIME OFF/LEAVE EARLY REQUEST

Paid time off (PTO) is intended to provide time off for employees to take vacation, take care of personal business, recover from illness or enjoy themselves away from the daily responsibilities of their jobs.

This policy applies to regular full-time employees (scheduled to work 30 hours or more per week).

Regular full-time employees (regularly working 30 or more hours per week) will receive:

- From the beginning of the school year through the end of the school year, an employee will receive 3.33 hours per month/1.66 hours per pay period of PTO not to exceed a total of 5 days/40 hours per calendar year.

All PTO should be used by the end of the benefit year (A benefit year is defined as a "school year"). Employees will be allowed to carry over 3 days of PTO into the next school year.

Employees are not allowed to use more than they have accrued unless they have approval from their supervisor.

Upon termination from Edison School of the Arts, 2 days of PTO will be paid out on the employee's final

paycheck. However, if an employee has a negative balance because they have used more than they have accrued, then the employee will have to pay back the negative balance from their last pay check. If an employee is *terminated* by Edison School of the Arts, Inc., the employee will *not* receive a pay-out for any unused PTO days.

Employees are entitled to PTO based on length of service which is calculated from their first full school year. No PTO will accrue during an unpaid break in service (i.e. personal leave of absence) exceeding 30 days. Military leave has no effect on this calculation.

A part-time employee, who later becomes a regular, full-time employee will be entitled to future PTO accrual based on his/her original hire date, but he/she will not be credited for any past PTO.

Employees are entitled to receive their regular rate of pay during scheduled PTO. It does not include overtime or other special forms of compensation such as incentives, commission, bonuses or shift differentials.

PTO, except when taken due to an illness, should be scheduled at least 48 hours in advance at the mutual convenience of Edison School of the Arts and the employee. PTO requests should be submitted to the employee portal and to the Principal at Edison School of the Arts via email. Edison School of the Arts reserves the right to schedule PTO in order to insure orderly operation of our business and service. Failure to follow PTO request procedures may result in disciplinary action.

PTO time for exempt employees must be taken in at least eight-hour (8) increments. Non-exempt employees may take PTO in four-hour increments.

In the event PTO is taken on the same date as a company-paid holiday, the employee will be paid for the holiday and will not be paid PTO for the same date.

PTO time does not count as "time worked" for the purpose of calculating overtime.

Any staff person leaving early must email the request to the heads of school. An email must be sent to the administrative assistant so that it can be documented. All early leaves will be handled circumstantially as far as personal time being required.

Paid time off forms are available from the administrative assistants. Please fill one out as soon as you know you will be taking a paid day off. Submit the completed form to heads of school. Once the form is approved the administrative assistant will place a copy in staff's mailbox. Upon approval of paid time off, immediately call Parallel to arrange for a guest teacher. Paid time off days should not be taken and may not be approved if directly before or after a break or extended weekend. These days may be considered "unpaid".

SAFETY AND HEALTH

Edison School of the Arts is committed to providing a safe and healthy work environment for employees, customers, and visitors. Doing so depends on the personal commitment of all.

Employees will be informed about workplace safety and health issues through regular internal

communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Each employee is expected to obey standard safety rules and to exercise caution in all work activities. All employees must wear the appropriate safety equipment required to perform their job safely or while in certain designated areas of the work environment. If you are unsure what safety equipment you are required to wear at any given time, please feel free to refer to your immediate supervisor or the Human Resources Department at HCC.

Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

Employees should show up to work prepared to work.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the appropriate supervisor and or the Human Resources Department at HCC as soon as they recognize they have sustained an injury. Such notification is necessary to comply with relevant laws and initiate insurance and workers' compensation benefits procedures.

Please note that in the event you do not timely report an accident or injury, there may be a delay in the benefits paid, and your eligibility for certain benefits may be adversely affected.

Any employee involved in an on-the-job accident (i.e., causing the accident (and not being injured) or being injured as a result of the accident) which results in personal injury requiring medical treatment or damage to property (other than minimal) may be required to be tested for the presence of drugs or alcohol, unless Edison School of the Arts determines that the testing would be inappropriate under the circumstances. Edison School of the Arts will not require testing where the accident was very unlikely to have been caused by employee drug use (e.g., repetitive strain injury or bee sting). Edison School of the Arts will make the determination for testing at its sole discretion depending on the facts and circumstances of the case. The employee involved should abstain from using alcohol until after the determination is made. Refusal to consent will be construed as an independent violation of this policy and the employee may be subject to discipline up to and including immediate dismissal, after an evaluation of the particular facts and circumstances. Positive drug and alcohol test results may also result in disciplinary action, up to and including termination.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor or manager, or bring them to the attention of the Human Resources Department at HCC. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Edison School of the Arts, Inc. has developed some common-sense rules to help employees understand their role and responsibilities in ensuring a safe working environment for all employees. These rules are designed to help identify workplace hazards and avoid accidents. In addition to this Employee Handbook, employees should also familiarize themselves with the Policy & Procedures Manual for the current school year.

Following these simple rules is an essential function of employment. Failure to follow these rules

could result in disciplinary action up to and including termination. If an employee has any questions about the rules below, he/she should ask a member of the core leadership team.

- Learn expected job duties and how to be safe in the workplace.
- Learn evacuation procedures and the location of fire alarm boxes, extinguishers, and employee responsibilities and duties in case of fire or another emergency.
- Employees must promptly report to the core leadership team all unsafe or potentially hazardous conditions, such as the following:
 - Wet or slippery floors
 - Trash-laden or unsafe areas at work
 - Equipment left in halls or walkways
 - Exposed or unsafe electrical wiring
 - Careless handling of equipment
 - Defective equipment or equipment lacking the proper safe guards
- Do not operate electrical equipment with wet hands.
- Immediately report all accidents to a member of the core leadership team. The core leadership team must report to HCC for worker's compensation purposes.
- Use proper lifting procedures and get help when needed.
- Wear safety glasses and protective clothing when necessary.
- Handle hazardous chemicals with care.
- Familiarize yourself with the Policies & Procedures Manual for the current school year.

CARE OF EQUIPMENT

Laptops, iPad and other Mobile Devices owned by Edison School of the Arts and used to conduct business must be used appropriately, responsibly, and ethically.

The following are rules and stipulations regarding company issued portable IT equipment:

1. I understand that computers, iPads, equipment, and/or accessories that Edison School of the Arts has provided to me are the property of Edison School of the Arts. and must be treated, used, and safeguarded as such.
2. "Find My Device" must always be active.
3. Device must be logged in with appropriate credentials to permit cloud backup, as well as data wiping if device were to be lost, stolen, or in some other way made inaccessible. Verify correct login information at the time of iPad, laptop issuance.
4. If an employee damages or loses a company-issued iPad, laptop or other mobile device, the employee must notify their manager immediately.
5. If an employee damages or loses a company issued iPad, laptop or other mobile device, their manager is responsible for notifying Edison School of the Arts IT contact immediately to have the device deactivated.

6. No employee is to use company-owned devices for illegal transactions, harassment, or obscene behavior, in accordance with other existing employee policies.
7. Employees are prohibited from using a company-issued iPad or other Mobile Devices while operating a motor vehicle unless utilizing a hands-free device. Further, if state or local laws are more restrictive, the employee must follow the appropriate law.
8. Devices must not be loaned to, or used by, others.
9. All employees with a company issued device will utilize Wi-Fi where available and when possible. Data will be monitored.
10. I understand that I will not be held responsible for iPad problems resulting from regular work-related use; however, I understand that I am personally responsible for the cost of replacement or repairs for any damage, theft, or loss of the iPad, computer and/or related equipment and accessories due to negligence.
11. Payment plans will be arranged between the Company and employees who are responsible for repairs or replacement of any damaged, lost, stolen, etc. IT equipment.
12. I understand that a violation of the terms and conditions set out in this Agreement will result in the restriction and/or termination of my use of Edison School of the Arts' iPads, equipment, and/or accessories and may result in further discipline up to and including termination of employment and/or legal action.

HAZARDOUS CHEMICALS AND RIGHT TO KNOW

Employees must comply with all occupational safety and health standards and regulations established by the Occupational Safety and Health Act (OSHA). If employees believe they are being exposed to a known or suspected hazard, when working with toxic chemicals or substances, they have a right to know about such hazards through safety data sheets [SDS]. Supervisors are to review the SDS with employees. If a Supervisor does not have this information available, contact Edison School of the Arts, Inc. immediately.

Employees who work with, or contact, hazardous chemicals or substances are to consult with their supervisor regarding the proper handling of such chemicals in the workplace during orientation and new employee training.

WORKPLACE VIOLENCE

Edison School of the Arts, Inc. is committed to preventing violence in the workplace. Accordingly, Edison School of the Arts, Inc. has adopted the following guidelines to deal with intimidation, harassment or other threats of violence that may occur in the workplace.

Edison School of the Arts, Inc. will not tolerate any conduct that threatens, intimidates or coerces an employee, customer, or member of the public at any time, including off-duty periods. Additionally, firearms, weapons, and other dangerous or hazardous devices or substances are strictly prohibited from the premises of Edison School of the Arts, Inc. without proper authorization, pursuant to applicable law.

All suspicious individuals or activities, including explicit acts of violence or threats of potential violence, both direct and indirect, should be reported immediately to a Supervisor, any other member of the core leadership team and Edison School of the Arts, Inc. This includes threats by employees, as well as threats by customers, vendors, solicitors or other members of the public. Employees should

not attempt to intercede or otherwise become involved with any actual or potentially intimidating, harassing or violent situation.

Employees are encouraged to bring their disputes or differences with other employees to the attention of an appropriate member of the core leadership team before the situation escalates into potential violence. A thorough and impartial investigation will be conducted in as timely and confidential a manner as possible. In order to maintain workplace safety and the integrity of its investigation, Edison School of the Arts, Inc. may suspend employees, either with or without pay, pending investigation. Any employee determined to have participated in any threatened or actual violence, or other conduct that violates these guidelines, will be subject to disciplinary action, up to and including termination of employment.

DOMESTIC VIOLENCE POLICY

Domestic violence is generally defined as violent or intimidating behavior committed by one partner in a marriage or other intimate relationship against another. The abusive behavior may be physical, sexual, economic, or psychological, with the primary purpose to control, dominate, or hurt the partner in the relationship. Edison School of the Arts, Inc. is committed to providing a safe, productive environment for its employees and will do all it reasonably can

to protect its employees while at work from the effects of domestic violence. However, this policy does not intend to create any obligation or liability on the part of Edison School of the Arts, Inc. that is not otherwise required by law.

Any employee who is or suspects that another employee is being threatened or victimized by domestic violence is encouraged to report the matter to Edison School of the Arts, Inc. Edison School of the Arts, Inc. will discreetly investigate the alleged situation and discuss available options with the adversely affected employee. This discussion will include appropriate internal and community referral resources, a safety plan in the workplace to attempt to prevent violence or threatened violence to the victim at work or on premises, and available and appropriate utilization of any applicable health insurance benefits and/or leave policies. Any employee who engages in acts of domestic violence in the workplace, including using Company resources to engage in such behavior, will be subject to discipline up to and including termination of employment.

WORKERS' COMPENSATION

Depending on state requirements, Edison School of the Arts, Inc. provides workers' compensation benefits to employees for job-related injury or illness. This benefit provides for medical care and temporary disability, and benefits for permanent disability.

Creating a safe place to work, free of accidents, is everyone's goal. If an employee becomes injured or ill on the job, he/she is to notify his/her Supervisor immediately. The core leadership team will review the completed "Employee Incident Accident Report", which must be submitted within 24 hours following the accident or illness. Medical care will be provided as required by workers' compensation statutes. If an employee fails to report an accident that develops into a "lost time accident" at a later date, the employee may have difficulty in obtaining workers' compensation benefits.

Employees should be aware workers' compensation insurance does not cover the payment of

workers' compensation benefits for any injury which arises out of voluntary participation in any off-duty work, recreational, social, or athletic activity which is not a part of work-related duties, regardless of potential company sponsorship of the activity.

LIABILITY OF STAFF FOR STUDENT WELFARE

All Edison School of the Arts, Inc. employees are responsible for the safety of students on the grounds, on the bus and during all school sponsored events at all times students are present. To minimize the occurrence of situations in which employees may incur liability for actions related to students, each employee should familiarize themselves with the Policy & Procedures Manual. In addition, all employees:

- Should not leave students unattended for any reason.
- Should not allow or permit students to enter the workroom/adult designated space without being accompanied by an adult.
- Should not leave an unqualified person in charge of students without prior knowledge of the Heads of School.
- Should accompany students wherever they are assigned and remain with them until supervision is assumed by another responsible person.
- Should not leave a student in charge of other students.
- Should ensure students do not use non-school-owned equipment or any school-owned equipment which may be potentially dangerous.
- Should ensure classroom is locked at all times it is not occupied.
- Should organize classroom materials and equipment so as to minimize danger of injury to students and to self.

If an area is unlocked for anyone for any reason, the Edison School of the Arts, Inc. employee or authorized adult is responsible for ensuring the area is locked up after its use. Under no circumstances are staff and/or custodial workers authorized or permitted to open a facility for unsupervised student use.

CHILD NEGLECT AND ABUSE REPORTING

Under Indiana law, all Edison School of the Arts, Inc. employees are considered "mandated reporters" and are responsible for filing a report with the Department of Child Services (DCS) if they reasonably believe a child is a victim of any type of abuse or neglect. Also, if you are unsure if it is considered any type of abuse or neglect, staff must speak immediately with the school counselors and the Core Leadership Team. A report can be filed by way of the Indiana Child Abuse and Neglect Hotline at 1-800-800-5556 or by contacting local law enforcement. In addition, any report should also be made to the Heads of School.

In addition, if the report involves an Edison School of the Arts Employee:

- The principal or administrator-in-charge shall notify his/her supervisor.
- As much as possible, the principal or administrator-in-charge is to ensure that the employee and the student have no further contact until resolution by CPS and Human Resources or the Title IX Coordinator.

- For all cases that may imply sexual abuse and for all cases where there is evidence of physical injury, the principal, administrator-in-charge (or designee) is to notify Human Resources immediately.
- All suspensions that come as a result of enforcing child abuse procedures are to be done by Human Resources staff, only.
- Upon receiving the fax of the Confirmation of Report to CPS and Incident Procedure Checklist, if Human Resources has not received communication from the school, Human Resources will contact the building principal or administrator-in-charge/supervisor.
- The principal or administrator-in-charge will provide Human Resources with an assessment of the situation, including any employee history as it pertains to this type of incident.
- If the allegations involve sexual conduct, the Title IX Coordinator must be notified and will conduct an investigation in coordination with the school, CPS, IPS PD, and IMPD when necessary. In all other cases, Human Resources will initiate the investigation which will be conducted in coordination with the school, CPS, IPS PD, and IMPD as necessary.
- There may be cases in which an employee will be placed on or continued on suspension after CPS has found allegations of abuse or neglect unsubstantiated so that IPS can conduct its investigation of possible violations of IPS policies and rules.
- Unless the alleged abuse is of a criminal nature and/or unless the alleged abuse will possibly lead to further disciplinary action, it will be the intent of IPS to limit the time on suspension, as much as possible.

Child Abuse within the School

- If a child reports that he/she is being sexually, physically, or emotionally abused by school personnel, the educator should remember that it takes courage for an abused child to talk to someone. Any verbal disclosure of abuse must be taken seriously and must be reported immediately. Only DCS and law enforcement have the responsibility to determine the truthfulness of the allegation. School personnel should not attempt to determine truthfulness of allegations. Follow the steps outlined in the next section. Certainly, the school administration must be notified in case appropriate personnel action is deemed necessary, but the situation should not be discussed among the other staff. The school administration should determine what action must be taken with regard to any school employee suspected of abusing a student, both in the short term and long term, to protect the student population and to enforce the district's internal employment rules.
- Never ask the children to tell their stories in front of the accused. There is a significant difference in power and resources between teachers and students. If children have been abused by an adult in the system, we must ensure that the system does not intimidate, minimize or victimize the child again when they report abuse by a staff member. Schools are mandated reporters whether the abuser is an outsider or a school employee. Under state child abuse and neglect reporting statutes, educators have the same liabilities for failure to report suspected incidents perpetrated by colleagues as they would in incidents resulting from interfamilial abuse or neglect. If you have reason to believe abuse has occurred, call DCS and/or law enforcement. Close, sufficient communication between law enforcement, the prosecutor's office and schools is important to aid the school in taking appropriate action as

quickly as possible.

Reporting Child Abuse and Molestation Possibly Involving School Personnel

When any staff member becomes aware of alleged abuse or molestation of a student by a school employee, that staff member shall immediately notify the principal or school designee. The principal or school designee should elicit enough information from the reporter (not the student) to determine: 1) the name of the alleged perpetrator; 2) the name(s) of the alleged victim(s); 3) the approximate time and duration of the alleged abuse; and 4) the general nature of the abuse. The principal should not discuss the matter with the alleged perpetrator until the following steps are taken, which should be done immediately:

- Call the Indiana Child Abuse and Neglect hotline at 1-800-800-5556 (emphasize to the intake specialist that this report alleges that the perpetrator is a school professional).
- *Note that if the principal or designee calls DCS, this does not relieve an individual of the obligation to report on the individual's own behalf, unless a report has already been made to the best of the individual's belief per [IC 31-33-5-3](#).
- If the child is believed to be at risk, contact law enforcement or 911 in case of emergency.
- Make a report to the individual in charge of the school per [IC 31-33-5-2](#) *Note: if the individual in charge of your school is alleged to be involved in the incident, report to your superintendent or designee(s) identified by the superintendent.

The Department of Child Services or the local Police Department will attempt to respond immediately to all reports in which the alleged perpetrator has continued access to the alleged victim. While the Prosecutor's Office works cooperatively with the DCS and the Police Department in its investigation, it may become necessary for an administrator to take some appropriate personnel action.

Due to the sensitive nature of such allegations, these matters must be treated with the utmost confidentiality. Great care must be taken to protect the reputations of students, their families, and staff members.

GENERAL POLICIES

COURTESY AND CUSTOMER SERVICE

Courtesy and a positive attitude toward the people with whom employees contact in the workplace will positively influence the image people have of the company. Employees should incorporate an attitude of helpfulness toward customers, colleagues, and supervisors.

Courtesy is the key to good human relations.

PHONE CALLS, PERSONAL MAIL AND VISITORS

The use of business phones may be limited to official company business. Local personal calls may also be limited to emergencies only. Friends and relatives should be discouraged from calling during working hours unless there is an emergency. Under no circumstance should employees make or charge a long-distance call unless it is work-related and/or approved by the core leadership team.

Good telephone etiquette is important when dealing with the public. Employees should identify themselves and the place where they work, in a pleasant and helpful voice. Be courteous and confine the conversations to the subject at hand. Employees are encouraged to cultivate a pleasant voice and cheerful manner.

Any company-provided telecommunication devices may be monitored at any time for any reason, including, but not limited to, training purposes or monitoring geographic location, pursuant to applicable law.

Do not use company stationery, stamps, postage meters or other company supplies for personal mail. Employees' personal correspondence must not be sent to the workplace, unless prior permission from the core leadership team has been given.

Personal visits by visitors to the workplace may also be restricted.

SCHOOL COMPUTERS, E-MAIL SYSTEM AND THE INTERNET

Edison School of the Arts maintains a variety of business communications systems and employs technology including phone, voice mail systems, access to the Internet, equipment, and devices, and all communications and information transmitted by, received from, or stored in these systems.

All Edison School of the Arts IT resources, including all information created, stored or received on or passing through Edison School of the Arts' systems, are the property of Edison School of the Arts. To ensure that the use of Edison School of the Arts' IT resources is consistent with legitimate business interests, Edison School of the Arts retains the right to monitor the use of such resources from time to time, and employees hereby consent to such monitoring, without further notice.

Rules on Personal Use. Edison School of the Arts IT resources shall generally be used for business or job-related purposes during working time. Any personal use of Edison School of the Arts email must be limited to non-

working time (e.g., breaks and lunch periods) and be in compliance with all other Edison School of the Arts policies (including but not limited to non-discrimination and anti-harassment policies).

Off Limits. In no event will an employee be allowed to transmit, retrieve or store any information on Edison School of the Arts equipment which may violate applicable copyright laws, or which may be considered discriminatory or harassing in nature (as defined by our discrimination and anti-harassment policies). Accordingly, employees are strictly prohibited from using Edison School of the Arts' e-mail system and Internet access for any of the following purposes:

- Viewing, transmitting, retrieving or storing material that may be considered in violation of Edison School of the Arts policies, such as the nondiscrimination and anti-harassment policies; accessing sites containing sexually explicit or pornographic material, illegal activities, or gambling is prohibited at any time;
- Transmitting any messages containing discriminatory or harassing remarks about an individual or group's race, color, religion, national origin, age, gender, disability or other legally protected characteristic, or any threats of violence;
- Transmitting any knowingly false information about your work;
- Attempting to break into the computer system of another organization or person;
- Sending or posting messages that disparage another organization's products or services; or
- For any other purpose which is illegal.

There is never a reason to share our confidential business strategies, operational plans, or forecasts or release information that is considered a company trade secret or confidential proprietary business information. Thus, employees are prohibited from transmitting or posting such information outside the organization without the prior authorization of the CEO.

Copyrighted materials belonging to entities other than Edison School of the Arts, including software, publications, articles, graphics or other proprietary information, may not be transmitted by employees on Edison School of the Arts' e-mail system or via Edison School of the Arts' internet access. All employees obtaining access to any material prepared or created by another company or individual must respect any attached copyrights. Respect such copyright, trademark and similar laws and use such protected information in compliance with applicable legal standards.

Employees should not indicate that they represent Edison School of the Arts' view in any electronic communications unless they have received express written permission to do so by the CEO. Similarly, employees should refrain from labeling any website or other electronic data room as an Edison School of the Arts site, or giving a similar impression, without express written permission from the CEO to do so.

It's not private. Electronic mail using Edison School of the Arts' systems is the property of Edison School of the Arts, and users have no personal privacy or property interests in electronic mail received and sent. There should be no expectation that the contents of any message received or sent is confidential from Edison School of the Arts. Accordingly, the fact that access to Edison School of the Arts' computer or phone systems may be password-protected does not indicate that the communications are in any way regarded as private. Although email may allow the uses of passwords for security, confidentiality is not guaranteed. All passwords are known to Edison School of the Arts as the system may need to be accessed by Edison School of the Arts under certain

circumstances.

Edison School of the Arts has the capability and reserves the right to review, audit, intercept, access and disclose all messages or materials created, received or sent over the electronic communications systems for any purpose. The contents of any computer file, e-mail message, voice mail message or Internet use may be disclosed without the permission of the employee. Employees hereby consent to such monitoring. This includes monitoring Internet usage and listening to stored voice-mail messages.

Notwithstanding Edison School of the Arts' right to retrieve and read any electronic communications, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees should not attempt to gain access to another employee's messages without the latter's permission. Employees are not authorized to retrieve or read any electronic communication that is not sent to them.

Employees should notify their immediate supervisor, the Human Resources Department at HCC or any member of management upon learning of violations of this policy. Employees who violate this policy may be subject to disciplinary action, up to and including termination of employment, after an evaluation of the particular facts and circumstances.

This policy will be applied in a manner consistent with all applicable federal, state or local laws. Nothing in this policy, however, is intended to prevent employees from discussing the terms and conditions of their employment, or from engaging in concerted activity protected by law.

PC/LOCAL AREA NETWORK

Personal Computers and Local Area Networks are property of Edison School of the Arts, Inc. and are intended to be used for business purposes only.

While employees may have a personal password to access their computer or network, the Edison School of the Arts, Inc. reserves the right to monitor any workstation in order to ensure compliance with Company policy. Employees should not expect that applications or data resident on either the hard drive or the network server will be private, or that no one else will have access to them.

The network and workstations may be periodically audited for viruses and unlicensed software. To prevent computer viruses from being transmitted through the computer system or possible copyright violations, employees are prohibited from installing or downloading any software (i.e.: instant messaging, games, screen savers, weather programs, music, etc.) without prior authorization from Edison School of the Arts, Inc. All software installed or downloaded must be registered in accordance with instructions from Edison School of the Arts, Inc. This action will be taken in order to protect Edison School of the Arts, Inc. liability with respect to software licensing agreements, as well as to minimize negative impacts on the network, such as viruses and excessive use of the network resources.

Employees violating the PC/LAN policy will be subject to disciplinary action, up to and including termination of employment.

CONFIDENTIAL INFORMATION

Protecting company information is an essential job function of every position within Edison School of the Arts, Inc. Examples of this include, but are not limited to,

- Financial reports
- Intellectual property such as lesson plans and curriculum

- Phone and address lists
- Payroll and compensation information
- Marketing reports
- Computer programs/codes
- Labor relations strategies
- New materials research
- Scientific data and formulas
- Scholar and scholar family information
- Technological prototypes
- Computer processes
- Private health information

This information includes, but is not limited to, a process, procedure, method, machine, or manner of doing business, or other information which is not generally known in the market or by competitors which allows the company to compete more favorably than others. It also includes business information such as marketing data, financial data, customer identities or contacts, customer requirements, prices, profits, or similar information. Unless otherwise identified by the core leadership team, all employees should assume that such information is confidential.

It is the responsibility of every employee at Edison School of the Arts, Inc. to do his or her utmost to protect information and to cooperate with Administration to ensure full compliance with every policy or procedure relating to confidential information. All employees should make sure that all such procedures are followed and that appropriate agreements are utilized.

It is important to remember that many of the obligations set forth in these agreements last beyond the end of employment with Edison School of the Arts, Inc.

NO SOLICITATION/DISTRIBUTION AND ACCESS POLICIES

To prevent disruptions in the operation of our facility, and to minimize interference with or inconvenience to all of us, the following rules apply to solicitation and distribution of literature on company property:

Outsiders: Persons not employed by Edison School of the Arts may not solicit or distribute literature on Edison School of the Arts property for any purpose at any time.

Employees: You cannot solicit for any purpose during working time. You may not distribute literature for any purpose during working time or in work areas.

“Working time” includes working time of both the employee doing the solicitation or distribution and the employee to whom it is directed. “Working time” does not include rest periods or meal times. “Work areas” do not include break rooms or rest rooms. If you have any questions as to the meaning of “working time” or “working area” please contact Human Resources at HCC for clarification.

BULLETIN BOARDS

Keeping you well informed is a priority because we think you can perform best as a member of our team if you know what's happening around you. Important information about official company business and items of interest is posted on the bulletin boards.

The bulletin boards are used for official company business only (i.e. official memos, job postings). Bulletin boards are used to communicate official business, government information, company policy, and announcements such as organizational changes, safety rules, health items, benefit programs, and notices announcing special events.

Employees may not post any form of literature, printed or written materials, announcements, advertisements, photographs or notices of any kind on Edison School of the Arts' bulletin boards. Violation of this policy will be grounds for disciplinary action, up to and including discharge.

Make it a habit to read the bulletin board regularly and carefully so that you will be kept informed of current Edison School of the Arts events and policy changes.

TRAVEL AND EXPENSE

Consult your supervisor for any specific reimbursement amounts and other procedures.

SMOKING

Smoking is prohibited at work on entire school grounds, pursuant to applicable law. This includes the use of Vapor / Electronic Cigarettes.

SMOKING BAN (INDIANA)

Indiana's statewide smoking ban (Indiana Code, title 7.1, article 5, chapter 12) ("the Act") prohibits smoking in:

- Public places;
- Places of employment; and
- Within eight feet of a public entrance to a public place or place of employment.

"Smoking" is the use of cigarettes, cigars, pipes, or other lighted tobacco smoking equipment. A "public place" is "an enclosed area of a structure in which the public is invited or permitted." The Act defines "place of employment" as any "enclosed area of a structure where people are employed," but this does not include a private vehicle.

The Act exempts from its coverage freestanding bars and taverns, horseracing facilities, off-track betting facilities, casinos, riverboats, certain private and fraternal clubs, certain businesses located in private residences where all the employees also reside, cigar and hookah bars (cigarettes are banned from these facilities), retail tobacco stores, cigar manufacturing facilities, and cigar specialty stores. But most Indiana employers, including all restaurants and the bars located in them, must comply.

Additionally, employers must:

- Inform each current and prospective employee of the smoking ban applying to the place of employment.
- Remove all ashtrays or other smoking paraphernalia from the public place or place of employment.
- Post conspicuous signs at each public entrance that read "State Law Prohibits Smoking Within 8 Feet of this Entrance" or other similar language.

If a "place of employment" is also a "public place" – and many are – the owner, operator, manager, or official in charge must also:

- Post conspicuous signs in the public place that read "Smoking is Prohibited by State Law" or other similar language.
- Ask anyone smoking in violation of the Act to cease smoking.
- Cause anyone who refuses to cease smoking "to be removed from the public place."

The Penalties for Non-Compliance

The Act gives the Indiana Alcohol and Tobacco Commission primary enforcement authority. State and local health departments, health and hospital corporations, the division of fire and building safety, and law enforcement agencies will also be involved in enforcement efforts. Agents from any of these entities may enter and inspect premises "to ensure that the person responsible for the premises is in compliance with" the Act.

Violators will have committed a Class B infraction and may be fined up to \$1,000 per violation. Having three or more unrelated violations will be considered a Class A infraction, exposing the violator to a maximum of \$10,000 in penalties.

The Act also prevents employers from discharging, refusing to hire, or retaliating in any way against an individual for reporting a violation of the Act or exercising any right under the Act. The penalties in the preceding paragraph would apply. The Act does not create a private right of action for an employee who feels his or her rights have been violated.

More Restrictive Policies Are Permitted

The Act explicitly states that it neither supersedes any more restrictive smoking ordinance a county, city, town, or other governmental unit has already enacted, nor prohibits governmental entities from enacting more restrictive laws in the future.

Indeed, after the Act passed, Marion County, Indiana – where Indianapolis is located – modified the Marion County Smoke Free Ordinance to go beyond what the Act requires by mandating that freestanding bars and taverns be smoke-free effective June 1, 2012, and expanding the definition of "smoking" to include the use of electronic cigarettes (e-cigarettes).

While this is the first statewide smoking ban in Indiana, you should also be aware of local ordinances that may be broader than the state law. HCC understands that the law creates another exception to the at-will doctrine in Indiana. You cannot discharge, refuse to hire or in any matter retaliate against anyone who reports a violation of this law or exercises any right or satisfies any obligation under the new law. Assume for now that

"reporting" includes either internal (to you or HCC) or external (e.g., the Alcohol and Tobacco Commission, local health department, division of fire and building safety, and local law enforcement officers). Indiana Code sections 22-5-4-1 to -4 prohibits employers from discriminating against employees and applicants due to off-duty tobacco use.

BUSINESS ETHICS AND CONDUCT

Edison School of the Arts, Inc. requires all employees to fully comply with all applicable laws and regulations and to refrain from any appearance of having engaged in any illegal, dishonest or unethical conduct. All employees should be guided by the highest standard of conduct in their business contacts and relationships. The following examples could be considered to involve a conflict of interest that violates this policy:

1. Serving as an employee, officer, director, or consultant for any customer, Edison School of the Arts, competitor or supplier of materials or services.
2. Holding any financial interest by an employee or an immediate family member (parent, sibling, child, or spouse) in the business of any customer, Edison School of the Arts, competitor or supplier of materials or services. This does not include a financial interest in publicly held corporations that are quoted and sold on the open market, unless the amount held is in excess of 10 percent of the outstanding stock of that corporation or the stock held has a value representing more than 10 percent of the individual's personal net worth.
3. Borrowing money from or lending money to any student, family, customer, Edison School of the Arts, competitor or supplier of materials or services, other than recognized financial institutions (i.e., banks, credit unions).
4. Accepting gifts, entertainment, or anything of value from any customer, Edison School of the Arts, competitor or supplier of materials or services other than minor holiday gifts of a nominal nature.
5. Engaging in or attempting to engage in a romantic relationship with any customers, Edison School of the Arts, competitors, or suppliers of materials or resources.

It is important to avoid not only any situation that is an obvious conflict of interest, but also any situation that might give the appearance of being a conflict of interest.

In general, common sense and good judgment will guide employees with respect to lines of acceptable conduct. However, if a situation arises in which it is difficult to determine the proper course of action, the matter should be discussed openly with an immediate Supervisor for advice and consultation.

Compliance with the expected level of business ethics and conduct is the responsibility of every employee. Disregarding or failing to comply with this standard could lead to disciplinary action, up to and including possible termination of employment.

EMPLOYEE CONDUCT AND WORK RULES

To ensure orderly operations and provide the best possible work environment, Edison School of the Arts expects each person to work in a professional and cooperative manner with managers, coworkers, customers and vendors concerning work activities.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. Because circumstances vary in each case involving possible disciplinary action, each situation will be handled on an individual basis. The types of formal discipline that may be imposed include verbal warnings, written warnings, final warnings, suspension, and/or termination. While progressive steps of discipline may be warranted in some circumstances, they may not and will not be warranted in all circumstances and accordingly are not mandatory. There are certain instances where the conduct or infraction of policy is of such a serious nature that Edison School of the Arts may terminate the employee immediately, without prior warning or consultation. Some of the more obvious unacceptable behaviors are noted below.

- Theft or inappropriate removal or possession of property or attempted theft from Edison School of the Arts, another employee, an Edison School of the Arts, vendor or other person doing business with Edison School of the Arts.
- Falsifying company records or reports including but not limited to time records; submitting or having submitted false information when applying for employment with Edison School of the Arts; falsely stating or making a claim of work-related injury or illness; providing any false information to Edison School of the Arts.
- Insubordination or failure to work in a cooperative manner with management/supervision, coworkers, customers and vendors concerning work duties.
- Violating Edison School of the Arts' policy of equal employment opportunity and nondiscrimination, harassment and/or retaliation.
- Failure to follow company policies and procedures.
- Receipt, request for or payment of bribes or kickbacks.
- Consumption, possession, sale, distribution, or transfer of illegal drugs or controlled substances on Edison School of the Arts premises or while transacting Edison School of the Arts business; reporting to work under the influence of drugs or alcohol, or while operating employer-owned vehicles or equipment.
- Fighting, assaulting, or provoking a fight on company premises.
- Misuse, destruction, or damage of Edison School of the Arts property or the property of customers.
- Violation of safety or health rules; Disregarding safety rules, procedures or practices.
- Possession of a weapon of any kind on Edison School of the Arts property, except as prescribed by law
- Discourtesy to a customer, vendor or visitor.
- Excessive absenteeism or failure to properly notify of absences from work.
- Failure to perform assigned duties satisfactorily.

Nothing in this policy, however, is intended to prevent employees from discussing the terms and conditions of their employment, or from engaging in concerted activity protected by law.

PROFESSIONAL CONDUCT EXPECTATIONS

Edison School of the Arts expects each person to work in a professional and cooperative manner with managers, coworkers, customers and vendors concerning work activities. We know employees who violate the rules are rare exceptions. Because circumstances vary in each case involving possible disciplinary action, each situation will be handled on an individual basis. The types of formal discipline that may be imposed include verbal warnings, written warnings, final warnings, suspension, and/or termination. While progressive steps of discipline may be warranted in some circumstances, they may not and will not be warranted in all circumstances and accordingly are not mandatory. There are certain instances where the conduct or infraction of policy is of such a serious nature that Edison School of the Arts may terminate the employee immediately, without prior warning or consultation.

While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct and Work Rules policy includes examples of problems that may result in immediate suspension or termination of employment.

DRESS CODE AND APPEARANCE

Employees create the image people will have about the company or business where they work. Employees should check their appearance before reporting to work and utilize good judgment in determining appearance. A well-groomed appearance and good hygiene are important and enhances overall effectiveness. Specific guidelines may exist with regard to appearance and dress code policy.

Teachers of Edison School of the Arts, Inc. are constantly to model the utmost professional behavior. Professional dress is an extension of this mindset and teachers will be expected to dress in the same manner as required of Indianapolis Public Schools (IPS) faculty unless otherwise specified by the Heads of School. Please consider the following:

- Leggings may be worn only in the event that the seat area is covered completely by another article of clothing such as a dress or longshirt.
- Business casual shorts of professional length are permitted
- Dresses, blouses or shirts that have see-through or cut-out elements are not permitted
- Clothing that promotes alcoholic beverages, tobacco, the use of controlled substances, depicts violence, is of a sexual nature, or is of a disruptive nature will not be permitted.
- Clothing that is excessively tight fitting or sexually suggestive will not be permitted.
- Clothing that is provocative, revealing, indecent, vulgar, obscene, or profane will not be permitted.
- Articles of clothing more than three inches above the top of the knee, including, but not limited to, dresses and skirts will not be permitted.
- Jeans may be worn on Fridays as long as they are not torn, slit, ripped or contain holes and accompanied by a "spirit wear". Jeans may be worn Monday through Thursday only when a field trip to a camp or woods has been scheduled.
- No "hoodie" sweatshirts may be worn inside or outside the classrooms unless it is spirit wear.
- Earrings, nose ring studs are approved; however, all other facial jewelry must be approved by Heads of School.

Only Physical Education (PE) and dance instructor teachers are permitted to wear jogging/wind/martial arts suits and shorts. PE instructors must follow the faculty dress code on parent conference days and other occasions when not instructing class.

WHISTLE-BLOWER PROTECTION POLICY

If any employee reasonably believes that some policy, practice, or activity of Edison School of the Arts, Inc. is in violation of law or is aware of sensitive and/or damaging information, a written complaint may be filed by that employee with the Heads of School.

It is the intent of Edison School of the Arts, Inc. to adhere to all laws and regulations that apply to the organization and its role as educators, and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of Edison School of the Arts, Inc. and provides Edison School of the Arts, Inc. with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

Edison School of the Arts, Inc. will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of Edison School of the Arts, Inc., or of another individual or entity with whom Edison School of the Arts, Inc. had a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy.

Edison School of the Arts, Inc. will not retaliate against an employee who discloses or threatens to disclose to a supervisor or a public body any activity, policy, or practice of Edison School of the Arts, Inc. that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the environment.

THE WORK ENVIRONMENT

Employees are expected to demonstrate good judgment, ethical personal behavior and common sense. If a few of the actions, but certainly not all, that may result in discipline are listed below and may result in disciplinary actions up to and including termination of employment. The rules are not intended to limit the rights of anyone. They are intended to protect the rights of everyone.

1. Employees are expected to be at their assigned place of work and ready to work at the established starting time. Employees are expected to remain at this position and perform work assignments until the end of the work or all scholars are supervised by another designated, appropriate adult.
2. Employees are not to conduct personal business during working hours.
3. Relevant protective equipment must be properly utilized as directed.
4. Employees must report all injuries or accidents to their Supervisor immediately.
5. Employees are not to cause poor-quality or defective work.
6. Employees must be physically and mentally capable of performing work assignments, with or without reasonable accommodation.
7. Employees must perform all assigned duties and fulfill responsibilities to Edison School of the Arts, Inc. Productivity and workmanship must be up to standard.

8. Employees must be available for work as scheduled or requested.
9. Employees are responsible for all property placed in their custody.
10. Employees are not to neglect job duties or responsibilities, or any work assigned.
11. Employees should never transport scholars in his/her personal vehicle unless a parent waiver has been obtained and approved by a core leadership team member.
12. If a situation occurs with a scholar that could be construed as inappropriate, employees should immediately notify the core leadership team.
13. If an employee knows of or reasonably suspects an inappropriate relationship between another employee and a scholar, s/he is obligated by this policy to notify the Heads of School immediately. Failure to do so may result in termination.

In addition, the following are some actions that are considered gross misconduct. We cannot possibly write down every acceptable or unacceptable action and encourage employees to utilize common sense. These examples simply serve as a reference guide during work and at company-sponsored activities. Employees who engage in gross misconduct are subject to immediate termination of employment. Gross misconduct includes, but is not limited to:

1. Bringing firearms or weapons of any kind, intoxicating liquors or narcotic drugs or chemicals into the office or onto the premises of work, pursuant to applicable law.
2. Being on the job while under the influence of alcohol, unapproved prescription drugs, unapproved non-prescription drugs, or intoxicants of anytype.
3. Falsifying information on Edison School of the Arts, Inc. forms, reports, or records; including applications, personal absence, sickness, timecards and production records. Note: The commission of this offense will result in termination in all cases regardless of the date of discovery.
4. Falsely stating or making claims of injury.
5. Removing or using, without authority, property, records or other materials of Edison School of the Arts, Inc. or other relevant persons.
6. Fighting, threatening, intimidating or coercing any visitor, employee, supervisor, vendor, or anyone else with whom employees come into contact as a result of work.
7. Damaging or destroying Edison School of the Arts, Inc. property, or wasting of materials.
8. Loitering or sleeping while on duty.
9. Refusing to follow the core leadership teams (or supervisor) directions or instructions, or other insubordinate conduct.
10. Violating safety or health rules or practices or engaging in conduct which creates a safety hazard.
11. Engaging in unlawful or improper conduct on or off work premises, during work or nonworking hours, which affects an employee's relationship to work, fellow employees, supervisors, Edison School of the Arts, Inc., products, property, reputation or goodwill in the community.
12. Leaving the department or work before the end of the shift without the authorization of the immediate Supervisor.
13. Using Edison School of the Arts Company's facilities and time for personal business, or

unauthorized possession or use of Edison School of the Arts, Inc. keys.

14. Soliciting or accepting tips from worksite visitors or other employees.
15. Smoking is prohibited.
16. Providing prescription drugs to others in the workplace, either at no cost or selling for profit.

Note: The foregoing rules are not intended to be inclusive of the required discipline, proper standards of conduct, or obligations which employees must observe at all times.

PROBLEM RESOLUTION

Your supervisor and members of Edison School of the Arts, Inc. administration team are available to help employees resolve misunderstandings. If employees have a work-related problem, it should first be discussed with the core leadership team.

Edison School of the Arts is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from Edison School of the Arts supervisors and management.

Frequent informal communication between managers and employees is strongly encouraged to resolve any work-related problems. Employees should consider management's doors to be always open with respect to employee issues and concerns and employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern. No employee will be penalized, formally or informally, for voicing a complaint with Edison School of the Arts in a reasonable and business-like manner.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop the necessary trust and confidence in each other.

PROGRESSIVE DISCIPLINE POLICY

The purpose of this policy is to state Edison School of the Arts, Inc.'s position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

Edison School of the Arts, Inc. desires to ensure fair treatment of all employees and making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory job performance in the future.

Disciplinary action may call for any of four steps – documented verbal warning, written warning, final written warning (which may include suspension with or without pay), or termination of employment, depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be

followed:

1. Documented verbal warning
2. Written warning
3. Final written warning and possible suspension
4. Termination of employment

Edison School of the Arts, Inc. recognizes that there are certain types of employee problems that are serious enough to justify either a final written warning, with or without suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

By using progressive discipline, Edison School of the Arts, Inc. believes that most employee problems can be corrected at an early stage, benefiting the employee and Edison School of the Arts, Inc.

GENERAL EMPLOYEE EXPECTATIONS

BUILDING & CLASSROOM EXPECTATIONS

Schedules: All teachers and staff are expected to have their daily schedule on the google doc. Daily schedules must include all balanced literacy components, math blocks, writing, science, social studies, arts classes, pull outs, lunch and recess time, restroom break(s), intervention times, supervision duties and tutoring times. This must be kept current at all times and posted outside classroom.

Behavior Management Plans: Teachers will provide written classroom behavior management plans with procedures and expectations to core leadership team. Plans need to include rewards and consequences. These plans must be submitted for approval and then distributed to students and families.

Online Biography: All employees are to have an online biography including college information and picture on the school's website.

Bulletin Boards: Each grade-level team should develop a bulletin board assignment calendar. Each homeroom teacher is expected to change bulletin boards appropriately, display student work that is academic, arts focused or both, that changes monthly.

Wednesday Folders: are expected to go home every Wednesday with the school newsletter, all graded assignments for the week and a progress report including missing assignments, current grades, and behavior reports.

School Letterhead: All written communication from our school to parents or a public agency must be on approved letterhead and approved by a core leadership team member *prior* to distribution.

Visibility and Circulation: The teacher should always be circulating around the classroom or working with a small group. There is never "independent" work time in which the teacher would be sitting at the desk while students are "busy". There is always a student who can use some assistance or more monitoring. Air-slates are expected to be used when a teacher would normally stand at the overhead projector. This

allows for better proximity management/awareness and more possible student involvement and attention. If an air- slate is not working, then an email should be sent immediately to the Media Specialist and copy the heads of school to remedy the issue.

Staff Lounge: The staff lounge should remain locked at all times and for Edison School of the Arts, Inc. staff only. Students are not permitted in the staff lounge. It is expected that all conversations remain professional and holding children and other staff members in high esteem. The staff lounge should be respected as to not take items that do not belong to you.

The refrigerator will be cleaned out every Friday by 5pm. All unclaimed items will be thrown away.

Textbooks: Textbook check-in/out will be the collaborative responsibility of the administrative assistant letting all involved parties of a student's entry/withdrawal, then the appropriate teacher will ensure and account that the student has all of their books at school and the media asst. will assign/ un-assign the book to the student.

School Telephone: Students do not need to be sent to the office to use the phone. If students need to communicate with their parent/guardian regarding transportation changes or uniform clothes, the teacher may approve calls from the classroom during appropriate non-instructional times.

Teachers are *not* permitted to send students home if the child isn't feeling well. The child must be sent to the office where the administrative assistant(s) will handle the situation.

Teachers will not be transferred a call during instruction unless it is an expected from a parent/guardian to discuss discipline with their child, prearranged, or a family emergency. Calls during instruction, should not take more than two minutes of the teacher's time.

School Pictures/Yearbook: School pictures will be by Lifetouch. They will be for all students in the fall and optional in the spring. Core leadership team will manage the school picture schedule for all classes. All teachers will be responsible to take pictures of great things and upload them to Google for the yearbook. No student should be left out of the year book under any circumstances. All homerooms are expected to proactive in this endeavor.

After-school/Non-School Activities on Campus: All after-school/non-school activities must be approved by the core leadership team prior to happening. If after school activities are cancelled, heads of school must be notified.

COMMON AREA SUPERVISION

Students are expected to be supervised by the attending adult at all times. Students should never be left alone in the classroom and a teacher's back should not be turned to the majority of students.

Additional areas to be supervised:

- Playground: Teachers should circulate and monitor students and never on a cell phone or congregating. If there is a physical altercation on the playground, cameras will be checked for teacher monitoring.
- Cafeteria: Stand still and designate an area of interest for each person. More circulation means backs

are turned away from students.

- Restroom: Teachers are to be with students in the hall while they are using the restroom as a class. Responsible student monitors should be chosen. All stalls should be checked before and after a classroom is finished.
- Hallway: all arrival and dismissal personnel are expected to be at their appointed area on time and attentive to students' behavior, demeanor, and support hallway expectations
- Passing Periods: Teachers should be visible at doors monitoring hallway and classroom as students enter.
- Hall Passes: All students must have a pass with them if they are out of the classroom. Students will be sent back without a pass. Middle school students must have the "Middle School Hall Pass" at all times. If they do not have the correct pass they will be sent back to obtain the appropriate pass.

FRONT OFFICE

All visitors whether professional, previous teachers, biological children, spouses etc., must be alerted to the heads of school prior to the visit. If they were invited, the Heads of School must know beforehand.

All challenging or becoming challenging parent or student conversations must be directed to a private office. Nothing negative is to be handled in the front office or hallways.

Teachers/staff should not stand around for lengthy periods of time in the front office. Administrative assistants have many other duties that they must complete.

LESSON PLANS

Lesson plans must be emailed to instructional coaches and heads of school by end of day Saturday for the entire upcoming week. Plans are expected to be in your lesson plan folder on Google Docs.

Lesson plans must include the following:

- Daily lesson plans for word work/study, teacher directed reading instruction, interactive read aloud, 6+1 Traits Writing, guided reading, math, science, and social studies.
- Alignment to Indiana Academic College and Career Ready Standards and Edison School of the Arts, Inc. pacing guides.
- Lesson objectives
- Guided reading plans that show student groups based on data, materials, focus strategy and/or skills.
- Differentiation, accommodations and materials.
- Arts teacher's daily lesson plans must include the following: grade level, standards(s), objectives, lesson focus, description of teaching procedures, and materials required.

PARENT/GUARDIAN COMMUNICATION

Contacting parents is essential and expected for both positive and challenging behaviors. Parent communication must be documented in the Parent Contact Log on Google Docs.

Teachers are responsible for contacting parents or guardians when students have a D or F.

When a parent complains to the heads of school, the heads of school will:

- Take the call and document everything the parents says.
- Forward the documentation to the teacher via email.
- Teacher must respond to the parent and copy the administrator on the email or report the outcome of the phone call or contact.

All parent phone calls or emails must be returned within 24 hours of initial contact.

STUDENT ATTENDANCE

Student attendance should be marked daily by the teacher by 8:00 a.m. Students are considered tardy at 7:40 am. They will be counted as such and times input by the administrative assistant upon the student's arrival. If a student brings a doctor's note, it should be sent to the front office where the administrative assistant(s) will go back in and mark the absence excused. Middle school teachers are expected to take attendance each class period.

A report and daily email will be run and sent to staff and core leadership team. Teachers are responsible to review report and make any updates to student attendance. Accurate attendance records are imperative and expected.

Teachers are responsible for contacting parents and guardians regarding student attendance. After 3 unexcused absences, teachers are expected to contact the parent/guardian. After 5 unexcused absences, and parent/guardian contact, teachers must email the school counselor and copy the heads of school. After 10 unexcused absences, the teacher must notify the school counselor and heads of school. The school counselor will complete a home visit. The school counselor will serve legal notice to parents/guardians when applicable.

FIELD TRIPS

A field trip request form must be completed and given to core leadership team for approval. Once approval is given from the core leadership team, the information will go to the arts coordinator for completion. Arts coordinator will order bus and school lunches if needed.

Teachers are responsible for communicating, tracking and collecting money from students. All field trip money is due one week prior to the field trip to administrative assistant.

A field trip OPT-OUT form will be sent home 48 hours before a field trip. This form will be initiated by the Arts Coordinator.

SCHOOL-WIDE POSITIVE INCENTIVES

Cool cat cash is used to recognize positive student behaviors. All teachers must integrate this into their classroom management plans. Students should be encouraged to leave the money at school. Teachers can develop a management system of student money in their classrooms. Teachers will sign

up for the cool cat cash store where students can spend their money.

Elementary classrooms can earn Bravos as other staff recognize your class for exceptional behavior. Each class can earn a Bravo for perfect attendance. Bravos should be posted outside the classroom. Each month a certain number of Bravos will earn a prize for the entire class.

STAFF WORK DAY

All teachers report to work at 7:10 AM and may leave at 2:30 PM Monday, Tuesday, Thursday and Friday. Wednesday is early release day for students. The instructional day begins at 7:10 AM and dismissal will begin at 2:20. On Wednesdays, students are dismissed at 1:45. Staff are expected to stay for staff meetings and/or professional development until 3:30 PM every Wednesday. These are expected to be attended and are considered part of the regular work day and not a professional courtesy. Staff attendance policy will apply to absences. On select early release days, staff will receive in-service trainings on all necessary and pertinent topics such as, but not limited to, recognizing child abuse or neglect, safety drills, etc. Staff will document training through Safe Schools and staff training acknowledgement forms.

GUEST TEACHERS

Executive Director and Principal of Edison School of the Arts *must* be notified of any absence or late arrive via text or phone call. Absences that require a guest teacher must be called into Parallel no later than 2 hours prior to start time.

All classroom teachers must have a sub-binder that is current including class list, transportation, schedule, pullout list, emergency procedures and seating charts.

Current lesson plans and student work must be available in case of absences. In the event of an emergency, please have a set of emergency sub plans and student work packets prepared.

AWARDS DAY

Students who earn honor roll, perfect attendance and student of the month will be recognized at awards day. Honor roll will be awarded to students who achieve A's and B's in all academic and arts courses.

GRADING

Schoology gradebooks must be kept current. Weekly progress reports will go home every Wednesday in students "Wednesday Folders". Progress reports should be printed off Schoology and be comprehensive with current grades and missing assignments.

All grades should reflect student's performance in class and should be back by the teacher with accurate supporting documentation. A is exceptional, B is above average, C is average, D is below average, and F

is well below average.

STUDENT BEHAVIOR AND DISCIPLINE

Students are expected to follow the school expectations that are set forth.

Adults are always in charge. School-wide expectation posters that are provided are to be posted in classroom and communicated with students.

Any student referrals or misconduct is to be documented and described in an email and sent to heads of school, social worker/counselor, and behavior adjustment facilitator (BAF). The BAF will place the conduct referral online. All negative behaviors that are worth talking about are worth sending a detailed email for documentation purposes.

If a student is misbehaving and the classroom teacher has exhausted all efforts including a time out in a buddy room, contact the office to let the administrative assistant know that a student needs removed or text heads of school. No student should be sent to the behavior adjustment center without core leadership approval. The core leadership team or BAF will remove the student if deemed necessary. When a student is sent to the BAC, then the teacher has then handed consequences over to core leadership. It is most likely that the student will be sent back to the classroom after a writing consequence or time away.

Every time a student is sent to BAC, the BAF will record the incident on a document as well as place the incident online given the information that was provided. The BAF will notify all “need to know” staff of a student suspension. The administrative assistant will mark the student suspended in the attendance system.

Suspension is a circumstantial punishment and is not uniform or a general basic consequence for a specific action. Suspension is at the discretion of the heads of school and is not taken lightly.

The Core Leadership Team, school counselors and/or BAC have the right to search student lockers and materials in the locker at any time. Locker searches are conducted with two people at all times. A student may be asked to empty their pockets and/or shoes. If any type of further search is needed to ensure safety of students and staff, or the student is refusing to cooperate, IPS Police will be called to assist in conducting the search and parents/guardians will be notified.

SPECIAL EDUCATION/504'S/MTSS

Full compliance of IEP's, 504's, BIPS (behavior intervention plans) is expected from all staff members. Special education teachers are responsible for getting a copy of a student's IEP to the necessary staff members. The counselor(s) are responsible for ensuring staff are aware of students that have a 504. If there are any questions regarding the student's needs, the teacher is expected to ask for assistance.

If there are students who have academic, social or behavior concerns, a teacher is encouraged to make a referral to MTSS (multi-tiered systems of support). A team will meet with the teacher to discuss the

student's strengths and challenges to develop an intervention plan. The teacher is then responsible for implementing the intervention plan with fidelity and collecting data. The team will then meet 4-6 weeks later to check progress of student. The intervention plan can continue or be modified. At that point it is possible that the student may be referred for testing with parent approval.

MIDTOWN MENTAL HEALTH SERVICES

Additional counseling services are offered through a contracted agency called Midtown. If you have a student who you feel needs counseling services or support, a referral form must be completed. The parent also must be aware and in support of the referral. Parents may also request that their student be seen by Midtown. Turn the completed form into the school counselor.

FACILITIES

Classrooms should be clean, neat and organized at all times. Student desks/tables need to be kept clean and organized. Student organization is a skill that is taught and expected from the teacher. Students should not have food or drink in the classroom with the exception being regular water (not flavored).

Any food in the classroom must be cleaned up and put in the trash can or taken to the dumpster. Small and large pieces of paper or trash must be picked up off the floor prior to students leaving. The custodians are not expected to pick up pieces of trash off the floors. Chairs should be placed on top of the desk and tables at the end of each day. Be sure all windows and doors are closed and locked before leaving. The building is to remain locked with exterior doors closed and locked at all times. Students are never allowed to let any adults into the building.

SAFETY DRILLS

Different types of safety drills will be practiced every month. All staff members are to have the "crisis" flip charts in their rooms and hung by the door at all times. During any emergency, the chart is to be taken with you and utilized in the intended ways. Follow the exit routes posted in classrooms. Students should be silent when exiting the classrooms.

Radio carriers will monitor and check building to ensure it is secure. Staff will be notified when it is safe to return to normal. Please read and be familiar with the school safety plan and procedures.

FINANCES AND REIMBURSEMENT

Any staff member that needs supplies or other items must have preapproval from the core leadership team. At no time should staff members purchase items and expect reimbursement without core leadership's approval. Field trips, rewards, food etc., must be approved prior to reimbursement.

EMPLOYEE ACKNOWLEDGEMENT FORM

The employee handbook describes important information about Edison School of the Arts, and I understand that I should consult the Human Resources Department at HCC regarding any questions not answered in the handbook.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the chief executive officer ("CEO") of Edison School of the Arts has the ability to adopt any revisions to the policies in this handbook, or to enter into a contract of employment on behalf of Edison School of the Arts.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it. I also understand that my employment with Edison School of the Arts is "at-will" and may be terminated at any time by either myself or Edison School of the Arts without prior notice and with or without cause, absent an employment agreement signed by the CEO of Edison School of the Arts.

I further understand that it is my responsibility to familiarize myself with all information in the handbook, including but not limited to, the EEO/Harassment/ADA policies, the leave policies, the business communications policy, and the Drug-Free Workplace Policy, and if there are parts of it I don't understand, I am responsible to discuss it with my supervisor or Human Resources at HCC.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____